



RFQ for Legal Services

Questions & Answers (Q&Q)

(RFQ Issued on July 7, 2020)

The following questions were received during the Q&A period of July 7 through July 13, 2020. The responses are noted below. The Q&A period has ended. Therefore, no more questions will be accepted. Thank you for your interest and participation in the solicitation for Legal Services.

- Question #1: In reviewing your minutes, I found an engagement letter with the Wood, Boykin firm and also budget for profession services. Can you tell me what the projected budget for legal services is?
Response: *Workforce Solutions of the Coastal Bend (WFSCB) projects the budget to be in the range of \$20,000 to \$30,000 per year. This amount is only an estimate based on previous work done in prior years. However, the amount may vary depending on the volume and complexity of work requested by the Board of Directors and professional staff.*
- Question #2: Does only one firm provide legal services? Can we submit for just some of the services listed in Part II or all?
Response: *Only one firm is contracted to provide services. WFSCB prefers to contract with only one firm that can provide all the services listed under Part II.*
- Question #3: Is litigation billed separately?
Response: *All legal work under contract is billed on an hourly rate. The billing rates will vary based on the attorney(s) used, in addition to other legal staff and related expenses. All legal costs may be billed on a monthly basis.*
- Question #4: How many of the Board and Committee meetings does legal counsel usually attend? In person or virtual? Does counsel draft/review agendas and minutes?
Response: *WFSCB has six (6) scheduled board meetings per year. Additionally, there are five (5) separate scheduled meetings annually with the local Chief Elected Officials (CEO). Our legal counsel usually attends all of these meetings in person. On occasion, WFSCB may required legal counsel to attend a committee meeting. However, because of the current health pandemic, these meetings are conducted virtually. Unless requested, the legal counsel is not required to draft or review the agendas and minutes.*
- Question #5: I believe that there are at least 8 workforce centers and the main office. Are the real estate matters billed separately ?

Response: *There are six full-service career centers and one center office in our 11-county region. Beginning in the Fall, the board administrative staff will be housed separately. Any costs associated with real estate matters may be billed on a monthly basis.*

Question #6: The RFQ mentioned a pension plan. Can you tell me what services you are requesting, such as plan IRS qualifications and other tax issues?

Response: *We currently have a 401k plan for our employees and leadership; services would just be to answer and/or make recommendations to Board for CEO/President annual evaluation.*

Question #7: Can you give me a ball park estimate of:

- a. ORRs filed under TPIA?
- b. HR claims in last year?
- c. Does law firm provide COVID compliance?
- d. Number of service providers and average term of contracts?

Response: *a. None.*
b. None.
c. Has not been necessary at this point, legal counsel is available for any topic historically as need rises.
d. WFSCB contracts with approximately 15 service providers. The average term of contracts is 2 to 4 years.

Question #8: We have found that retainer arrangements work best for our clients to respond to everyday Board policies, operations, and other items. Hourly billing would be used for litigation, complex real estate, and HR matters. Does WFSCB have a preference?

Response: *WFSCB prefers having all legal costs to be billed on an hourly rate. However, each legal firm may offer its own fee structure for all billing services to the WFSCB.*