



REQUEST FOR PROPOSAL FOR LEGAL SERVICES

**INQUIRIES AND PROPOSALS SHOULD
BE DIRECTED TO:**

**Tanya R. Patiño
Executive Director
Guadalupe Economic
Services Corporation
1502 Erskine Street
Lubbock, TX 79403
tanya@gescorp.org**

TIMETABLE OF RFP EVENTS

ACTION	ON
RFP posted, made available for distribution	March 12, 2025
Deadline for questions submitted to tanya@gescorp.org regarding RFP	March 19, 2025
Submission Proposal deadline: Proposals must be received via email by 3:00 p.m. to tanya@gescorp.org.	March 16, 2025
Review and evaluation process begins	March 27, 2025
Selection of winning proposal subject to board approval	April 4, 2025
Agreement/Contract for Deliverables and Services Initiated	April 11, 2025

I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to the **Guadalupe Economic Services Corporation.**
- B. **Who May Respond.** Attorneys currently licensed to practice law in **Texas**, or law firms including such attorneys, may respond to this RFP.
- C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **3:00 pm on March 26, 2024.**

2. **Inquiries.** Inquiries concerning this RFP should be emailed to:

Tanya R. Patiño
Executive Director
Guadalupe Economic Services
Corporation
tanya@gescorp.org

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Guadalupe Economic Services Corporation (hereinafter referred to as GESC).

4. **Instructions for Prospective Contractors.** Your proposal should be addressed as follows:

Tanya R. Patiño
Executive Director
Guadalupe Economic Services
Corporation
1502 Erskine Street
Lubbock, TX 79403

It is important that the proposal be submitted by the deadline clearly marked in the subject line with the following information:

Request for Proposal deadline
3:00 pm, March 26, 2025
For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the

responsibility of the Proposer to ensure that the proposal is received by GESG, by the date, time and in the manner specified above. Late, proposals will not be considered.

5. **Right to Reject.** GESG reserves the right to reject all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within three (3) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. It is expected that the contract shall be a three-year contract.

- D. **Description of Entity.** GESG is a 501 (c) 3 Non-profit agency established in 1949 in Lubbock County to assist the low-income families in the provision of programs and activities that promote self-sufficiency and transiting out of poverty. GESG provides direct client assistance, and information to other resources that connect the clients with the assistance they need.

GESG was formed in 1949 as Lubbock Guadalupe Neighborhood Association and became the Guadalupe Economic Services Corporation in 1983 after the F5 tornado destruction. GESG became aware of the need for rebuilding and growing the community that had suffered. Over the years, GESG has offered services to the community to help grow, educate, and support. The change in name appropriately reflected the broad services and programs that GESG had been offering for many years in areas important to both *community and public*.

Additional information on GESG is available in our Annual Report, which can be found at our web site <http://www.gescorp.org> under the tab "About GESG."

- II. **SCOPE OF SERVICES.** The Proposer shall be readily available to perform the following legal services, as requested by the Executive Director and/or Board of Directors:

- A. Review drafts and negotiate contracts and leases.
- B. Advise on legal issues related to agency and tax-exempt organization status.
- C. Advise on laws/regulations related to intellectual property, privacy, personal data collection/storage, online payments, electronic communication, and other issues related to marketing and communications activities.
- D. Advise on individual labor and employment matters.
- E. Lead labor negotiations, arbitrations, labor and employment counseling, and employment litigation.
- F. Drafting and/review for legal correctness and acceptability; legal documents, contracts, settlement agreements, severance agreements, releases, collective bargaining agreements

and other legal drafting, as requested.

- G. Review personnel, fiscal and other policies, as well as agency bylaws.
- H. Advise on Human Resources policies and/or procedures that directly impact the agency or participants in GESC workforce development/employment programs, including workers' compensation.
- I. Advise on responses to subpoenas, court orders, and requests for information from third parties.
- J. Defend lawsuits, administrative claims, or other legal claims.
- K. Conduct litigation, as necessary.
- L. Attend Board of Directors and Committee meetings as necessary
- M. Advise on government grant and contract issues.
- N. Other legal services as needed.

Although it is preferable for an attorney or firm to submit a proposal covering all the above areas, GESC will consider proposals emphasizing expertise in subsets of these areas.

