



Request for Proposal: Legal Services

Request for Qualifications  
Number: #CC599-24

PROPOSAL DUE DATE AND TIME:  
December 3, 2024 – 3:00 P.M. Mountain Time

Request for Proposal Opening:  
December 3, 2024 – 2:00 P.M. Mountain Time

Question Deadline:  
November 26, 2024 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE:  
Shane Pulliam  
E-MAIL ADDRESS:  
shane.pulliam@caspercollege.edu TELEPHONE  
NO: (307) 268-2633

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## SECTION 1: Definitions and Terminology

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof. The terms can be used interchangeably.

**Addendum:** Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bid documents or the related procurement documents.

**Bid / Bid Form:** The price and/or form that is submitted to the college to fulfill the request for proposal.

**Bidder / Firm:** The company/vendor that is submitting a bid.

**Contract:** A agreement between Casper Community College ("Casper College") and the bidder that will includes a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, as well as the bidder's response to the RFP.

**Contractor:** The Company awarded a contract or PO for this Bid.

**Evaluation Committee / Stakeholders:** Casper College hired contractors or employees that have an interest in the project.

**Purchase Order / PO:** A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.

**Request for Proposal (RFP) / Proposal:** This formal publicly released document outlining a need and inviting businesses to submit bids to fulfill our request.

**Schedule of Values:** A start to finish list of work items on a project including the cost associated with those work items that the bidders will want to be paid on throughout the project.

**Specifications / Scope of Work:** Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.

## SECTION 2: Instructions to Bidders and Bid Requirements

### 1. General Conditions:

- 1.1. The Procurement Department will receive proposals for legal services. Proposals are due no later than December 3, 2024 3:00pm mountain time.
- 1.2. Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantages any competing bidders.
- 1.3. Casper College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution. Although pricing is important, it will not be the only factor considered when evaluating proposals.
- 1.4. The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for proposal and none have been promised. The bidder warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.

- 1.5. Casper College will ensure that minority business enterprises are afforded full opportunity to submit proposals. Casper College will not discriminate on the grounds of age, race, color, sex, creed, religion, national origin, or disability status. In addition, the successful bidder shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
- 1.6. The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.
- 1.7. All proposals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Proposals in their entirety cannot be specified as proprietary or confidential.

2. Preparation of Proposals

- 2.1. Bidders are encouraged to examine all documents, specifications, scope of work, addendum(s) associated with the request for proposal. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in preparation of each proposal. Casper College assumes no responsibility for errors, misinterpretations and/or verbal communication resulting from the use of incomplete proposal documents.
- 2.2. The bidder shall furnish the information required by the RFP. The bid form and all requested documents (*see SECTION FIVE*) shall be completed, signed, and returned by the respective firm's authorized agent. All required bid documents must be returned with the bidder's sealed bid.
- 2.3. Any deviation or substitution from the specifications, scope of work or drawings must be noted in detail and attached to the bid form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications.
- 2.4. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item(s) offered and or the entire proposal.
- 2.5. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.

- 2.6. Proposal prices must include all material, labor, bonds, insurance, profit, and delivery (FOB) Casper College, Casper WY. Include a copy of material and labor warranties when applicable. In case of error in the extension of prices in the proposal, unit prices will govern.
  - 2.7. Expenses incurred in proposal preparation, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by Casper College.
  - 2.8. All Bid Documents will be available free of charge at [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing) and [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com).
3. Submission / Modifications / Withdrawals / Late Bids
- 3.1. Sealed proposals should be accompanied by the attached Casper College – Bid Form, a price sheet that breaks down charges per billable hour, and signed by the proper official of the firm. All sealed proposals must be in the possession of the Casper College Procurement Department representative by due date and time. Any proposal that this not sealed or in possession of the representative by the due date and time will be rejected.
  - 3.2. On the Bid Form the Total Lump Sum Price will need to include all costs to complete the item outlined on the Bid Form and in the proposal. This is including but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, peridium, tax, shipping, and removal and proper disposal of existing materials.
  - 3.3. Sealed Proposals must be mailed or hand delivered to:  
  
Attention: Procurement Department GW #311  
Casper College  
125 College Drive  
Casper, WY 82601
  - 3.4. Clearly mark on the outside of your sealed proposal “Legal Services Proposal #CC599-24”.
  - 3.5. A proposal that is in the possession of the Procurement Office may be modified or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening.
  - 3.6. Modifications must be initialed by the person signing the proposal.
  - 3.7. If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our Procurement Department prior to proposal opening.

- 3.8. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.
- 3.9. If a proposal is accepted and the bidder then fails to furnish the service agreed to in the proposal, that bidder may be eliminated from future consideration.
- 3.10. Telephone, fax, or electronic submittals will not be accepted.

4. Questions About the RFP / Addendums

- 4.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be directed to the following individual.

