



**Advance  
Central PA**  
Linking People & Business

**Central Pennsylvania Workforce  
Development Corporation**

**DBA Advance Central PA**

## **Request for Quotes for Legal Services**

**Inquiries and quotes should be directed to:**

**Name: Brooke Gessner**  
**Title: Finance Manager**  
**Address: 130 Kelly Square, Suite 1**  
**Lewisburg, PA 17837**  
**Phone: 570-568-6868**  
**Email: [bgessner@advancecentralpa.org](mailto:bgessner@advancecentralpa.org)**

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## **Background**

The State of Pennsylvania, under the authority of the federal Workforce Innovation and Opportunity Act (WIOA), has designated the Central Region Local Workforce Area to include Centre, Clinton, Columbia, Lycoming, Montour, Mifflin, Northumberland, Snyder and Union counties.

The twenty-seven Commissioners of this nine county area have formed the Local Elected Officials Board (LEO Board). The LEO Board is responsible for the appointment of members to the Local Workforce Development Board (LWDB).

The Central Pennsylvania Workforce Development Board (WDB) is the governing body of the Central Pennsylvania Workforce Development Corporation (CPWDC), doing business as Advance Central PA. The LEO Board has designated Advance Central PA as the grant recipient, fiscal agent and provider of staffing services for both boards.

The LEO Board, along with the Central Pennsylvania Workforce Development Board (WDB), oversees the implementation of WIOA services in the Local Workforce Development Area (LWDA).

Advance Central PA is a 501(c)(3) Non-Profit Organization whose purpose is to oversee workforce development programs within the Central Pennsylvania Workforce Development Area. Additionally, the Board is responsible for developing and implementing strategies around a broad workforce development agenda. Advance Central PA's diverse partners in the workforce development system range from public agencies, to private and non-profit businesses, to education and training providers, to community and economic development partnerships, to job seekers using the PA CareerLink® system.

## **Objective**

Advance Central PA seeks to appoint a highly qualified attorney/law firm as General Legal Counsel for the Local Elected Official Board and the Local Workforce Development Board. The successful appointee should meet or exceed the qualifications stated herein and, in general, should be readily accessible to authorized Advance Central PA representatives, have experience working with non-profit organizations, scrupulous in adhering to required standards of professional conduct and ethics, and committed to rendering sound legal advice with suitable objectivity and professional detachment.

The appointee shall provide legal assistance to the Local Elected Official Board, the Local Workforce Development Board, and authorized Advance Central PA staff in the following areas:

- Legal representation at meetings of the LEO Board, the Central Pennsylvania Workforce Development Board and other standing committees, as requested.
- Review and recommend language for agreements, bylaws, memorandum of understanding, procedures, and other special contracts, as needed.
- Provide an impartial hearing officer (providing more than one service would be a conflict of interest).
- Other legal services that may arise.

## **Minimum Qualifications**

### **Bar Admission**

The appointee and all those who serve as back-up to the appointee must be a member in good standing of the Pennsylvania Bar Association.

### **Experience**

The appointee must have a minimum of two years of experience in providing legal counsel for no less than two non-profit organizations, or possess equivalent experience with Boards of Directors. References for all non-profit organizations represented or represented in the past ten years by the appointee must be furnished.

### **Accessibility**

The appointee must commit to returning all calls from authorized Advance Central PA representatives either personally or through a qualified back-up within 24 hours of the call. Appointee, with a minimum notice of two weeks, must attend meetings for the LEO Board, the Central Workforce Development Board, or meetings of the Board's standing committees. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response.

### **Back-up**

The appointee must have within his/her firm or through an established "of counsel" relationship at least one other qualified attorney available to render advice and otherwise represent the interests of the LEO Board and the Central Workforce Development Board when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

### **Fee for Service**

The appointee must commit to and provide quotes for an hourly rate for the next one to five years. CPWDC will not consider proposals which include a required retainer. Billing statements for services rendered must disclose, at a minimum, the date of the service, the identity of the lawyer or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that function, and the hourly rate for the individual performing the function.

## **Technical Assistance**

Technical assistance will be provided through a written question and answer format. Potential respondents will have until November 29, 2024 to identify specific questions and submit them in writing by email to Brooke Gessner at [bgessner@advancecentralpa.org](mailto:bgessner@advancecentralpa.org).

A question and answer document will be posted at <https://advancecentralpa.org/about-us/public-notices/#rfp> and available to all potential respondents by December 4, 2024. Advance Central PA reserves the right to decline a response to any questions if, in Advance Central PA's assessment, the information cannot be obtained and shared with all the potential bidders in a timely manner or if the information cannot be released until after selecting legal counsel.

