



## NOTIFICATION OF REQUEST FOR QUOTE

Provision of  
**Legal Review Services**

Issued April 8, 2022

**Proposals must be received no later than 11:59 pm EDT  
May 6, 2022**

**Contract Period:**

July 1, 2022 – June 30, 2023

*With option to extend for up to two additional years*

**RFQ# 2022-002**

EmployIndy  
PNC Center  
101 W. Washington St., Suite 1200.  
Indianapolis, IN 46204  
(317) 639-4441

EmployIndy, its programs, and contract service providers are Equal Opportunity employers/programs.  
Auxiliary aids and services are available upon request to individuals with disabilities.

## **Request for Quote: #2022-002 Legal Review Services**

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy ("hereinafter EmployIndy") is engaging your company/firm to submit a proposal for providing services for a legal review and guidance of contract boiler plates and other contractual documents.

### **Background:**

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the workforce development board for Marion County, guided by 21 business, civic, education and non-profit community leaders, EmployIndy invests \$17 million in public, private and philanthropic funds for both youth and adults annually.

### **Qualifications:**

We are seeking legal firms that have experience in Indiana law related to non-profits that also work with contract work under state and federal guidelines. The firm must be in good standing and have at least five years' experience in this field. Potential vendor/firms will be required to sign a Nondisclosure Agreement prior to any document requests.

### **Scope of Work:**

- Review and consult of current contract "boilerplates" to include Professional Service Agreements, contracts, modification worksheets and memorandums of understandings (MOU)
- Assist to redevelop/update standard "boilerplates" for MOU's
- Provide general contract file record keeping guidelines
- Help develop physical contract file "checklist"
- Guidance on learning/course content, intellectual property, and fee for service on LMS content
- Review and suggest possible updates to Company documents
- Continuous review of company Bi-Laws and Articles of Incorporation
- Be available for consult for contract work/discussion for a twelve-month period
- Must be compliant with all Dept. of Workforce Development and US Dept. of Labor Requirements

### **Review and Selection Process:**

EmployIndy will evaluate responses to this RFQ. The following criteria will be used in selection:

- Depth and breadth of experience and expertise in the practice of law, with particular emphasis on experience with non-profits and regulations.
- Degree of experience with similar clients.

- Knowledge of the Workforce Investment and Opportunity Act, Indiana Department of Workforce Development regulations, WDBs and the local regions within Indiana.
- Capability to perform the services in a manner that will allow staff to meet established deadlines and to operate in an effective and efficient manner.
- Fees and costs of services.
- Interviews, if conducted.

Instructions for Submittals:

All proposals must be submitted no later than 11:59 PM EST on May 6, 2022. EmployIndy must officially receive responses to this RFQ by this deadline. Quotes/proposals must be submitted at [www.employindy.org/contractopp](http://www.employindy.org/contractopp).

Any and all questions or requests for clarification must be received by EmployIndy on or before April 22, 2022. Questions and requests for clarification must be in writing and may be submitted at [www.employindy.org/contractopp](http://www.employindy.org/contractopp). All answers will be posted on the EmployIndy website no later than close of business April 24, 2022.

Please note that a request for clarification will in no way extend the response deadline. Any modifications or amendments to a quote prior to the deadline must also comply with the above requirements and the response deadline.

The applicant must submit a concise proposal clearly addressing all of the requirements outlined in this RFQ. The following information must be included in the submittal:

- A cover letter of introduction.
- Describe the nature of your law firm's practice and your qualification for providing these services.
- Please provide the overall capabilities, qualifications, training, and area of expertise for each of the principals, partners and associates of the law firm, including the length of employment for each person and his/her area of specialization for those involved in the assignment, emphasizing knowledge of non-profits and regulations.
- Describe your knowledge of WIOA, Indiana DWD regulations, WDBs and the local regions within Indiana.
- Current clients and Conflicts of Interest.
- List all clients for which you or your firm currently provides services.
- Please identify any foreseeable or potential conflicts of interest which would result from this contract and the manner in which you would propose to resolve such conflicts.
- A list of, at minimum, three references comprised of clients for which the firm has completed similar work, including their contact information.
- The total amount of costs for the project.

Final selection will be made before July 1, 2022, with contract to be executed immediately.