

# **Request for Proposals for Legal Services**

**CAC of Pike County  
941 Market Street, P. O. Box 799  
Piketon, Ohio 45661**

## **OBJECTIVE**

The Community Action Committee of Pike County (Pike CAC), a non-profit corporation, is requesting interested law firms with experience in small business loan closings, as well as tax law, and development and review of service contracts to submit statements of Qualifications and Proposals to provide legal consulting services to the Pike CAC Workforce & Business Development Program.

The overall objective of this Request for Proposal is to permit applicants the opportunity to submit their relevant legal experience and proposed schedule of charges for consideration.

## **BACKGROUND**

Pike CAC began to expand into the field of small business development in early 1993 with the first services provided to customers in January, 1994. Since 1993, the Workforce & Business Development Program (formerly the Business Development Program) of Pike CAC has been providing business development services including one-on-one business counseling, small business classes, financial assistance and various forms of technical assistance to its four-county service area (Pike, Ross, Scioto, and Jackson counties).

The activities carried out through the Workforce & Business Development Program serve low- and moderate-income, unemployed and underemployed residents in the above counties. Recruitment also includes displaced workers, as well as include "hard to serve," i.e.: multiple barriers to employment (ex-offenders, substance abusers, long-term unemployed, etc.).

The Microenterprise/Small Business Lending Program enables individuals and business owners in Pike, Adams, Brown, Lawrence, Jackson, Ross, and Scioto Counties to gain access to capital for their start-up or expanding businesses. The program consists of a federally funded Revolving Loan Fund (RLF) in which interest rates are competitive.

Under the Microenterprise/Small Business Loan Program, borrowers may request a maximum of \$50,000. Businesses needing gap funding for larger projects can request up to \$250,000 in loan funds provided there is another lending institute involved. Interest rates range between 7 and 10% depending on the risk of the borrower and the business. Though Pike CAC does work with clients in a higher risk category, a full collateral package (100%) and personal guarantees are sought with every borrower.

## **Mission Statements**

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Business Development Program enhances the economic potential in Pike, Adams, Brown, Lawrence, Jackson, Ross, and Scioto Counties through the facilitation of personal and professional development strategies and ultimately through job creation and retention

## F A C T S

### Activity from 1994 through June 30, 2017

Loans Approved:  
**111**

Dollars Loaned:  
**\$ 3,076,140**

Dollars Leveraged:  
**\$ 6,035,432**

Business  
Start-ups/Expansions:  
**158**

Jobs Created or  
Retained:  
**503**

Participants completing  
Business classroom training:  
**410**

Average Loan:  
**\$ 27,713**

Enrolled in Small Business  
Development Program:  
**1,185**

In addition, the Free Tax Preparation and Financial Literacy Programs are operated by the Workforce & Business Development Program of the Community Action Committee of Pike County. This program provides volunteers who prepare basic tax returns during the filing season for low-to-moderate income taxpayers. Volunteers utilize software that prompts the volunteer to ask the taxpayer questions regarding their income and expenses to ensure an accurate return. Volunteers can prepare returns for the current tax year and up to three years prior. Funding for this program is provided by the Volunteer Income Tax Program (VITA) via the IRS and the Ohio Benefit Bank (OBB) via the state of Ohio. The FREE Income Tax Preparation Program completed 918 tax returns last year for the tax year 2016, returning over \$1.4 million in tax refunds to area residents.

Finally, the Program also administers the Workforce Innovations and Opportunities Act (WIOA) Programs. The purpose of the Workforce Innovations and Opportunities Act (WIOA) Program is to establish activities to prepare youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills, and decreased welfare dependency. These activities improve the quality of the workforce and enhance the productivity and competitiveness of the Nation. These activities are determined by individual assessment and may include: Customized Training, Relocation Assistance, Occupational Classroom Training, On-the-Job Training, Internship Training, and/or Resume Development Services. Monies are allocated specifically for youth between the ages of 14-24, adults that are unemployed or incumbent workers, individuals unemployed due to a plant closure or long-term unemployment, and individuals with little or no work experience.

## **SCOPE OF WORK**

- A. Legal services related to loan closings for specific loans made from the RLF. Services include:
  - 1. Review of loan packages
  - 2. Preparation of loan notes and security agreements, as well as other loan package documents
  - 3. Perform property research (title search) if property to be used as collateral
  - 4. Attend loan closing meetings
  - 5. Filing related paperwork, such as U.C.C.s and mortgages
  
- B. Legal services related to existing loans in the RLF portfolio
  - 1. Address legal notices of bankruptcy and judgments
  - 2. Collections on delinquent accounts
  
- C. Minor Tax Consulting for clients of the FREE Tax Preparation Program
  - 1. Though a very small part of the Scope of Work, this would include the offering of tax advice on request regarding individual tax returns and related schedules for tax program clients
  
- D. Other Related Services for Workforce & Business Development
  - 1. Review of service agreements and/or subcontractor agreements for outside providers of services for WIOA and/or TANF programs.
  - 2. Review of contract for services by Workforce & Business Development Staff including trainings, marketing services, and other for fee services.
  
- E. Review of other contract and legal issues facing programs as may emerge. Knowledge of state and federal grants, non-profit law, and other applicable law a must.

## **INSTRUCTIONS**

Interested firms are invited to submit proposals in the following format:

- 1. Name, address, phone number, and email address. Also include the business hours of operation.
- 2. Please provide a brief history of the firm and its practice in the state of Ohio. Provide description of the type of legal services for which the proposal is being submitted including experience. Please identify any areas of legal specialization. Include any past experience with small business loans and loan document preparation, as well as tax experience, and service contract development and review.
- 3. Please provide names and resumes of any staff that will be working with Pike CAC, and the staff member that will be the primary contact.
- 4. Fee Schedule:  
Describe in detail all fees to be charged (per hour including identify billing increments, flat fee, or percentage of loan) for each level of service. Describe in detail charges for travel, telephone calls, and any other expenses to be billed separately.

5. Please include the firm's response time or turnaround time for communications (phone calls, email, mail, faxes, reviewing and creating loan documents, review of service contracts, and requests for tax advice, etc.). Response time is a critical factor.
6. Provide a copy of your professional liability certificate of insurance
7. Deadline for all proposals is Monday, April 2<sup>nd</sup>, 2018 at 4:00 p.m. and may be submitted via mail or in person at Pike CAC. Any questions regarding this RFP should be directed to Lisa Pfeifer at (740) 289-2371 or [lpfeifer@pikecac.org](mailto:lpfeifer@pikecac.org)

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Attn: Lisa Pfeifer

### **SELECTION PROCESS**

Pike CAC will review the material provided in the proposals and schedule interviews. How well the firm meets the scope of work and cost will be main factors considered.

Proposed fee arrangements, experience, service delivery, timeliness to respond, and other qualifications will all be important selection factors.

Pike CAC reserves the rights and options to:

- Reject any or all of the submittals
- Waive any of the provisions in the Request for Proposals
- Issue subsequent Requests for Proposals
- Cancel the Request for Proposal process
- Waive any technical error in the responses it receives
- Negotiate with any, all, or none of the respondents to the Request for Proposals in regard to costs or to further refine the scope of services to be provided
- Award a contract or contracts to more than one firm for different services
- Retain existing outside counsel

All costs of preparing and submitting the proposals are to be borne by the submitter and not Pike CAC.