

Crowley's Ridge Development Council, Inc.

Request for Qualifications

For Legal Services

For the Period

January 1 to December 31, 2022, 2023, and 2024

(Optional Two Additional Years)

Responses should be directed to:

Whitney McMillon

Executive Administrative Assistant

Crowley's Ridge Development Council, Inc.

2401 Fox Meadow Lane

P.O. Box 16720

Jonesboro, AR 72403

(870) 802-7100 ext. 5113

RFQ Response Deadline: December 3rd, 2021

Purpose

Our organization, Crowley's Ridge Development Council, Inc. (CRDC), is accepting proposals from law firms to provide professional legal for our organization for the years ended January 31, 2017, 2018, and 2019 – with an option for two additional years. We invite your firm to submit a proposal to us by October 18, 2016 for consideration. A description of our organization, the services needed, and other pertinent information follows.

Background of Crowley's Ridge Development Council, Inc.

CRDC is a 501(c)(3) private non-profit organization incorporated under Arkansas law in 1969. Annual revenues are approximately \$9 million per year, and the organization employs 73 people covering an eight county area. The organization, whose mission and principal activities are to provide total family resources for individuals and communities in their achievement of economic, social and interpersonal goals, by the provision of temporary assistance in an efficient and nondiscriminatory manner, and to provide education and resources for strengthening the family unit on a long-term basis, operating in certain counties of northeast Arkansas. CRDC's primary sources of funds for operations are grants from the United States Department of Health and Human Services and the United States Department of Agriculture.

The consolidated financial statements include the accounts of CRDC; Jackson County Housing, Ltd., a non-profit entity that provides rental houses to low income individuals; and, Mature Living of Harrisburg, Inc., a non-profit entity that provides rental houses to low income and elderly individuals. The organization shares a common board of directors with the entities.

Services to Be Performed

It is the intention of this request that the law firm hereunder could be engaged to provide one or a variety of services, including but not limited to the following items:

1. Labor Law – matters pertaining to all applicable laws related to labor/management relations;
2. Employment Law – matters pertaining to human resources law and policy including employee benefits issues;
3. Litigation – litigation related to proceedings against non-profit organizations and officers;

4. Real Estate and Development Law – matters involving land development, real estate, leasing, land use and the relation of all these issues to non-profit organizations.

Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Jeremy Wooldridge	Chief Executive Officer	(870) 802-7100 ext. 5114
Rhonda Gillis	Chief Financial Officer	(870) 802-7100 ext. 5122
Terrie Grissom	Executive Administrative Assistant	(870) 802-7100 ext. 5113

Requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with the executive director or director of accounting services should be coordinated through our administrative coordinator. You may reach her at the number listed above. Please return the completed proposal to the address on the cover of this document.

Your Response to This Request for Qualifications

In responding to this request, we request the following information:

General Information

1. Your response to the RFQ should address, at a minimum, each of the items outlined above. You may add additional information that you deem to be appropriate.
2. In order for the law firm to be considered, your proposal must be received no later than 4:30 pm on December 3rd, 2021 addressed to Whitney McMillon, Executive Administrative Assistant, Crowley's Ridge Development Council, Inc., 2401 Fox Meadow Lane, P.O. Box 16720, Jonesboro, AR 72403. Questions seeking clarification or technical information should be made to Ms. Grissom. The proposal should be clearly marked on the outside of the envelope: **2022 - 2024 RFQ Proposal: Legal Services.**
3. Your cost proposal/fee must be submitted in accordance as stated below.
4. CRDC does not assume any responsibility or liability for costs incurred by law firms responding to this RFQ, or any subsequent requests for data, interviews, etc. prior to issuance of a formal executed contract.
5. CRDC will only consider law firms that demonstrate ability and experience for services of similar nature and complexity, and reserves the right to reject any or all proposals, or to award contracts in whole or in part.

Qualifications and Experience

1. Provide a brief history and description of the law firm.
2. Provide a summary of you have with the subject scope of work. Identify specific qualifications which you believe especially qualify your law firm to perform this work.
3. Provide a description, location, date of completion and client contact person regarding services carried out by your law firm within the last five years which are comparable in scope to the proposed project. The services must have been carried out by persons who will be assigned to this project.
4. Provide the names and resumes of all professionals to be assigned to the project and identify manager or lead attorney that will be the organizations point of contact. The attorneys who will be providing legal services on behalf of the organization must be admitted to all of the Court of the State of Arkansas.
5. The law firm must disclose any conflicts of interest to their accepting an award with CRDC, and if a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the law firm.

Cost Proposal/Fee

1. Your proposal/fee should clearly identify each of the following:
 - a. The job title or classification and hourly rate of all individuals to be utilized in the engagement based upon his/her area of legal expertise.
 - b. The firms must quote its fees for the length of the period covered in this proposal.

Term of Agreement

The agreement will run for a period of time of three (3) years beginning January 1, 2017 and may be renewed for two, one-year consecutive terms upon agreement between CRDC and successful law firm.

Quantities and Services

Unless stated otherwise, the organization is not obligated, during the period stipulated, to purchase any or all its legal services specified therein from the law firm, and the law firm is obligated to supply the services which CRDC requires for its operations. The successful law firm will be required to coordinate its services with the organization's management.

Evaluation of Proposals

CRDC will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of the organization as outlined in this RFQ. CRDC may choose to use competitive negotiations to develop the final contract/agreement with the law firm whose proposal best suits the needs of CRDC, based upon the sole discretion of CRDC.

The review and selection criteria shall be based on the written proposals and responses during any interview sessions if conducted.