Shane Pulliam, Director of Procurement  
125 College Drive  
Casper, WY 2601  
Phone: (307) 268-2633  
Fax: (307) 268-2880  
Email: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)

- 4.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 11/26/2024 2:00 pm mtn time. Any questions received after the deadline will not be accepted or considered. Casper College will try and post any addendums within 2 business days from the above date and time.
- 4.3. All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the Casper College Procurement Department. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College. The addendum(s) will be posted on [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) and [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing).
- 4.4. Bidders are responsible for checking these sites before submitting their proposal. All issued addendums should be acknowledged on the bid form.

5. Bid Opening

- 5.1. A public bid opening of each bid received will be conducted on date: 12/3/2024 at 3:00pm mountain time. The location will be room 312 in the Gateway Building on the Casper College campus. The Bid opening is a public meeting, open to anyone interested in attending.
- 5.2. Each firm submitting a bid agrees that their Bid shall remain valid for a minimum of forty-five (45) calendar days from the date of closing of this Bid.

6. Award and Contract Information:

- 6.1. The bidder expressly warrants to Casper College that it has the ability, expertise, and required legal credentials to perform the contract if awarded. In doing so, it shall use the highest standards of professional workmanship.

- 6.2. Awarded bidder is prohibited from subcontracting, assigning, transferring, the contract its rights, title or interest therein, or its power to execute such a contract to any other firm without the prior written consent of Casper College.
- 6.3. In the event that the successful bidder decides not to accept the award, Casper College reserves the right to grant the award to the second successful bidder, reissue the request for proposal, or cancel the request for proposal.

7. Required Documentation for Awarded Proposal

7.1. The bidder who is awarded this proposal shall provide a certificate of insurance showing the following minimum coverage and limits with Casper College as a named additional insured. This will need to be on file with the procurement department before work can begin.

Commercial General Liability	
Each Occurrence	\$1,000,000
Personal Injury/Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Business Automobile	
Combined Single Limits	\$1,000,000

- 7.2. Current State of Wyoming Unemployment Insurance Certificate of Good Standing and Workers' Compensation Certificate of Good Standing will need to be on file with the procurement department before work can begin.
- 7.3. Approval of the insurance by Casper College shall not relieve or decrease the liability of the bidder. All bidder's policies shall be primary and not contributory.
- 7.4. In the event that the successful firm shall fail to maintain and keep in force Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers' Compensation Coverage, and other insurance coverages, as hereinabove provided, Casper College shall have the right to cancel and terminate the Contract forthwith and without notice.

8. Qualifications of Bidder

- 8.1. The bidder may be required to submit three (3) letters of reference from past projects that are similar to the work described by the specification of the request for proposal. These projects will need to be completed with in the last three (3) years. The procurement department will need the names, phone numbers, and addresses of these references.
- 8.2. The bidder shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. Casper College will cooperate with the successful bidder in obtaining all licenses and/or permits. The

successful bidder shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.

9. Laws and Regulations

- 9.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful bidder shall also comply with all Casper College policies.
- 9.2. Applicable Wyoming State Statutes  
Casper College shall apply the following State of Wyoming Statutes to this proposal.  
W.S. 16-6-101 through 121 titled “Public Property – Public Works and Contracts”  
W.S. 16-6-201 through 206 titled “Preference for State Laborers”
- 9.3. The bidder has the sole responsibility of compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.

10. Environment, Health, and Safety

- 10.1. The bidder agrees to indemnify and hold Casper College harmless for any release of toxic wastes or hazardous material, and / or any violation of laws or regulations of the EPA or DEQ that is caused by the bidder.
- 10.2. Bidder shall not dispose of any hazardous waste on campus. The bidder is responsible for off-site hazardous waste disposal, and any associated costs, fees, or permits associated with such disposal.
- 10.3. The successful bidder shall take reasonable and proper care of Casper College property, facilities and equipment under its care, custody, and control in a manner which shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.

**SECTION 3: Schedule of Activities**

Activity	Date	Time (our clock)
<i>Issue / Post RFP</i>	11/11/2024	N/A
Last Date for clarification inquiries	11/26/24	2:00 pm
Proposal submission deadline/Proposal opening	12/3/24	3:00 pm
Award of presentations (if needed)	Week of 12/3/24	
Presentation Week	Week of 12/9/24	
Project Award	Week of 12/16/24	N/A



## SECTION 4: SPECIFICATIONS AND SCOPE OF WORK

### 11. Request for Proposal (RFP)

- 11.1. Casper College is seeking proposals from qualified professional legal firms to provide legal services for the College. The term of the contract shall be three (3) years. Firm personnel may be invited to participate in oral interviews; this process would require the mandatory presence of all persons identified to provide legal services for the College. Following the interview, the College may choose to negotiate a contract with one or more selected firms. Proposals will be initially evaluated on the written responses to the RFP. A description of the scope of services to be provided is located in Section 14 below.

