

**Request for Qualifications for**

**Legal Services**

**RFQ 84-812030424**

**03/08/24**

**Proposal Opening Date: March 25, 2024**

**At 3:00PM ET**

Inquiries and proposals should be directed to:

Carteret Community College

Purchasing Department

Attn: Pam Olsson

3505 Arendell Street

Morehead City, NC 28557

[olssonp@carteret.edu](mailto:olssonp@carteret.edu)

252-222-6162

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# Introduction:

*About Carteret Community College*

Founded in 1963, Carteret Community College is one of 58 institutions comprising the N.C. Community College System. Located in Morehead City, N.C., the college lies on the shores of the beautiful Bogue Sound — part of the Atlantic Intracoastal Waterway.

*Mission Statement*

**Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.**

Approved by the Board of Trustees November 9, 2021

*Vision*

The Carteret Community College Vision is based on the pursuit of excellence in four dimensions:

1. An Excellent Learning College
2. An Excellent Place to Work
3. An Excellent Resource for Workforce Development and Quality of Life
4. An Excellent Steward of the Public Trust

*Values*

At Carteret Community College, we believe our purpose is to serve the citizens of Carteret County. To fulfill this purpose, we further believe our greatest assets are the people we employ. We the employees of Carteret Community College, united by common purpose, share these values:

**Learning – Service – Quality – Innovation – Integrity**

**Diversity, Equity, & Inclusion – Teamwork – Commitment**

# Purpose:

Carteret Community College seeks to contract with a Law Firm with experience in Higher Education. The organization selected should have a proven track record and be capable of handling and have expertise in multi-discipline legal fields. Proposals shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto. Carteret Community College is a public, state-supported, comprehensive two-year community college providing an open door to education and training for the citizens of Carteret County. For more information, please visit [www.carteretcc.edu](http://www.carteretcc.edu).

# Scope of Services:

The purpose of the RFQ is to obtain pricing for and select a qualified Law Firm to provide legal services for Carteret Community College. The selected firm will serve as legal counsel, advising the college administration, board of trustees, and other college officials on a wide range of legal matters. The scope of services includes, but is not limited to:

1. **General Counsel Services**:

* Provide legal advice and representation to college administration, board of trustees, and other college officials.
* Interpret and apply federal, state, and local laws relevant to community colleges.
* Address legal issues related to college policies, governance, employment and contracts.

1. **Student Affairs and Title IX**:

* Address legal matters related to student rights, discipline, and accommodations.
* Provide guidance on Title IX compliance, sexual harassment, and discrimination cases.

1. **Real Estate and Property Law**:

* Advise on property acquisitions, leases, and land use.
* Handle real estate transactions and property-related legal issues.

1. **Policy Development and Compliance**:

* Assist in developing and updating college policies and procedures.
* Ensure compliance with state and federal regulations.

1. **Foundation Donor Agreements and Gift Acceptance Policies**:

* Draft and review donor agreements, gift acceptance policies, and endowment agreements.
* Address legal aspects related to naming rights, restrictions, and donor intent.
* Provide guidance on accepting various types of gifts (cash, securities, real estate, etc.).

1. **Intellectual Property and Technology Law:**

* Address copyright, trademark, and patent issues.
* Advise on technology contracts, data privacy, and cybersecurity.

1. **Ethics and Governance**:

* Provide guidance on ethical standards, conflicts of interest, and governance best practices.
* Assist with board meetings and compliance with open meetings laws.

