



GUAM COALITION AGAINST SEXUAL ASSAULT & FAMILY VIOLENCE

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July 20, 2022

GCASAFV Request for Quotations (RFQ) #22-03 Legal Services & Technical Assistance Consultation

The Guam Coalition Against Sexual Assault and Family Violence (GCASAFV) is issuing this **Request for Quotations** to seek the technical assistance and legal services of consultant(s) to provide support to GCASAFV with its administrative operations.

I. BACKGROUND

GCASAFV is a 501(c)(3), non-profit organization comprised of member agencies representing public and private service providers, community individuals and other community partners and government allies. The GCASAFV mission is to support safe, healthy, and violence-free communities through community outreach, awareness, and training activities. GCASAFV activities also include identifying and addressing gaps in services to victims and focusing on capacity building to meet the needs of the community.

GCASAFV's operating funds to support these activities are primarily through federal grants from the Office on Violence Against Women (OVW), US Department of Justice; the Family Violence Prevention Services Act Program, Administration for Children & Families, US Department of Health and Human Services; OVW's Services Training Officers Prosecutors (STOP) Program through the Governor's Community Outreach – Federal Programs Office (GCO-FPO); and as a fiscal agent for GCO-FPO's OVW funding for its Sexual Assault Services Program. Specific to this RFQ, services will support GCASAFV facilitate its contracting of subawards through federal funds.

II SCOPE OF WORK

GCASAFV is seeking technical assistance (TA) support and legal services as follows:

- A. Develop templates for contract agreements, memorandum of agreement, memorandum of understanding, and agreements for sub-awards and for goods and services.
- B. Review final drafts of agreements.
- C. Advise on legal issues related to GCASAFV and tax-exempt status and general compliance with funding requirements.

- D. Advise on responses to subpoenas, court orders, and requests for information from third parties related to agreements.
- E. Defend lawsuits, administrative claims, or other legal claims.
- F. Conduct litigation as necessary.

III. **GENERAL INFORMATION**

A. **Who May Respond.** Attorneys currently licensed to practice law in **Guam**, or law firms including such attorneys, may respond to this RFQ.

B. **Instructions on Quotation Submission.**

1. **Closing Submission Date.** Quotations must be submitted no later than **5:00 pm** on **Monday, August 8, 2022**.
2. **Inquiries** concerning this RFQ should be **in writing** and emailed to: ***info@guamcoalition.org***.
3. **Conditions of Quotation.** All costs incurred in the preparation of a response to this RFQ will be the responsibility of the Proposer and will not be reimbursed by the GCASAFV.
4. **Instructions to Prospective Consultants.** Your quotation packet should be addressed to **Guam Coalition Against Sexual Assault and Family Violence** and sent:
 - Via personal delivery: 204 Hesler Place #102B, Hagatna, or
 - Via email: info@guamcoalition.org

It is the responsibility of the submitter to ensure that the quotation is received by GCASAFV, by the date, time and in the manner specified above. Late, emailed or delivered quotation packets will not be considered.

5. **Right to Reject.** GCASAFV reserves the right to reject any and all quotations received in response to this RFQ. A contract for the accepted submission will be drafted based upon the factors described in this RFQ.
6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Notice will not be given regarding the awarding of a contract. It is expected that the initial contract shall be a three-month trial contract; however, the option to renew the contract for a full year will be dependent on satisfactory performance and funding.
7. **Contract Award.** GCASAFV reserves the right to award the contract in a manner deemed to be in the best interests of GCASAFV.
8. **Stability of Proposed Prices.** Any price offerings must be valid for a period of 30 days from the due date of the quotations.
9. **Amendment or Cancellation of the RFQ.** GCASAFV reserves the right to cancel, amend, modify, or otherwise change this RFQ at any time if it deems it to be in the best interests of GCASAFV.

IV. PROPOSAL PACKET

Please submit your quotation packet in response to this **RFQ #22-03** that includes:

- A. **Cover Letter** that summarizes qualifications and capacity to perform the scope of work, including contact information and list those involved with delivery of services.
- B. **Statement of Qualification.**
 - 1. **Legal Experience.** Describe your experience providing legal services in Guam. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations; government grants and contracts; and general business operations. Additionally, if applicable, provide a description of any experience advising organizations comparable to GCASAFV that offer similar programs and government-funded services.
 - 2. **Attorney Qualifications.** Certification that all attorneys that may be assigned to a contract are licensed to practice in Guam. Prior to issuance of a contract, additional documentation regarding attorney qualifications, such as resumes, may be requested.
 - 3. **Curriculum Vitae/Résumé** of any key personnel involved with this.
- C. **Schedule of fee(s).** Proposed prices should include the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, and electronic communication.
Also include a retainer amount that would be charged to advise GCASAFV on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. GCASAFV reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee. Although it is preferable for an attorney or firm to submit a quotation packet covering all the above areas, GCASAFV will consider proposals emphasizing expertise in subsets of these areas.
- D. This **RFQ #22-03** shall remain open until **August 5, 2022** and may be extended to meet GCASAFV's multi-project needs. **Quotation packets will be reviewed and considered as they are received.**

THANK YOU for your prompt attention to this Request!