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Request for Qualifications for Special Counsel

Date Issued: December 2, 2013

Direct Questions Regarding this RFQ to:
specialcounsel@ohioattorneygeneral.gov

Ohio Attorney General's Office
Outside Counsel Section
30 East Broad Street, 16th Floor
Columbus, Ohio 43215

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**"). Counsel 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 all counsel wishing to be considered for an appointment to have in-depth knowledge, experience and expertise in the practice areas for which a Special Counsel appointment is sought. Please clearly communicate your firm's knowledge and expertise by emphasizing its experience, reputation and ability to perform the work requested; please also identify the State Clients you wish to serve.

In order to submit your completed RFQ, please visit the General Appointment RFQ Submission page of the Attorney General's website (https://ohioattorneygeneral.gov/Legal/Outside-Counsel/Law-Firms/General-Appointments/General-Appointments-RFQ-online.) This page allows you to electronically attach your RFQ and related forms to our website and upload them to our office. **Please submit your responses no later than January 17, 2014.**

By submitting your firm's RFQ response, your firm agrees that the Attorney General may copy any documents and information that you may provide for purposes of facilitating its evaluation or to respond to requests for public records. Further, your firm's 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 that are represented in your firm's responses. All responses become the property of the Attorney General and will not be returned to your firm. All information and materials that your firm submits will be treated as a public record pursuant to R.C. 149.43.

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 a proposal provided; 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 services, 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. Respondents may be contacted at any point in the fiscal year about potential appointment opportunities.

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 our web site at http://www.ohioattorneygeneral.gov/Legal/Outside-Counsel/Law-Firms/General-Appointments.aspx)

- ☐ Affidavit of Eligibility
- ☐ Vendor ID & W-9 Forms
- ☐ Demographics Form
- ☐ Certifications
- ☐ Affirmative Action Plan verification - Information and a link to the Ohio Department of Administrative Services regarding your firm's submission of an Affirmative Action Program is available on our web site.

☑ **Additional Required Documentation**

- ☐ Proof of Insurance – Current copy of your firm's liability insurance

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. Questions submitted and the Attorney General's responses will be posted on the Attorney General's website.

The Attorney General will not reimburse any expenses incurred by your firm in submitting your response to this RFQ, including any expenses associated with an interview at the Attorney General's offices 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 requested information and materials using attachments and additional sheets as necessary:

1. Firm Name
   Street Address
   City , County , State , Zip
   Firm's Telephone Number

   Primary Contact's Name
   Primary Contact's Telephone Number
   Primary Contact's Email Address
   Primary Contact's Attorney Registration Number(s)

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 that your firm has undertaken. Also include any community service efforts in which your firm has encouraged its staff to participate.

4. 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
Name	Title	Rate
Name	Title	Rate
Name	Title	Rate
Name	Title	Rate
Name	Title	Rate
Name	Title	Rate
Name	Title	Rate
Name	Title	Rate
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. Practice Areas – Firm Name, Primary Contact's Name

Please check the box for each practice area in which you are both qualified to practice and interested in representing State Clients.

1.	ADMINISTRATIVE LAW	☐	26.	ENERGY	☐
2.	ADMIRALTY/MARITIME	☐	27.	ENVIRONMENTAL	☐
3.	ALT. DISPUTE RESOLUTION	☐	28.	ETHICS/PROFESSIONAL RESP.	☐
4.	ANTITRUST/TRADE REGULATION	☐	29.	FAMILY LAW	☐
5.	AVIATION	☐	30.	GENERAL LITIGATION	☐
6.	BANKING	☐	31.	HEALTH CARE	☐
7.	BANKRUPTCY	☐	32.	HIPAA	☐
8.	BONDS/PUBLIC FINANCE	☐	33.	IMMIGRATION	☐
9.	BUSINESS/COMMERCIAL LAW	☐	34.	INSURANCE	☐
10.	CLASS ACTIONS	☐	35.	INSURANCE LIQUIDATION	☐
11.	CIVIL RIGHTS	☐	36.	INTELLECTUAL PROPERTY	☐
12.	COMMUNICATIONS/FCC	☐	37.	LABOR/COLLECTIVE BARG.	☐
13.	CONSTITUTIONAL LAW	☐	38.	LAND USE/ZONING	☐
14.	CONSTRUCTION LAW	☐	39.	OHFA	☐
15.	CONSUMER PROTECTION	☐	40.	PATENT	☐
16.	CONTRACT LAW	☐	41.	REAL ESTATE	☐
17.	CORRECTIONS	☐	42.	SECURITIES/INVESTMENT	☐
18.	CRIMINAL LAW	☐	43.	TAX	☐
19.	DEBTOR/CREDITOR	☐	44.	TRADEMARK	☐
20.	EDUCATION	☐	45.	TRIBAL LAW	☐
21.	ELDER LAW	☐	46.	UTILITIES	☐
22.	ELECTIONS LAW	☐	47.	VENTURE CAPITAL	☐
23.	EMINENT DOMAIN	☐	48.	WHITE COLLAR CRIMES	☐
24.	EMPLOYEE BENEFITS	☐	49.	WORKERS' COMPENSATION	☐
25.	EMPLOYMENT	☐	50.	OTHER _____	☐

Section IV. Experience and Resources

For each practice area selected on the previous page, please provide the following:

a. Your firm's relevant knowledge, including a description of your firm's experience and expertise (also noting any State Client-specific experience and expertise).

b. Your firm's resources and accessibility including a statement regarding the factual/legal resources available to your firm and the level of accessibility State Clients will have to your firm's 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 any known potential conflicts of interest existing between your firm and (i) the particular State Client(s) whom you wish to represent, and (ii) other State Client(s).

d. A list of specific State Clients that you wish to represent (or not represent) with an explanation for your request.

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.