Little Big Horn College
8645 South Weaver Drive PO Box 370
Crow Agency, Mt 59022
PH (406) 638-3100
Fax (406) 638-3169

Request for Proposal (RFP) for Legal Services

Issued by: Little Big Horn College
Date: 6/11/2024

Introduction:

Little Big Horn College invites qualified law firms and legal practitioners to submit proposals to provide comprehensive legal services. Our college seeks a firm with extensive experience in higher education law to assist with a variety of legal matters.

Scope of Work:
The selected firm will be expected to provide legal services in the following areas:
- Higher education law
- Employment and labor law
- Contract law
- Intellectual property
- Student affairs
- Compliance with federal and state regulations
- Litigation support
- Real estate and construction law
- Risk management and insurance
- Governance and board issues
- Tribal Law

Proposal Requirements:
Interested firms should provide a detailed proposal that includes the following:
1. Firm Overview:
   - Name, address, and contact information of the firm.
   - History and background of the firm.
   - Areas of specialization.

2. Experience and Expertise:
   - Description of the firm's experience with higher education institutions.
   - Specific experience in the legal areas outlined in the Scope of Work.
   - Examples of similar engagements with other colleges or universities.

3. Team Composition:
   - Biographies of key personnel who will be assigned to this engagement.
   - Description of their relevant experience and qualifications.
4. Approach and Methodology:
   - Outline of the firm's approach to providing legal services to a college.
   - Description of how the firm will ensure responsiveness and quality of service.
   - Methods for keeping the college informed and involved in legal matters.

5. Fee Structure:
   - Detailed fee proposal, including hourly rates for attorneys and support staff.
   - Information on any retainer fees, billing practices, and payment terms.
   - Estimated cost for typical legal matters.

6. References:
   - Contact information for at least three references from higher education clients.
   - Brief description of the work performed for these references.

7. Conflict of Interest:
   - Disclosure of any potential conflicts of interest in representing the college.
   - Plan for managing any identified conflicts.

8. Additional Information:
   - Any additional information the firm believes is relevant to the proposal.

Submission Instructions:
Proposals must be submitted by August 12, 2024 in a sealed envelope or via email to:

Neva Tall Bear
Interim President
Little Big Horn College
8645 South Weaver Dr
Crow Agency, Mt 59022
tallbearn@lbhc.edu

Evaluation Criteria:
Proposals will be evaluated based on the following criteria:
   - Experience and expertise in higher education law.
   - Qualifications and experience of assigned personnel.
   - Quality and comprehensiveness of the proposed approach.
   - Cost-effectiveness of the fee structure.
   - References and past performance.
   - Responsiveness to the RFP requirements.

Timeline:
   - RFP Issued: 6/17/2024
   - Submission Deadline: 8/12/2024
   - Evaluation Period: 8/19/2024 to 8/26/2024
   - Firm Selection: 8/28/2024
Contact Information:
For questions or further information, please contact:
Emerson BullChief
Dean of Administration
406-638-3100
bullchiefe@lbhc.edu

Disclaimers:
Little Big Horn College reserves the right to reject any or all proposals, to waive any informality in any proposal, and to accept the proposal which it deems to be in the best interest of the college. The issuance of this RFP does not obligate Little Big Horn College to award a contract.

We look forward to receiving your proposal and appreciate your interest in working with Little Big Horn College.

Sincerely,

Collena Brown
Human Resource Director
Little Big Horn College
406-638-3148