## **Proposal Responses**

Qualified attorneys interested in responding to this Request for Quotes (RFQ) should fill out the attached forms completely, attach copies of all referenced documents, and submit proposal no later than 5:00PM, December 6, 2024. Responses must be submitted electronically to [bgessner@advancecentralpa.org](mailto:bgessner@advancecentralpa.org).

## **Other Terms and Conditions**

### **Allowable Expenditures**

Advance Central PA is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFQ is not reimbursable.

### **Disclosure of Proposal Contents**

Proposals will be held in confidence and, except for selected proposals, will not be revealed or discussed. All materials submitted with the Proposal, and the Proposal itself, become the property of the Advance Central PA and will not be returned. All proposals submitted become subject to Right to Know requests.

### **Rejection of Proposals**

Advance Central PA reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with respondents. A contract for the accepted proposal will be based upon the factors described in this RFQ.

### **Response on Action Taken Regarding Proposal**

All proposals submitted will receive a response as to the action taken by Advance Central PA. Respondents may request a briefing on the action taken on the proposal.

### **Disclaimer**

The submission of a proposal to Advance Central PA does not assure or imply an award of a contract to the firm submitting the proposal. Advance Central PA reserves the right to accept or reject any or all quotes, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

### **Review Process**

Advance Central PA may, at its discretion, request presentations by, or meetings with, any or all respondents, to clarify or negotiate modifications to the respondent's proposal. However, Advance Central PA reserves the right to make an award without further discussion of the proposals submitted.

**Name of Firm:**

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**Address:**

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**Primary Contact Person:**

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**E-mail Address:**

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**Telephone:**

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**Fax:**

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**Services to be provided:**

General Legal Counsel for the Local Elected Official Board (LEO) and the Central Workforce Development Board.

**Qualifications:**

Describe qualifications of firm detailing the experience with Boards of Directors, availability to attend monthly or quarterly meetings of boards, experience in federal and state regulations and others that pertain to needs requested.

Listing of name(s) and qualifications of attorney(s) assigned to provide legal services.

**Quote:**

Quotes for an hourly rate for the next one to five years. (Billings are required to show description of each service provided with the hours assigned.)

**Hourly rate**

Year 1

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Year 2

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Year 3

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Year 4

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Year 5

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**ATTACHMENT A – CERTIFICATION FORM**

On behalf of the Respondent:

*The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.*

- A. The individual signing certifies that the Respondent is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Respondent.
- B. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation communication, or agreement, for the purpose of restricting competition.
- C. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Respondent prior to an award to any other Respondent or potential Respondent.
- D. The individual signing certifies that there has been no attempt by the Respondent to discourage any potential Respondent from submitting a proposal.
- E. The individual signing certifies that he/she has read and understands all of the information in the Request for Quote, and will comply with all the terms and conditions set forth in this Request for Quote.

RESPONDENT CERTIFICATION SIGNATURES

Respondent's Firm Name

\_\_\_\_\_

I, \_\_\_\_\_ certify that I am the  
 \_\_\_\_\_ of the (corporation) (committee) (commission) (partnership)  
 (association) (proprietorship) named as respondent herein; that  
 \_\_\_\_\_ who signed this contract on behalf of the respondent  
 is the \_\_\_\_\_ for the said (corporation) (committee)  
 (commission) (partnership) (association) (proprietorship); that said bid was duly submitted for  
 and in behalf of said organization by authority of its governing body and is within the scope of  
 its (corporation) (committee) (commission) (partnership) (association) (proprietorship)  
 powers.

\_\_\_\_\_

Signature of Respondent

\_\_\_\_\_

Signature of Respondent's Representative

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

When the respondent is an individual owner, the signature shall be witnessed by two other persons.

\_\_\_\_\_

(Witness)

\_\_\_\_\_

(Witness)

## ATTACHMENT B – PROPOSAL EVALUATION FORM

Vendor:

Reviewer Name and Title:

Review Signature:

Date:

### A. Nonresponsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. Was the proposed received timely in accordance with the terms in the RFQ? Yes or No
2. Does the proposal follow the specified format? Yes or No
3. Does the proposal include the Certifications? Yes or No

### B. Evaluation

1. Prior experience working with non-profit organizations
  - a. Prior experience as legal counsel for 501(c)(3) (minimum of 2 years within the past 10 years) (15 points)
  - b. Prior experience as legal counsel for organizations similar to Advance Central PA (10 points)
2. Organization, size, and structure of Offeror firm
  - a. Adequate size of firm (minimum of 2 qualified attorneys) (5 points)
  - b. Minority/small business (5 points)
3. Qualifications of staff to be assigned as Advance Central PA legal representative. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed to practice law, etc. will be considered.
  - a. Firm makeup (15 points)
  - b. Prior experience of the individual representative (10 points)
4. Offeror understanding of work to be performed
  - a. Adequate coverage (10 points)
  - b. Realistic time frame estimates of responses (5 points)
5. Price (25 points)

Maximum points = 100