The proposer shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. The proposer also includes summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

III. PROPOSAL CONTENTS. The Proposer, in its proposal, shall, as a minimum, include the following:

A. **Legal Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations; real estate, including bond financing; government grants and contracts; and general business operations. Additionally, if applicable, provide a description of any experience advising organizations comparable to GESC that offer similar programs and government-funded services.

B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:

- size
- structure,
- areas of practice
- office location(s)
- small or minority-owned business

Please include a copy of the Equal Opportunity/Affirmative Action Policy, and/or Code of Conduct, if available.

C. **Attorney Qualifications.** The Proposer should separately attach a description of the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and educational background of each attorney.
 2. Overall supervision to be exercised.
 3. Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years, and types of experience, and continuing professional education will be considered.
- D. **Price.** The Proposer's proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, long distance telephone calls, copies, delivery fees, faxes and electronic communication. Interested Proposers must also provide information on any alternate fee arrangements that the firm utilizes in connection with the performance of a specific service and must indicate whether the firm would be able, upon reasonable GESC request, to provide an advance estimate of expense or a budget on a given matter. Also include a retainer amount that would be charged to advise GESC on routine matters that could be managed over the telephone or otherwise without extensive research or other legal work. GESC reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.
- E. **References.** The Proposer must provide at least three client references with similar operations to GESC and comparable scope of services. Each reference should include the business name, address, phone number and the name of a person that GESC may contact regarding the firm's work for that client.

IV. PROPOSAL EVALUATION.

- A. **Submission of Proposals.** Responses to this request should be sent to tanya@gescorp.org with complete proposal and all attachments by **3:00pm CST on Wednesday March 26, 2025.**
- B. **Evaluation Procedure and Criteria.** GESC's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:
1. Proposed approach to scope of work.
 2. Level of experience of the individual(s) identified to work on this matter.
 3. The Proposer's experience with similar clients and legal matters.
 4. Proof of financial viability.
 5. Cost.
 6. Interviews, if conducted.
- C. **Required Format for Proposals.** All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:
1. Page Limit: 12, including cover page.
 2. Attorney Qualifications section should be attached and is not included in the page limit.

3. Page Size: 8 ½ x 11; portrait
4. Font Size: 12
5. Font Type: Times New Roman
6. Double-spaced
7. Margins: 1” minimum on the top, bottom, and sides of all pages
8. All pages must be numbered; double-sided printing is acceptable.
9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
10. Do not include attachments other than those requested or required by this RFP.

V. PROPOSAL TIMELINE.

During the period from your organization’s receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of GESC for additional information except in writing directed to Tanya R. Patino at tanya@gescorp.org.

VI. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **3:00 p.m. on March 19, 2025**.

Questions must be emailed to Tanya R. Patino at tanya@gescorp.org. Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal. Company is not required to respond to any query submitted but, if Company does reply, may make your query as well as Company’s answer to it available to all bidders.

VII. GENERAL INFORMATION.

A. Contract Award

GESC reserves the right to award the contract in a manner deemed to be in the best interests of GESC.

B. Stability of Proposed Prices

Any price offerings from Proposers must be valid for a period of 30 days from the due date of the proposals.

C. Amendment or Cancellation of the RFP

GESC reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of GESC.

D. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal’s due date unless such modification is specifically requested by GESC. GESC, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

E. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that GESC deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

F. Proposer Demonstration of Proposed Services and/or Products

Proposers must be able to confirm their ability to demonstrate the services they would provide.

G. Erroneous Awards

GESC reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer.

Such action shall not constitute a breach of contract on the part of GESC because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

H. Ownership of Proposals

All proposals shall become the property of GESC and will not be returned.

I. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of GESC unless otherwise stated in the contract.

J. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by Proposers with GESC will be disregarded in any proposal evaluation or associated award.

K. Not a Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. GESC will pursue negotiations with the highest scoring proposal. If, for some reason, GESC and the initial Proposer fail to reach consensus on the issues related to a contract, then GESC may commence contract negotiations with other Proposers. GESC may decide at any time to start the RFP process again.

The selected Proposer will be required to sign a formal contract.

L. Subcontractors

GESC must approve all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by submitting a proposal that any work provided under the contract is work conducted on behalf of GESC and that the GESC Executive Director and/or Board of Directors may communicate directly with any subcontractor as GESC deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to GESC upon request. The successful Proposer must provide the majority of services described in the specifications.