

GENERAL INFORMATION

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to the Mashantucket Pequot Tribal Nation's Business Development Company LLC d/b/a Command Holdings ("Command Holdings") and related entities.
- B. **Who May Respond.** Only attorneys or law firms, including attorneys who are currently licensed to practice law and to provide the legal services for the Command Holdings as detailed herein.
- C. **Instructions on Proposal Submission.**
- i. Closing submission date April 17th, 2020.
 - ii. Inquiries. Inquiries concerning this RFP should be sent electronically to Bryan Small at bryan.small@smallconsulting.net.
 - iii. Conditions of proposal. All costs incurred by the Offeror in the preparation of a proposal will not be reimbursed.
 - iv. Right to reject. Command Holdings 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 terms described in this RFP.
 - v. Small and/or minority owned businesses. Efforts will be made by Command Holdings to utilize small businesses, women and/or minority owned businesses.
 - vi. Notification of award. It is expected that a decision selecting the successful firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to this RFP will be informed of the status of the RFP.
- D. **Description of Entity.** Command Holdings is a tribally chartered limited liability company and is governed by a five (5) member Board of Directors ("Board of Directors"), which meets twelve (12) times per year. Command Holdings' vision is to be a sustainable, self-sufficient economic development arm of the Mashantucket Pequot Tribal Nation.

SCOPE OF SERVICES

- A. **Scope of Services.** The Offeror shall be readily available to perform the following legal services as requested by the Board of Directors including, but not limited to:
1. Review, draft, and/or negotiate contracts and agreements
 2. Advise on individual labor and employment matters
 3. Advise on corporate legal issues
 4. Review personnel, fiscal and other policies, as well as founding documents
 5. Attend Board of Directors and MPTN Committee meetings, as necessary
 6. Advise on federal government contract issues, including SBA related issues
 7. Advise on Tribal legal issues
 8. Other legal services as needed

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

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also

include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

PROPOSAL CONTENTS

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 names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to Command Holdings. Experience should include following categories:
 - 1. Experience advising in a tribal context
 - 2. Corporate experience
 - 3. Federal contracting experience such as 8(a), HUBZone, and other designations
- 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 Equality Opportunity/Affirmative Action Policy, if the firm has one.
- C. **Attorney Qualifications.** The Offeror should include the following information:
 - 1. Professional and education background of each attorney likely to be assigned to the representation.
 - 2. Overall supervision to be exercised.
 - 3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types experience, and continuing professional education will be considered.
- D. **Price.** The Offeror's proposal price should include information on the hourly billing rates of each attorney and other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Command Holdings reserves the right to negotiate with the Offeror on the structure of the billing, in addition to a possible flat monthly fee.

PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall be transmitted electronically to Bryan Small at bryan.small@smallconsulting.net.
- B. **Evaluation Procedure and Criteria.** The 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(s) 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.