



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

REQUEST FOR PROPOSAL

Legal Services

For

Sacramento Steps Forward

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**Chief Operating Officer
Sacramento Steps Forward
1331 Garden Highway, Suite 100
Sacramento, CA 95833
RFP@sacstepsforward.org**

I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to **Sacramento Steps Forward for a three-year period**
- B. **Who May Respond.** Attorneys currently licensed to practice law in **California**, 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 **4:00 pm on August 07, 2019**

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

**Chief Operating Officer
Sacramento Steps Forward
1331 Garden Highway, Suite 100
Sacramento, CA 95833
RFP@sacstepsforward.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 Sacramento Steps Forward (hereinafter referred to as SSF).

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

**Chief Operating Officer
Sacramento Steps Forward
1331 Garden Highway, Suite 100
Sacramento, CA 95833**

It is important that all proposals be sent to RFP@sacstepsforward.org with the subject line **“RFP for Legal Services August 07, 2019 4:00 pm”** and submitted in PDF format clearly marking in the lower left-hand corner of the cover page with the following information:

Request for Proposal
4:00 pm, August 07, 2019
Proposal for Legal Services

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

5. Small and/or Minority Owned Businesses. Efforts will be made by SSF to utilize small, women and/or minority owned businesses.

6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed by email of the results. It is expected that the contract shall be a three-year contract, starting with an executed contract.

D. **Description of Entity.** Sacramento Steps Forward, a private non-profit organization (State ID: C3356574) is committed to ending homelessness in our region through collaboration, innovation and connecting people to services. Walking side-by-side with our partners, we seek to provide people experiencing homelessness with the support and services they need to find stability and long-term housing.

Sacramento Steps Forward is the lead agency for the Sacramento Continuum of Care and as such, directly reports to the U.S. Department of Housing and Urban Development (HUD) on more than 20 different homeless service agency contracts worth more than \$13 million. Each contract has a different reporting cycle and different program requirements. In addition, HUD audits Sacramento Steps Forward sub-contracts biennially. In order to report to HUD, Sacramento Steps Forward has built a web-based reporting portal for contracted entities that allows them to provide required data.

As the HUD designated administrator of the Homeless Management Information System (HMIS), Sacramento Steps Forward is responsible for Sacramento County's Annual Homeless Assessment Report, Housing Inventory Count, and Point-in-Time Count reports to HUD. In addition, Sacramento Steps Forward oversees and ensures quality control for monthly performance reports generated by HUD funded sub-recipients.

For direct outreach services, Sacramento Steps Forward generates 11 unique reports per month that provide a wide variety of information for funding agencies. Specific information includes demographics, housing resolutions, and service linkages.

Additional information on SSF, including our Annual Report, is available on our web site:

<https://sacramentostepsforward.org/>

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

- A. Provide general legal advice,
- B. Review, advise or prepare contracts and leases,
- C. Advise on legal issues related to agency and tax-exempt organization status,
- D. Review administrative, fiscal and other policies, as well as agency bylaws,
- E. Advise on government grant and contract issues,
- F. Advise on responses to subpoenas, court orders, and requests for information from third parties,

- G. Defend lawsuits, administrative claims, or other legal claims, and
- H. Conduct litigation as necessary.
- I. Other legal services as needed

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

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 SSF 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), and
 - if appropriate, if the firm is a small or minority-owned business.

Please include a copy of the Equal Opportunity/Affirmative Action Policy, 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 education background of each attorney.
 2. Overall supervision and expertise 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.
- E. **Price.** The Proposer's proposed price should include
 - 1) 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, copies, faxes and electronic communication.
 - 2) Price to prepare standard contract for services considering use of private, local, state or federal funding and including provision of federal requirements as attachments when federal funds used;

- 3) Retainer amount that would be charged to advise SSF on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work such as minor contract maintenance. SSF reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION.

- A. **Submission of Proposals.** All proposals shall consist of all documents together in one PDF format.
- B. **Evaluation Procedure and Criteria.** SSF's CEO and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The CEO 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 20 points
 2. Level of experience of the individual(s) identified to work on this matter 20 points
 3. Proposer's experience with similar clients and legal matters 20 points
 4. Cost 40 points
 5. Interviews, if conducted, additional 25 points
- 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: 13, including cover page
 - i. Attorney Qualifications section is not included in the page limit
 2. Page Size: 8 ½ x 11; portrait
 3. Font Size: 12
 4. Font Type: Arial
 5. Margins: 1" minimum on the top, bottom, and sides of all pages
 6. All pages must be numbered

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 send all questions to SFF at RFP@sacstepsforward.org.

VI. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** to RFP@sacstepsforward.org and must be received no later than **4:00 p.m. on July 24, 2019**. All questions and responses will be posted on <https://sacramentostepsforward.org/> by 5:00 PM on July 25, 2019.

VII. RESERVATION OF RIGHTS.

A. Contract Award

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

SSF reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by SSF to be in its best interests.

B. Stability of Proposed Prices

Any price offerings from Proposers must be valid for a period of 45 days from the due date of the proposals.

C. Amendment or Cancellation of the RFP

SSF 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 SSF.

D. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by SSF in writing. SSF, 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 SSF 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 provide all proposed services.

G. Erroneous Awards

SSF 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 SSF 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 SSF 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 SSF unless otherwise stated in the contract.

J. **Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by Proposers with SSF 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. SSF will pursue negotiations with the highest scoring proposal. If, for some reason, SSF and the initial Proposer fail to reach consensus on the issues relative to a contract, then SSF may commence contract negotiations with other Proposers. SSF may decide at any time to start the RFP process again.

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

L. **Subcontractors**

SSF must approve, in writing, any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of SSF and that the SSF CEO or designee may communicate directly with any subcontractor as SSF 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 SSF upon request. The successful Proposer must provide the majority of services described in the specifications.