




June 15, 2015

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Request for Qualifications (RFQ) for Legal Services

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### Item Description

This item requests that the Board issue a Request for Qualifications (RFQ) for the College's legal services.

### Overview and Background

The Board maintains the decision to employ the professional services of College attorneys. The attorney is hired by the Board under the authority of Section 1001.64(25) of the Florida Statutes, which authorizes the Board to serve as contracting agent of the College.

The current contract for legal services with Andrews, Crabtree, Knox & Andrews, LLP expires October 31, 2015.

### Past Actions by the Board

The Board has addressed this item previously by employing the services of College attorneys. The last RFQ was issued in June 2010 and a contract awarded November 1, 2010.

### Funding/Financial Implications

Funds for this professional contract are available from the Fund 1 operating account.

### Staff Resource

Bobby Jones

### Recommended Action

The Board approve the issuance of the RFQ for legal services.

Projected RFQ Timeline	
Tuesday, June 16, 2015	Release of RFQ to Public and posting on State of Florida's Vendor Bid System & TCC's Purchasing Website
Tuesday, June 23, 2015	Deadline for 'Notice of Intent to Propose' and for all written inquiries from interested parties
Wednesday, July 01, 2015	Anticipated date for responses to written inquiries from interested parties
Monday, July 13, 2015	Deadline for proposal submission (7/13/15 @ 1:45 p.m.)
Monday, July 13, 2015	Opening of proposals (7/13/15 @ 2:00 p.m.)
Monday, July 27, 2015	Anticipated date for Screening Committee's list of proposals to be submitted for Board of Trustees evaluation
Monday, August 17, 2015	Anticipated date for presentations to the Board of Trustees
Monday, September 21, 2015	Final Board of Trustees discussion and selection of Legal Services provider
Tuesday, September 22, 2015	Anticipated date of award notice (beginning of 72-hour protest period)
Monday, October 19, 2015	Board of Trustees approval of Legal Services provider