



Serving Northeastern North Carolina Since 1962 Choanoke
Area Development Association of NC, Inc. Post Office Box 530,
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www.nc-cada.org

REQUEST FOR PROPOSAL ATTORNEY SERVICES

Choanoke Area Development Association of North Carolina, Inc. (CADA) a non-profit corporation chartered to do business in the State of North Carolina is soliciting proposals from local attorneys licensed to practice in the State of North Carolina to provide professional legal services to CADA on an as-needed basis, at an agreed upon rate per hour. Contract would begin May 1, 2021.

Attorneys are being solicited through a fair and open process in accordance with the procurement policies of this agency, the requirements of grantors, and the requirements of the state of North Carolina.

Attorney/firm will be selected by the CADA Board of Directors based on an evaluation of the most advantageous technical proposal, price, and other factors listed below. Proposals will be evaluated on the basis of the following criteria:

- 1. Prior experience and familiarity in providing legal services to non-profits and programs which serve the economically disadvantaged;**
- 2. Prior experience in providing legal services in the areas of real estate and contract law;**
- 3. Professional qualifications, availability, and experience of key personnel to be assigned to CADA work, with respect to relevant areas of law;**
- 4. Quality of services rendered references from three (3) non-profit clients or organizations similar to CADA;**
- 5. Evidence of valid membership in NC BAR and professional liability insurance; and**
- 6. Such other factors demonstrated to be in the best interests of the Choanoke Area Development Association of North Carolina, Inc.**

Scope of Work: Professional Legal Services which include but are not limited to the services of an attorney or, in the absence of the Attorney, a qualified substitute, and shall include the representation of CADA in litigation, legal research, telephone conferences, preparation and participation in meetings/conferences, preparation of a written opinion or report on a particular topic, and participation in major issues or project.

Proposals must include the following:

- (1) Experience of the Attorney or law firm;**
- (2) Quotation for a fixed hourly rate for general routine legal services and attendance at meetings;**
- (3) Quotation for services of a paralegal that may assist the attorney;**
- (4) Quotation of an hourly rate for other legal services of an extraordinary nature; and**
- (5) Quotation/estimate of out-of-pocket expenses for which the attorney would require reimbursement such as mileage.**

Requests for additional information are to be submitted in writing to CADA Executive Director Sallie Surface via e-mail to ssurface@nc-cada.org. Written e-mail replies will be sent and questions and answers will be posted on the CADA website for potential bidders.

The Board of Directors of Choanoke Area Development Association of NC, Inc. reserves the right to reject any or all proposals and to waive immaterial formalities.

Proposals should be submitted, in writing to Choanoke Area Development Association of NC, Inc., P.O. Box 530, Rich Square, NC 27869 in a sealed envelope, with the words "Attorney RFP" written on the outside by 5:00 PM on Monday, April 13, 2021. Proposals may also be placed in the Drop Box located at 120 Sessoms Drive, Rich Square, NC 27869 or e-mailed by the same date and time to Sallie Surface: ssurface@nc-cada.org.

Sallie P. Surface, Executive Director