



UNIVERSITY OF
CENTRAL
ARKANSAS™

PROCUREMENT OFFICE
201 DONAGHEY AVENUE
WINGO HALL STE 113
CONWAY, AR 72035

REQUEST FOR QUALIFICATIONS

**Special Counsel:
Immigration Services**

RFQ UCA-23-041

**PROPOSALS MUST BE RECEIVED BEFORE:
9:00 A.M. Central Time on Thursday, February 23, 2023**

Proposal Delivery Address and Opening Location:

University of Central Arkansas
Procurement Department
201 Donaghey Ave. Ste. Wingo Hall Ste 113
Conway, AR 72035

1. PURPOSE:

The University of Central Arkansas invites qualification of law firms or attorneys willing to provide legal services to the university for immigration service related matters. UCA seeks qualified attorneys or law firms from which outside counsel will be selected to provide immigration services. These law firms or attorneys will work closely with the University's Legal Counsel. The requested services will be a one year term contract with the option to renew in one year increments not to exceed a total of seven years.

This RFQ shall not be construed to confer any exclusive benefit to a responding party. The execution of a contract does not guarantee that any matter or any minimum number of matters will be assigned to any particular firm(s) or attorney(s). Depending upon its needs, UCA may select one or more firms to provide legal services in the same practice area. The decision to retain any particular firm(s) or attorney(s) will be solely within the discretion of UCA on a matter-by-matter basis.

2. QUALIFICATIONS REQUIRED:

Any outside counsel who seeks to be eligible must submit qualifications in accordance with the directions set forth below. The immigration attorney will be responsible for handling employment-based immigration services (including, but not limited to, assisting with the preparation and filing of H-1B petitions, permanent residency applications) and various other immigration matters.

3. PROPOSAL REQUIREMENTS:

All firms will submit one (1) original hard copy and four (4) electronic media copies USB/Flash drives of their qualification packages. Flash drives must be clearly identified with the submitting firm's name. The information listed below is required to be submitted and should be organized in the order listed below to facilitate the proposal review process.

- ✓ Cover Letter providing interest in the project
- ✓ Table of Contents
- ✓ Submit a summary of your firm's credentials including: experience of the firm with immigration matters, resumes of individuals who will be assigned to the university, current client list and three (3) references. If available, a firm brochure should be included.
- ✓ Provide a schedule of your fees, including hourly rates and expense charges.
 - Senior Partner \$/hr
 - Junior Partner \$/hr
 - Of Counsel \$/hr
 - Senior Associate \$/hr
 - Junior Associate \$/hr
 - Paralegal \$/hr

- Specialized Paralegal \$/hr
- Other \$/hr
- ✓ Identify the person to contact in the event questions arise
- ✓ Identify any adverse determinations against your firm or any of its partners, associates or employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints of any kind under any local, State or Federal laws, regulations, court rules, or Roles of Professional Conduct.
- ✓ Identify any material arrangements, relationships, associations, employment or other contact that may cause a conflict of interest of the appearance of a conflict of interest if your firm acts as Special Counsel to UCA.
- ✓ Identify your firm's malpractice insurer and describe the insurance limits.
- ✓ Proof of Professional Liability Coverage
- ✓ Governor's Executive Order 98-04 (see below)
- ✓ Equal Employment Opportunity Policy
- ✓ Restriction of Boycott of Israel

DISCLOSURE OF CONTRACTS OVER \$25,000-GOVERNOR'S EXECUTIVE ORDER 98-04

No contract for commodities or services greater than \$25,000 and no discretionary grant greater than \$25,000 shall be awarded, extended, amended or renewed by an agency to any bidder who has not complied with Governor's Executive Order 98-04, as required in this proposal. Failure to make any disclosure required by Governor's Executive Order 98-04, or the violation of any rule, regulation, or policy adopted pursuant to the Order, shall be a material breach of the terms of this RFP. Any bidder who fails to make the required disclosure, or who violates any rule, regulation, or policy, shall be subject to all legal remedies available to the agency.

