



General Litigation Legal Services Procurement

Finance and Audit Committee Meeting
November 14, 2016

Historical

- **Legal Services – historically outsourced**
 - ✓ 2001 – Board approved four Legal Services contracts
 - ✓ 2006 – Board approved staff attorney
 - ✓ 2007 – Limitations set on staff attorney duties
 - ✓ 2014 - Board approved three Legal Services contracts

Currently there is no contract in place for General Litigation legal services

Board Policy

HART Procurement Manual §3-207.02

“The Authority may use a competitive solicitation process or informal competitive process when obtaining legislative consulting and legal services. In preparation for this, the Board of Directors shall appoint an Ad Hoc Committee to oversee the selection process. If a competitive solicitation process is used, the Ad Hoc Committee shall follow the process designated in Section 3.207.02.1 below. If an informal competitive process is used, the Ad Hoc Committee shall follow the process designated in paragraph Section 3-207.02.2, below.”

Board Policy

- **§3-207.02.1 – Use of Competitive Solicitation Process**
 - Establish factors to use for the evaluation of services
 - Publicly announce Requests for Proposals
 - Provide interested firms with a copy of the Request for Proposal
 - Evaluate proposals provided by qualified firms
 - Rank and recommend in order of preference
 - The Board of Directors shall inquire of qualified firms as to the basis of recommendation, select one of the firms recommended by the Ad Hoc Committee and negotiate a contract
- **§3-207.02.2 – Use of Informal Solicitation Process**
 - Establish factors to use for the evaluation of services
 - Identify at last three (3) firms known to be qualified to provide the required services
 - Evaluate the informal proposals
 - Rank and recommend in order of preference

Procurement Strategy

- **Staff Recommends :**
 - Competitive solicitation process
 - Evaluation criteria includes Technical and Price
 - 1 Contract Awarded
 - Forego the Ad Hoc Committee, but submit recommendation to Finance and Audit Committee, and Board of Directors for approval
- **Source Selection Committee:**
 - HART Staff Attorney
 - HART Director of Risk
 - Hillsborough County Attorneys

Procurement Strategy – Cost Containment

- **Proposal Evaluation Criteria– Emphasis on Technical**
 - 80% Technical – 20% Price
- **General Liability**
 - Task Orders with Price “Ceilings”
- **Contract Term: 2 Year Base Term with 2 One-Year Options**