



UNIVERSITY OF
CENTRAL
ARKANSAS™

REQUEST FOR QUALIFICATIONS

**Special Counsel:
Immigration, Intellectual Property, Retirement and Tax Planning**

Project#: RFQ UCA-27-007

**PROPOSALS MUST BE RECEIVED BEFORE:
11:00 A.M. Central Time on Thursday, April 2, 2026**

Proposal Delivery Address and Opening Location:

UNIVERSITY OF CENTRAL ARKANSAS

PROCUREMENT OFFICE

201 DONAGHEY AVE.

WINGO 113

CONWAY, AR 72035

(501) 450-3173

1. PURPOSE:

The University of Central Arkansas invites qualification of law firms or attorneys willing to provide legal services to the university for immigration, intellectual property, and specialized retirement and tax planning matters. UCA seeks qualified attorneys or law firms from which one or more outside counsel will be selected to provide immigration, intellectual property, and specialized retirement and tax planning 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 to three 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 firm(s) or attorney(s). Depending upon its needs, UCA may select one or more firms to provide legal services in each practice area. The decision to retain any 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 intellectual property attorney will be responsible for preparing and filing patent applications; federal and state trademark applications; and copyright registrations; and assist with various other intellectual property matters. 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. The specialized retirement and tax matters attorney will be responsible for matters such as 403(b) and 457(b).

3. PROPOSAL REQUIREMENTS:

All firms will submit one (1) original hard copy and two (2) electronic media copies USB/Flash drives of their qualification packages. Flash drives must be clearly identified with the submitting firm's name. Proposals sent via email will not be accepted. 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: experience of the firm with one or more of the practice areas (immigration, intellectual property matters, or retirement and tax matters), resumes of individuals who will be assigned to the university, current client list and three (3) references (form attached). 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 Rules 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
- ✓ Signature Certification Page (form is attached)
- ✓ Governor's' Executive Order 98-04 (form is attached)
- ✓ Equal Employment Opportunity Policy (information is attached)
- ✓ Combined Certifications for Contracting with the State of Arkansas (form is attached)

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 must be received by:

11:00 A.M. on Thursday, April 2, 2026

BY MAIL

University of Central Arkansas

Attn: Cassandra McCuien-Smith, Director of Procurement

201 Donaghey Avenue, Wingo Hall 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-27-007 Special Counsel

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 Avenue, Wingo Hall, Suite 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 firms to be interviewed based on the review committee’s scores. All firms will be notified whether they have been selected to continue to the interview phase or not. The university maintains the right to move forward without interviews.

- 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 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 all firms submitting proposals in response to this RFQ. If 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 if applicable review and approval of Arkansas Legislative Council.

REQUEST FOR QUALIFICATIONS EVALUATION CRITERIA

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

Interview Scores (if interviews are necessary)	Available Points
Presentation	20
Responses to Questions from the Committee	20
Overall Interaction and Project Approach	10
TOTAL POSSIBLE POINTS	50

Anticipated Procurement Timeline

The timeline below is to be followed by all parties. The University of Central Arkansas reserves the right to change or modify the dates below as necessary:

	Date
Release Request for Proposal	March 3, 2026
Deadline for Written Questions and Inquiries via email	March 8, 2026
Questions and Inquiries Answered via email	March 10, 2026
Proposals Due at 11:00 a.m. central time	April 2, 2026
Possible Finalist Interviews, if needed	April 7, 2026
Selection and Intent to Award	April 8, 2026

Signature Certification Page

Description: Special Counsel: Immigration, Intellectual Property, Retirement & Tax Planning

Proposal Number: RFP UCA-27-007

Issue Date: March 3, 2026

Buyer: Cassandra McCuien-Smith

RFP Due Date: April 2, 2026

Time: 11:00 A.M. CST

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF BID OPENING AND BIDDER'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE UNIVERSITY OF CENTRAL ARKANSAS PROCUREMENT OFFICE.

Company Name: _____

Name (Type or Print): _____

Title: _____

Address: _____

RFP Main Contact Phone Number: _____

RFP Main Contact Email: _____

FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER BELOW MAY RESULT IN BID REJECTION:

Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this bid.
UNSIGNED BIDS WILL NOT BE CONSIDERED.

Signature: _____

Proposer References

Submission of this attachment is mandatory. Failure to complete and return this attachment with your proposal may cause your proposal to be rejected and deemed non-responsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Total Cost of Service			
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Total Cost of Service			
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Total Cost of Service			
Brief Description of Service Provided			

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____ SUBCONTRACTOR NAME: _____

Yes No

IS THIS FOR:

TAXPAYER ID NAME: Goods? Services? Both?

YOUR LAST NAME: _____ FIRST NAME: _____
M.I.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____
COUNTRY: _____

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how ar <small>[i.e., Jane Q. Public, spouse, John Q. F</small>
	Current	Former		From MM/YY	To MM/YY	
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>				
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>				
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>				
State Employee	<input type="checkbox"/>	<input type="checkbox"/>				

None of the above applies

FOR A VENDOR (BUSINESS)*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of position of control?
	Current	Former		From MM/YY	To MM/YY	
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>				
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>				
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>				
State Employee	<input type="checkbox"/>	<input type="checkbox"/>				

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, 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.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party 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 contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date ____

Vendor Contact Person _____ Title _____ Phone
No. _____

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Agency Phone No. _____ Contract
or Grant No. _____

EO POLICY

ATTENTION CONTRACTORS

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although contractors are encouraged to have a viable equal opportunity policy, a written response stating the contractor does not have such an EO Policy will be considered that contractor's response and will be acceptable in complying with the requirements of Act 2157.

Submitting the EO Policy is a one-time requirement. The UCA Procurement Department will maintain a file of policies or written responses received from bidders.

Effective August 2005, this is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact my office by calling (501) 450-3173.

Sincerely,

Cassandra McCuien-Smith, CPPO CPPB
Director of Procurement

To be completed by business or person submitting response: (check appropriate box)

_____ EO Policy Attached

_____ EO Policy previously submitted to UCA Procurement Office

_____ EO Policy is not available from business/person (must provide a written response)

Company Name or Individual: _____

Title: _____ Date: _____

Signature: _____

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

- 1. Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
- 2. Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.
No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
- 3. Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
- 4. Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Knowingly employ a Scrutinized Company as a subcontractor.

Contract Number: _____ Description: _____

Agency Name: University of Central Arkansas

Vendor Number: _____ Vendor Name: _____

Vendor Signature

Date