



DAVE YOST

OHIO ATTORNEY GENERAL

Request for Qualifications for Special Counsel

Date Issued: December 2, 2019

Direct Questions Regarding this RFQ to:
SpecialCounsel@OhioAttorneyGeneral.gov

Ohio Attorney General's Office
Outside Counsel Section
30 E. Broad Street, 17th Floor
Columbus, Ohio 43215
614-466-8240
[Ohio Attorney General Website](http://OhioAttorneyGeneral.gov)

SECTION I. Overview & Scope of Services

Thank you for your interest in service to the State of Ohio as special counsel. The Ohio Attorney General (the “**Attorney General**”) serves as legal counsel to Ohio’s various state agencies, boards, departments, commissions, colleges, universities, and retirement systems (collectively, the “**State Clients**”). The Attorney General represents these State Clients through Assistant Attorneys General as well as through special counsel assigned to specific matters (“**Special Counsel**”). Those wishing to be considered for appointment as Special Counsel must be registered with the Attorney General through the completion and submission of a response to this Request for Qualifications (this “**RFQ**”).

The Attorney General expects those wishing to be considered for a Special Counsel appointment to have in-depth knowledge, experience, and expertise in the practice areas for which an appointment is sought. Please clearly communicate your knowledge and expertise by emphasizing your experience, reputation, and ability to perform the work requested; please also identify the State Clients you wish to represent.

To submit your completed RFQ, please visit the General Appointment RFQ Submission page of the Attorney General’s website:

[Special Counsel Request for Qualifications Submission Page](#)

This page allows you to electronically submit your RFQ response and related forms to our office. **Please submit your response no later than December 31, 2019.**

Please note that the online RFQ submission page requires you to provide additional information including practice areas, office locations, and employee demographics.

All information and materials submitted in response to this RFQ will be treated as public records pursuant to R.C. 149.43. By submitting your RFQ response, you agree that the Attorney General may copy any documents and information you provide for any necessary purpose, including facilitating its evaluation for Special Counsel appointments and responding to requests for public records. Further, your submission serves to warrant and represent that such copying will not violate the rights of any third party. The Attorney General will have the right to use any ideas or adaptations of ideas represented in your response. All responses become the property of the Attorney General and will not be returned.

The Attorney General reserves the right to amend this RFQ at any time. Notice of amendments shall be communicated on the Outside Counsel Section page of the Attorney General’s website. The Attorney General reserves the right to waive or permit cure of nonmaterial variances in an RFQ response; however, any such waiver will be based on the Attorney General’s or the State Client’s best interest as determined by the Attorney General.

The Attorney General reserves the right to reject any or all RFQ responses at its discretion in whole or in part, to solicit new responses, to abandon the need for such appointments, and to cancel this RFQ if it is in the best interest of the Attorney General or the State Client.

Nothing in this RFQ or any communication between the Attorney General and any respondent shall be deemed to grant any respondent a right to appointment as Special Counsel. Appointment as Special Counsel and compensation there from shall only become effective upon execution of a written contract (a “**Retention Agreement**”) and appointment in accordance with R.C. 109.07 and the established procedures of the Attorney General. After submitting an RFQ response, you may be contacted at any time about potential Special Counsel appointments.

Any Retention Agreement awarded pursuant to this RFQ shall be subject to R.C. 126.07. Accordingly, no rights, duties, or obligations under such Retention Agreement shall be binding on the Attorney General until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio.

This RFQ shall be governed, construed and interpreted in accordance with the laws of the State of Ohio. Changes in applicable laws and rules may affect the selection process and any resulting Retention Agreement. It is your responsibility to ascertain pertinent legal requirements and restrictions. By submitting a response to this RFQ, you agree that you will not bring any claim or have any cause of action against the Attorney General or the State of Ohio based on any matters regarding the selection process.

Your response to this RFQ should be prepared simply and economically, providing a direct, concise delineation of your qualifications. Your response must be responsive to all requirements of this RFQ. Additionally, you must complete and return the following documents with your RFQ response:

Required Documentation - Available on the [Outside Counsel Website](#):

- Affidavit of Eligibility
- W-9 Form
- Certifications

Additional Requirements

- Proof of Malpractice Insurance – Current copy of firm’s malpractice insurance
- Register to be an Ohio Supplier through the [Ohio Supplier Portal](#) (New Firms Only)

All documentation must be uploaded electronically, with your RFQ response, through the [General Appointment RFQ Submission](#) page of the Attorney General’s website.

Responses received in hard copy or by facsimile will be rejected as non-responsive.

Please direct any questions VIA EMAIL to the Attorney General’s Outside Counsel Section at SpecialCounsel@OhioAttorneyGeneral.gov.

The Attorney General will not reimburse any expenses incurred in submitting your response to this RFQ, including any expenses associated with an interview by telephone or in person at the Attorney General’s Office in Columbus, Ohio, should the Attorney General determine that such an interview is necessary in evaluating your qualifications.

Section II. Required Components of the RFQ

Please provide the following information and materials using attachments and additional sheets as necessary:

1. Firm Name:

Street Address:

City: State: Zip:

County:

2. A description of the scope of any past representation as Special Counsel for State Clients.

A list of past State Clients represented.

A list of the type of matters handled for State Clients.

3. A description of pro bono work your firm has undertaken. Also include any community service efforts in which your firm has encouraged its staff to participate.

A statement of the hourly rate (non-Special Counsel contract rate) for each lawyer, paralegal, or other employee that would bill for any Special Counsel matter assigned to your firm.

Name	Title	Rate
Name	Title	Rate

(Please note that this rate is for informational purposes only. The actual rate of compensation for any matter assigned will be set forth in an Assignment Letter from the Attorney General.)

Section III. Experience and Resources

For work areas in which your firm has expertise, please provide the following:

- a. Your relevant knowledge, including a description of your experience and expertise (also noting any State-Client-specific experience and expertise).
- b. Your resources and accessibility, including a statement regarding the factual/legal resources available to you and the level of accessibility State Clients will have to your services, including the name(s) of the individual(s) that would be available to provide the requested legal services in the event the primary attorney is temporarily unavailable.
- c. A list of specific State Clients that you wish to represent (or not represent) with an explanation for your request.
- d. A list of any known potential conflicts of interest existing between your firm and (i) the particular State Client(s) you wish to represent, and (ii) other State Clients.
- e. A list of particular geographic regions of the State in which you wish to work (or not work) with an explanation for your request.