

## MEMORANDUM

TO: ALL PROSPECTIVE BIDDERS

FROM: Michael McDonough, President

SUBJECT: **Legal Services 2026-2028 (RVCC Fiscal Years 2027 and 2028)**

Raritan Valley Community College invites all interested parties to submit proposals for providing all legal services to the College for the two-year period from July 1, 2026, to June 30, 2028. The primary areas of interest include collective bargaining, employee relations and practices, representation of the governing body, and student education and conduct issues in a higher-education setting.

This invitation is issued pursuant to the State of New Jersey's Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et seq.) for professional services procured through a fair and open process. The response deadline is **Friday, May 29, 2026, at 3:00 p.m.** Responses should be delivered to Michael DePinto, Director of Purchasing, Purchasing and Contracts Office, College Center, Suite C-140.

Please note that the deadline to submit all questions is **Friday, May 15, 2026, at 12:00 p.m. (Noon).** All questions must be emailed to Michael DePinto at [Michael.DePinto@raritanval.edu](mailto:Michael.DePinto@raritanval.edu).

## INSTRUCTIONS

Proposals must be submitted in a sealed envelope labeled with the RFP title, deadline date, and time. Please provide one (1) original and five (5) copies of the complete proposal package for each selection committee member.

The Governance Committee will review all proposals and may select up to three (3) firms for in-person presentations. The essential criteria the College will use in making its selection are as follows:

- Extent of experience in higher education, employment law, and policy.
- Demonstrated experience in collective bargaining, employee relations, general contract law, and governing body issues.
- Breadth of the firm's practice.
- Size of professional staff in areas most affecting the College.
- Willingness to provide services at an hourly rate.
- The quoted hourly rates should reflect the professional's skill level and experience.
- Perceived existing or potential conflicts of interest.

To help assess your firm's interest, we have provided general background information on the College and a summary of significant legal services rendered over the past two years. If requested by the firms selected for presentations, we will also provide copies of audited financial statements, Board bylaws, and Board policies.

Firms are expected to provide and/or sign the following documents:

- Acknowledgment of Addenda
- Board of Trustees Letter
- Bidder Questionnaire Certification
- Non-Collusion Affidavit
- Affirmative Action Questionnaire
- Exhibit A – Mandatory Equal Employment Opportunity Language
- Statement of Ownership Disclosure
- Disclosure of Investment Activities in Iran
- Federally Funded Procurements Acknowledgment
- State of New Jersey Business Registration Certificate
- Three (3) References
- Compliance with P.L. 1975 c.127 (N.J.A.C. 17:27)

The documents listed on the checklist are prerequisites and must be returned with your response or prior to award, as indicated. Enclosures must be originals, signed, and notarized where required. Failure to return any form may result in disqualification.

We have not developed a standard form for your response. However, your proposal should directly address the selection criteria. You may also include brief promotional material and profiles of the professionals who may be assigned to our account.

Bidders using mail or delivery services should allow extra time. Submissions received after the deadline, regardless of the reason for the delay, will be rejected and, upon request, returned unopened. It is the bidder's sole responsibility to ensure that its response is delivered on time. RVCC shall not be liable for any proposals lost in transit.

RVCC reserves the right to retain all proposals for consideration for up to sixty (60) days. RVCC shall not be responsible for or bound by any verbal answers to questions during this process. All questions and responses must be in writing. The College reserves the right, in its sole discretion, to waive any insubstantial irregularities in these procedures and to permit insubstantial defects to be cured.