



## **LEGAL SERVICES for Workforce Solutions Deep East Texas**

**DATE:** June 10, 2024

**SUBMIT RESPONSES TO:** [procurement@detwork.org](mailto:procurement@detwork.org)

Responses must be submitted in writing via email.

Questions concerning this request should be directed to  
Lauren Phipps at [lphipps@detwork.org](mailto:lphipps@detwork.org).

The Deep East Texas Local Workforce Development Board, Inc. dba Workforce Solutions Deep East Texas (Board) is seeking individuals or firms licensed to practice law in the State of Texas to provide legal services to furnish advice, counsel and issue legal opinions on general, administrative and statutory matters including, but not limited to, personnel and employment issues, real estate matters, competitive bidding procedures, contractual matters, statutory funding requirements, statutory contractual oversight functions, Open Records requests, and Open Meetings requirements. The Board is seeking to contract with the selected proposer for a one-year initial contract with four one-year renewals based on satisfactory performance. Contract term not to exceed a total of five years.

### **EVALUATION CRITERIA**

Responses will be evaluated by the following criteria:

**DEMONSTRATED PERFORMANCE/RESUMES** – (70 points) Response will be evaluated and assessed for the effectiveness of the Respondent in delivering comparable or related services based on demonstrated competence, qualifications, and resumes of the organization and individual staff. The firm/individual and staff assigned to this project must possess the necessary capability to perform the required legal services. Response will also be evaluated based on experience with non-profits and other government entities. *Submit resumes of key individuals that will be assigned to the project.*

**COST** – (30 points) Response will be evaluated based on the fair and reasonable price or rates for key staff assigned to this work, and other non-personnel costs applicable. *Submit budget or rate sheet of cost for key personnel involved in the project.*

**HISTORICALLY UNDERUTILIZED BUSINESS** – (5 points) Positive efforts shall be made to utilize Historically Underutilized Businesses (HUB) in the procurement and provision of these services. A State of Texas HUB Certification requires at least 51 percent of the business be owned, managed, and operated by owner(s) who meet the qualified ethnicity requirement, or are a woman, or are a service-disabled-veteran (SDV) (with at least a 20 percent service disability as identified by the federal military department). *Include copy of HUB certification.*