



**BOND COMMUNITY HEALTH CENTER, INC.**

**REQUEST FOR PROPOSAL FOR LEGAL SERVICES**

**2018**

Inquiries and proposals should be directed to:

Dr. Temple O. Robinson  
Chief Executive Officer

Bond Community Health Center, Inc.  
1720 South Gadsden Street  
Tallahassee, FL 32304

P: 850-576-4073 Ext 207  
F: 850-521-1502  
trobinson@bondchc.com

Section I., B., 1. Closing Submission Date, is hereby amended to read:

- 1. Closing Submission Date.** Proposals must be submitted no later than **5:00 P.M. on March 15, 2018.**

**I. GENERAL INFORMATION.**

**Purpose.** This request for proposal (RFP) is to contract for general legal counsel to be provided to Bond Community Health Center, Inc., a non-profit 501(c) (3), federally qualified health center.

- A. Who May Respond.** Only attorneys who are currently licensed to practice law in Florida and maintain an office in Tallahassee, Florida, or law firms including such attorneys, may respond to this RFP.

**B. Instructions on Proposal Submission.**

- 1. Closing Submission Date.** Proposals must be submitted no later than **5:00 pm on February 28<sup>th</sup>, 2018.**
- 2. Inquiries.** Inquiries concerning this RFP should be mailed to:

Dr. Temple O. Robinson  
Chief Executive Officer  
Bond Community Health Center, Inc.  
1720 South Gadsden Street  
Tallahassee, FL 32301

Or e-mailed to: [trobinson@bondchc.com](mailto:trobinson@bondchc.com)

- 3. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Bond Community Health Center, Inc. (hereinafter referred to as (Bond)).
- 4. Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Dr. Temple O. Robinson  
Chief Executive officer  
Bond Community Health Center, Inc.  
1720 South Gadsden Street  
Tallahassee, FL 32301

It is important that the Offeror's proposal be submitted in a sealed envelope clearly

marked in the lower left-hand corner with the following information:

Request for Proposal  
Date of proposal  
SEALED PROPOSAL for Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by Bond, by the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** Bond reserves the right to reject any and 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. **Small and/or Minority-Owned Businesses.** Efforts will be made by Bond to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration ([13 C.F.R. § 121.201](#)).
  7. **Notification of Award.** It is expected that a decision selecting the successful attorney will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful attorney, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be for work performed within a specific time period with a retainer and additional fees considered on a monthly basis.
- c. **Description of Entity.** Bond Community Health Center, Inc. (Bond) is a nonprofit, 501(c)(3) community health center deemed as a Federally Qualified Health Center for greater than 30 years. Bond CHC takes great pride in providing a patient-centered approach to quality primary and preventive healthcare services by increasing access to medical, dental, and other healthcare and support services with particular concern for lower socioeconomic groups in Leon and surrounding counties, regardless of their ability to pay.

Bond has an annual budget of approximately 8 million dollars and is governed by a volunteer Board of Directors, which meets 12 times per year. Bond employs over 80 people. Administrative offices are located at Bond's 1720 S. Gadsden Street location. Other facilities are located throughout Leon County:

**The Kay Freeman Center**

2729-8 Municipal Way  
Tallahassee, FL 32304

**Bond Community Wellness and Specialty Center**

1549 South Monroe Street  
Tallahassee, FL 32301

**Bond Mobile Unit**

Bond's mission is to improve the physical, spiritual, psychosocial, and psychological well-being of the residents of Leon and surrounding counties by providing access to the highest quality comprehensive family health services with particular concern for the lower socioeconomic groups, regardless of their availability to pay.

- ii. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the Chief Executive Officer and/or Board of Directors:
1. Review, draft, and negotiate contracts and leases
  2. Advise on corporate and tax-exempt organization legal issues
  3. Advise on individual labor and employment matters in consultation with human resource attorney
  4. Review personnel, fiscal and other policies, as well as corporate by-laws
  5. Attend Board of Directors and Committee meetings as necessary
  6. Advise on government grant and contract issues
  7. Advise on responses to subpoenas, court orders, and requests for information from third parties
  8. Defend lawsuits, administrative claims, or other legal claims
  9. Conduct litigation as necessary
  10. Review purchase agreements
  11. Formulate legislative requests
  12. Collaborate with other legal representatives (personal and professional liability attorneys, insurance based attorney, etc.)
  13. Other legal services as needed

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

- iii. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;
- A. **Legal Experience.** The Offeror should describe its legal experience, including the

names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to Bond. Experience should include the following categories:

1. Experience advising nonprofit organizations.
  2. Experience advising health care organizations- uniquely Federally Qualified Health Centers (FQHC).
  3. Experience advising clients conducting similar programs and government-funded services- specifically, U.S. Department of Health and Human Services; Health Resources and Services Administration (HRSA); Florida Department of Health; Agency for Health Care Administration (AHCA).
- B. Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.
- C. Attorney Qualifications.** The Offeror should have experience in the following areas: non-profit and tax-exempt organizations; real estate, including bond financing; government grants and contracts; general business operation, health care organizations, health care compliance resources and regulatory agencies. The Offeror should describe their qualifications. Descriptions should include:
1. Professional and education background of attorney.
  2. Overall supervision to be exercised.
  3. Prior experience of the individual attorney with respect to the required experience listed above. Only include resumes of attorney 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 Offeror's proposed price should include information on the hourly billing rates of the attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. Bond reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

#### **IV. PROPOSAL EVALUATION**

A. **Submission of Proposals.** All proposals shall include an original and four (4) copies.

B. **Evaluation Procedure and Criteria.** Bond's Chief Executive Officer and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Chief Executive Officer and/or Board of Directors may request a meeting with some qualified Offerors 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 identified to work on this matter.
3. The Offeror's experience with similar clients and legal matters.
4. Response from references.
5. Cost.
6. Interviews, if conducted.