EQUAL OPPORTUNITY POLICY

Act 215 (SB#1123) of 2005 of the Arkansas Legislature: Each entity and person interested in contracting with the State must include with its proposal response a copy of the company's Equal Opportunity Policy.

CERTIFICATION OF ILLEGAL IMMIGRANTS

Pursuant to Act 157 of 2007, all bidders must certify prior to award of the contract that they do not employ or contract with any illegal immigrants(s) in its contract with the state. Bidders shall certify online at the Illegal Immigrant contracting Disclosure.

<https://www.ark.org/dfa/immigrant/index.php/user/welcome>

RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

MINORITY BUSINESS POLICY

It is a policy of the State of Arkansas that Minority Business Enterprises shall have the maximum opportunity to participate in the state purchasing process. Therefore, the State of Arkansas encourage all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to sub-contract portions of any state contract to minority business enterprises.

4. QUALIFICATIONS DUE DATE AND REQUIREMENTS:

All statements will be considered without regard to age, race, creed, color, sex, handicap or national origin.

Request of Qualifications for Special Counsel: Immigration Services must be received by:

9:00 A.M. on Thursday, February 23, 2023

BY MAIL

University of Central Arkansas

Attn: Meghan Cowan

201 Donaghey Ave. Wingo Hall Ste. 113

Conway, AR 72035

A sealed envelope clearly marked shall be submitted for the Qualifications. The qualifications will be referred to a review committee, who will review each submittal in accordance with the evaluation criteria stated later in this RFQ. All travel and costs associated with the preparation of a statement in response to this RFQ will be the responsibility of the Offeror, and will not be reimbursed by the University of Central Arkansas. It is important that the Offeror's qualifications be submitted in a sealed envelope or box, clearly marked on the lower left hand corner with the following information:

RFQ #UCA-23-041 Special Counsel: Immigration Services

The University of Central Arkansas reserves the right to reject any or all Offers, to waive informalities and to re-advertise if it is in the best interest of the University to do so. It shall be the sole responsibility of the Offeror to have his/her documents delivered to University of Central Arkansas, 201 Donaghey Ave. Wingo Hall Ste. 113, Conway, AR 72035 for receipt on or before the due time and date. If documents are sent by U.S. Mail, the date of receipt by the University of Central Arkansas shall be the controlling date for purposes of determining whether timely submittal has been achieved. The University will not accept faxed or e-mailed RFQ.

5. REVIEW CRITERIA FOR THE PROPOSALS RECEIVED:

All submittals will be evaluated by a Review Committee. Submittals will be ranked according to the total number of evaluation points assigned by the Review Committee. The Procurement Official will create a short list of consultants to be interviewed based on the review committee’s scores. All firms will be notified whether or not they have been selected to continue to the interview phase.

- A point system will be used to rank qualifications statements. The review form is attached and indicates the point range available for each review point. The company must realize that many items will require judgment calls or rankings by the Review Committee.
- Qualification submittals will be evaluated in terms of content and completeness.

UCA reserves the right to reject any and all proposals received in response to this RFQ, when determined to be in the State’s best interest, and to waive minor noncompliance in a proposal. UCA further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals in response to this RFQ. In the event that all proposals are rejected or if UCA, at any time, deems the number of qualified firms receiving designations as the result of this RFQ to be insufficient to meet the potential needs of the university, UCA reserves the right to re-solicit proposals. All proposals will be reviewed to determine responsiveness. Non-responsive proposals may be rejected without evaluation.

Any resulting contract from this RFQ requires the approval of the Arkansas Attorney General and the review and approval of Arkansas Legislative Council.

REQUEST FOR QUALIFICATIONS EVALUATION CRITERIA

Review Item	Available Points
Project Understanding and Approach	50
Firm Organization and Staffing	25
Firm Experience with Similar Projects	25
TOTAL POSSIBLE POINTS	100