

MEMORANDUM

TO: ALL PROSPECTIVE BIDDERS

FROM: John Trojan, Vice President Finance and Facilities

SUBJECT: **General Counsel 2020-2022**

Raritan Valley Community College invites all interested parties to submit proposals to provide general legal services to the College for the two (2) year period beginning April 1, 2020. The College already has a firm to provide services in representing the institution in bargaining unit negotiations and various other labor matters. These services will be the subject of another proposal process at a later date.

This invitation is made in conformity with the State of New Jersey's Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et seq.) with respect to professional services conducted in a fair and open process. The expected response date is by **4:00 PM on March 13, 2020** and delivered to the attention of the Vice President of Finance and Facilities in the Executive Offices, Room 209 of the Conference Center building.

The Board of Trustees Governance Committee will review all written proposals and may select up to three firms for in-person presentations. The essential criteria upon which the College will base its selection are the following:

- Extent of experience in higher education
- Breadth of firm's practice
- Demonstrated experience in general contract law and construction projects
- Size of professional staff in areas most impacting the College
- Willingness to provide services at an hourly rate
- The quoted hourly rates reflective of the skill level or experience of the professional
- Perceived existing or potential conflicts of interest

In order to help evaluate your firm's interest we have provided some general background information on the College as well as a description of legal services provided by others during the last two years. If requested by the firms selected for presentations, we will also provide copies of audited financial statements, Board by-laws and Board policies. These selected firms would also be expected to produce/sign the following documentation:

- A New Jersey Business Registration Certificate
- Exhibit A Equal Employment Opportunity
- Exhibit B Affidavit of Non-Collusion
- Exhibit C Statement of Ownership (Ownership Disclosure Certification)
- Exhibit D Verification of Assumed, Trade or Fictitious Name
- Disclosure of Investment Activities in Iran Form
- Compliance with P.L. 1975 c.127 (N.J.A.C. 17:27)

We have not developed a standard form for your response. However, your proposal should address the selection criteria directly. You may also include some brief promotional material and profiles of the professionals who may be assigned to our account. Please provide three (3) sets of all materials.

It is the sole responsibility of the bidder to insure 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 a period not to exceed sixty (60) days. RVCC shall not be responsible for or be 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 further reserves the right in its sole discretion to permit insubstantial defects to be cured.