### 12. Background Information

- 12.1. Casper College is one of the largest and most comprehensive public, two-year community colleges in the region. It was established as Wyoming's first junior college in 1945. The campus consists of 28 buildings on more than 200 acres and serves more than 4,600 full and part-time students. The College is an Equal Opportunity Employer and employs about 337 full-time employees; approximately 153 part-time employees; and approximately 200 student workers during the academic year. Of the 337 full-time employees, 122 are faculty and have employment contracts. All other employees are at-will.

### 13. Desired Qualifications

- 13.1. The College is soliciting proposals from qualified law firms to provide legal services for the College. The college desires to contract with a law firm located in Casper, Wyoming experienced in the legal representation of public education organizations. Additionally, the College desires a law firm with substantial knowledge and experience in the interpretation of state statutes, federal laws, and local laws, ordinances, and codes as they relate to contracts, public construction, bonds, employment law, business and financial affairs, and student affairs in the State of Wyoming. The law firm shall provide the following services and deliverables as outlined in paragraphs 14.1 through 14.9.

### 14. Scope of Services

- 14.1. Attend work sessions and regular Board Trustees meetings (open and closed sessions) and special Board meetings/workshops/training with Board and College employees when requested.
- 14.2. Provide legal advice and consultation concerning the conducting of Board of Trustees meetings (ref: Wyoming Open Meetings Act).
- 14.3. Provide legal advice and consultation to the Board and the President on legal questions affecting the duties of their offices and the interests of the college.

- 14.4. Provide general legal advice related to but not limited to college business and administration; personnel matters and other employment law issues; real estate and construction matters, and student affairs.
- 14.5. Provide legal advice and consultation concerning release of public and private records.
- 14.6. Provide legal advice and consultation regarding proposed College and Board policies and policy changes.
- 14.7. Prepare, review, consult and approve legal documents, policies, and contracts as needed.
- 14.8. Initial consultation regarding potential claims by the college against others.
- 14.9. Locate third-party legal services if needed as mutually agreed by the College and the law firm.
15. Proposals Should Address / Include the Following
  - 15.1. Please provide a summary of the firm's experience and appropriate expertise to provide legal services for higher educational institutions in the areas identified in Section 14.
  - 15.2. The primary contact(s) within your organization with their qualifications and experience that would be providing legal services for the College.
  - 15.3. Proposer Corporate Information: Type of firm; size of firm; business license number, number of years in business under firm name; if a change in the firm's name within the past 3 years please provide former name; if there has been changes in control/ownership of the firm within the last 3 years please explain; and if officers or principals of the firm have ever had their business license suspended or revoked for any reason, please explain.
  - 15.4. Please provide a minimum of three references with the organization's name, primary contact person, their email and phone number. References that are community colleges or public agencies, in our region, are greatly appreciated.
  - 15.5. Other factors that may be appropriate for the college to know in making its selection.

## **SECTION 5: EVALUATION METHODOLOGY**

16. Overview:
  - 16.1. Casper College will conduct a comprehensive, fair, objective, and impartial evaluation of proposals received in response to this request for proposal. Proposals will be evaluated by all Casper College stakeholders. The evaluation committee is made up of members representing the project subject expertise.

17. Evaluation Criteria:

- 17.1. Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).
- **Pricing:** Although a concern, the bidder with the most favorable pricing may not necessarily be awarded the order. Award will be based on what is deemed the best value to the college.
  - **Specifications/Qualifications:** Bidder has met the terms, criteria, and qualifications that are viewed to be necessary and or essential components of this proposal.
  - **Reputation:** Information acquired through references and other sources available to Casper College. Results of previous projects (if any) on our campus.
  - **Experience:** Related prior experience and past performance of the Consultant and key staff with performing similar studies and assessments, working with institutions of higher education, and specifically with community colleges, on said services.
  - **Sub-Contracting:** Is the bidder submitting the bid performing the work or are they sub-contracting the project?
  - **Timeliness:** Ability of the Consultant and any of the Consultant's subcontractors to provide the services requested within the timeline established in this request. All recommendations are needed in advance of preparing the College's FY24 salary and wage budget.
  - **Etc.:** Other miscellaneous criteria.

Shane Pulliam



Casper College  
 Director of Procurement

## SECTION 6: BID FORM

Please submit 1 original and 5 copies of your RFP for us to review.

<i>Casper College - Bid Form</i>			
Legal Services RFP #CC599-24			
Qty	UOM	Description	Extended Price
1	LOT	Legal Services	
		<b><u>GRAND TOTAL=</u></b>	-
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)			
<b>Bidder Information:</b>		<b>Comments:</b>	
Bidder Name:		Mailing Address:	
City:	State:	Zip:	
Phone Number:		Fax:	
Bidders Name (print):		Title:	
Signature:		Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.			