



Request for Proposals (RFP) for Legal Services

The following questions were submitted for clarification in response to the RFP. Please see our answers below.

1. Are we allowed to include exhibits or other attachments? If so, would these count towards the page limit?
The proposal is limited to 25 pages, however, exhibits and/or attachments will be accepted. Please provide three (3) hard copies of each, and also include a digital copy (on flash drive or sent via email to ttitone@buildbatonrouge.org).
2. Would a cover page and table of contents count towards the page limit?
Yes, cover pages and tables of contents are included in the 25-page limit.
3. Could we include links to electronic bios in lieu of including them in the content? (Assuming that we cannot include them as exhibits.)
No links to bios will be accepted, however, bios may be included as exhibits.
4. Organizational charts – what level of the organization would you like to see? Firm executive structure? The submitted team information?
Please include org. charts related to the team that is anticipated to provide services to the RDA. Firm executive structure may also be provided if relevant to proposed scope of services.
5. Would the engagement with outside counsel be for a specified time period or is it intended to be open-ended?
The engagement will run on an annual contract, subject to renewal by the parties.
6. Can we include non-Louisiana based attorneys in our response?
Non-Louisiana-based attorneys may be included in response. For all out of state attorneys, please provide proof of licensure to practice in the State of Louisiana.
7. Could you provide a % breakdown of the current volume of work by scope category?
Core Scope of Services (org. matters, general advice, legal opinions, board legal representation, etc.): 33%
Special Projects Scope of Services (real estate transactions, CEA's and public benefit transactions, grants, loans and tax credit transactions, etc.): 67%
8. Could you provide an expected level of annual legal spend, or the historical legal spend for the past several years?
Average annual legal expenditures over the past five (5) years total approximately \$54,300. Over the past three (3) years, Core Legal Services average \$23,000 and Special Projects Legal Services \$29,000.