



MEMORANDUM

TO: Interested Parties

FROM: Esther Velazquez, Contracts and Procurement Specialist

DATE: June 24, 2024

SUBJECT: Request for Statement of Qualifications for Legal Services RFQ 24-02

Workforce Solutions Coastal Bend is soliciting proposals from qualified entities or individuals to provide professional legal services. Proposers must: be legally authorized to provide legal services in the State of Texas, have a minimum of five (5) years of experience in working with non-profit, governmental, and quasi-governmental organizations, have a working knowledge and understanding of state and federal rules and regulations as they apply to government funded programs, and have the necessary technical competence, skills and professional judgement to accomplish the work solicited in the RFQ.

The initial contract will be awarded for a period of one year beginning on October 1, 2024 and ending on September 30, 2025. The contract may be renewed for three (3) additional one-year periods beyond the original acceptance award for a total not to exceed four (4) years.

The RFQ will be available on Monday, June 24, 2024 at 2:00 pm Central Time and can be accessed on our website at: <https://www.workforcesolutionscb.org/about-us/procurement-opportunities/> or by contacting Esther Velazquez at 361.885.3013 or esther.velazquez@workforcesolutionscb.org.

Proposals are due by Monday, July 22, 2024 at 4:00 pm Central Time and may be submitted via email to esther.velazquez@workforcesolutionscb.org or hand delivered or mailed to: Workforce Solutions Coastal Bend, 400 Mann Street, Suite 800, Corpus Christi, Texas 78401.

Workforce Solutions Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 711 (Voice). Historically Underutilized Businesses (HUBs) are encouraged to apply.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.