# Evaluation Criteria:

The evaluation process for the selection of legal services will adhere to the two-step sealed bid method. This approach involves the submission of two separate envelopes, one for qualifications and the other for compensation proposals. Each envelope will be independently evaluated to ensure a comprehensive assessment of both the qualifications of the proposing firms and the associated cost considerations. The following criteria will guide the evaluation:

# Qualification Proposals:

1. **Experience and Expertise**: Firms are expected to showcase their experience in providing legal services, particularly with the realm of educational institutions, with a focus on community colleges.
2. **Team Composition and Qualifications**: Proposals should outline the qualifications and roles of key team members, emphasizing their relevance to the unique legal needs of our community college.
3. **Licensing and Standing**: The law firm must be in good standing and licensed to practice law in the State of North Carolina as of the date of appointment.
4. **References and Past Performance**: Firms are encouraged to provide references and highlight past performances, illustrating successful outcomes and client satisfaction.
5. **Understanding of Community College Environment**: A clear understanding of the legal challenges within a community college setting and proposed strategies to address them will be evaluated.

The qualification proposal shall be submitted in a sealed envelope and marked accordingly:

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Qualification Proposal

Name of Firm

# Compensation Proposals:

* 1. **Fee Structure**: Firms should present a transparent fee structure, including hourly rates, retainer fees, and any additional costs associated with the legal services.
  2. **Billing Practices**: The billing practices, including invoicing frequency, payment terms, and any potential additional charges, will be assessed.
  3. **Value for Money:** The overall value for money proposition will be considered, weighing the cost against the quality of services offered and the specific needs of our institution.

The compensation proposal shall be submitted in a sealed envelope and marked accordingly:

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Compensation Proposal

Name of Firm

# Selection Process

Proposals shall be reviewed by an advisory committee. Membership on the committee shall be determined by the Board of Trustees and may include college administration, staff, and anyone else the Board deems appropriate. The committee shall make a recommendation to the Board of Trustees, who shall make the final selection.

The College reserves the right to negotiate with any or all bidders, to seek modifications or re-submissions of portions or entire proposals and to accept or reject any and all bids received.

# Contract Term:

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the “Effective Date”) or April 30, 2024, whichever is later.

At the end of the Contract’s initial term, the College shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to three (3) additional one-year terms. The College will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the College reserves the right to extend the Contract after the last active term.

# Submission of Proposals:

In a sealed envelope, provide two (2) complete hard copies of your proposals for furnishing services outlined with this RFQ, as well as a DIGITAL copy submitted via flash drive or email to [olssonp@carteret.edu](mailto:olssonp@carteret.edu). Proposals will be received until 3:00 pm (EST) Monday, March 25, 2024, and are subject to the conditions within this document.

The submittal can take any written form, provided that the outlined requirements are met, and instructions are followed. If the submittal does not meet all requirements, it may be disqualified at the discretion of the College. The College reserves the right to reject all responses.

1. Proposals must be submitted directly to Carteret Community College with the sealed submission envelope or package addressed as follows:

Carteret Community College

Attn: Purchasing Department

3505 Arendell Street

Morehead City, NC 28557

RFQ: 812030424-Legal Services

1. Direct all RFQ and submittal inquiries to Pam Olsson, at [olssonp@carteret.edu](mailto:olssonp@carteret.edu), or via phone at 252-222-6162.
2. It is the prospective submitter’s responsibility to assure that all reference and support materials have been reviewed.

# Unofficial Project Timeline

* March 8, 2024 – RFQ released
* March 25, 2024 – Deadline for completed RFQ responses due to Carteret CC
* March 28, 2024 – Advisory committee reviews proposals
* April 8, 2024 – Advisory committee makes recommendation to Board of Trustees
* April 10, 2024 – Board of Trustees make selection
* April 11, 2024 – Award contract

*\*Timeline is subject to change based on the needs of Carteret Community College.*

# PROPOSAL FORM

PROJECT: **Legal Services**

**Carteret Community College**

Request for Qualifications:

The Attorney or Firm hereby certifies that they have read this entire document and understand all the terms and instructions stated herein.

The Attorney or Firm hereby certifies that all of the figures, computations and calculations used in estimating the proposal herein have been carefully checked and are accurate in all respects and no claim for withdrawal will be allowed on the grounds of mathematical error.

The Attorney or Firm hereby certifies that it is understood that this proposal will not be considered should it arrive after the date/time due and that all forms enclosed in the proposed invitation including this must be properly filled out to be considered.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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