

REQUEST FOR PROPOSALS

FOR OUTSIDE LEGAL SERVICES TO THE MASSACHUSETTS HOUSE OF REPRESENTATIVES

A sealed original proposal in response to this request must be received by Counsel to the House of Representatives (“House Counsel”), as directed herein, for providing the House of Representatives with the goods/services listed herein by the date and time set forth below.

Date: **Friday, January 3, 2025**

Time: **12:00 P.M.**

Contractual Requirements and Administrative Information

The following legal and administrative provisions govern this Request for Proposals (RFP):

Proposal Requirements

Proposals submitted in response to this RFP should provide a concise and straightforward description of the bidder's ability, resources, and methodology for fulfilling the RFP's requirements. Bidders shall be responsible for furnishing House Counsel with sufficient information, including detailed costs, about the products and services offered. House Counsel shall determine whether that information is sufficient for the purposes described.

To be considered, bidders shall submit their proposals electronically to House Counsel by January 3, 2025 at 12:00 P.M.:

James C. Kennedy
Counsel to the House
State House Room 139
Boston, MA 02133
James.kennedy@mahouse.gov

A letter of transmittal must accompany each proposal. The letter must be signed by an individual who is authorized to bind the bidder.

All proposals must be received by House Counsel by 12:00 P.M. on Friday, January 3, 2024. Late proposals will not be considered. Oral or faxed proposals will not be accepted. Upon submission, all proposals become the exclusive property of the House of Representatives.

Bidders may be asked to make oral presentations of their proposals. If presentations are deemed necessary, bidders will be contacted by the Office of House Counsel to arrange the date and time.

The House of Representatives is not responsible for any costs incurred by the bidder in preparing or submitting a response to this RFP.

Questions about RFP

Questions about this RFP should be addressed to House Counsel via email at: James.kennedy@mahouse.gov.

Modification of RFP

This request has been issued to assist the House of Representatives with identifying bidders who can fulfill the RFP's requirements. The House of Representatives reserves the right to amend or cancel this request at any time, to reject any and all proposals as a result of this

request, or to negotiate in any manner that serves the best interest of the House of Representatives.

Modification and Withdrawal of Proposals

The bidder may modify a proposal in writing or may withdraw a proposal upon written notice at any time prior to the deadline for submittal of proposals identified above. The bid, including the bid amount, shall be binding and irrevocable for ninety (90) days after the deadline for submittal of proposals identified above.

RFP Not Offer to Contract

This RFP is not an offer to contract. A final award shall be contingent upon the successful negotiation of a contract(s) for goods and/or services separate from this RFP. A contract awarded as a result of such negotiations may incorporate any or all portions of the bidder's response to this RFP.

Standard Contract Terms

In addition to negotiated specific terms, the successful bidder will be required to execute the Contract Terms and Conditions of the House of Representatives and other contract documentation as required by the House of Representatives.

Project Information

Scope of Work

The successful bidder will serve as outside legal counsel to the House of Representatives to assist with potential litigation that has been publicly threatened by numerous parties related to the recently approved initiative petition known as Question 1.

Other Employment and Potential Conflicts of Interest

As part of the response to the request for proposals, the bidder shall disclose any current, prior or anticipated contracts or engagements for legal counsel services on the part of the bidder, or any personnel of the bidder who would work under this proposal, involving a party that the bidder knows, or anticipates may become, adverse or potentially adverse to the House's interests. As part of any contract awarded, the House of Representatives may require that the House of Representatives approve any work by the bidder with any third party related to the litigation or dispute at issue in this RFP.

Please note that the successful bidder and key personnel may be deemed state or special state employees pursuant to the Massachusetts Conflict of Interest Law, G.L. c. 268A. Bidders should consult with their private legal counsel or the Massachusetts State ethics Commission for advice on the requirements of the Massachusetts Conflict of Interest Law.

Required Information for Proposals

In submitting a proposal, bidders should provide evidence of the bidder's qualifications to perform the scope of work. Evidence should include:

- (1) evidence of specific legal experience providing representation or counsel to a government body on issues related to governmental and administrative powers and processes governed by the Constitution of the Commonwealth;
- (2) evidence of the bidder's ability to perform the services, as required and upon request, in a professional, thorough and expeditious manner;
- (3) identification of the individuals who will be assigned to work on the contract and the nature of the services they will perform and provision of resumes and credentials or other background information for each of the individuals, including projects of a similar nature on which the individual or firm has worked to demonstrate the extent to which the bidder is qualified to perform the scope of work as outlined in this RFP;
- (4) references; and
- (5) a copy or printout of the Board of Bar Overseers' record of good standing for each attorney who will provide services under this proposal.

The bidder shall provide a fee schedule with the hourly billing rates of the individuals who will be assigned to work on the contract.