1. Please provide the legal name and address of the firm.
2. Please provide a history of the firm.
3. Please identify the primary practice areas of the firm, with a description of each.
4. Minimum qualifications –
	1. The primary attorney responsible for providing the category of General Legal Services request by SRBT must have five years of related experience in the subject matters described in the “Scope of Services” section of the RFR. Please demonstrate 5 years of such experience.
	2. The managing attorney (client contact) must have provided similar services for at least two Massachusetts Governmental entities. Please demonstrate that such service was provided.
	3. The firm’s key professionals and/or organization must not have material conflicts of interest with the SRBT Board, the PRIM Board, or with the Commonwealth of Massachusetts. Please confirm that no such conflicts of interest exist and/or disclose circumstances related to potential conflicts.
5. Please demonstrate specific experience in the following areas:
	1. Experience in organizational governance issues, and in particular issues related to government and non-profit entities.
	2. Experience in working with boards, subcommittees and staffs, and their interactions and inter-relationships.
	3. Issues of professional liability and D&O liability and the like, and related insurance issues, and particularly the impact of issues regarding government officials and issues of government immunities and liability caps.
	4. Public Records Law and related issues.
	5. Government contracts and Massachusetts State procurement laws, regulations, procedures and policies.
	6. Experience working in government, and also working with government agencies, in particular Massachusetts state government.
	7. Experience with Municipal Finance.
	8. Experience working with government agencies that invest government assets.
	9. Experience working on legal issues with government agencies that interact with SRBT.
	10. Experience assisting clients in responding to information requests (subpoenas, search warrants, etc.) issued by government regulatory and investigatory agencies.
6. Key Contacts

Please identify the individual(s) who will have primary responsibility for contract work and communications.

1. References

Please provide at least three references from clients at the firm. Preferably include clients who have utilized the firm on matters related to the respective categories of General Legal Services for which Respondent desires to be selected. The references must include a contact person, a full address, and a phone number.

1. Pending Litigation

Please identify and include details of any pertinent judgment, criminal conviction, investigation or litigation related to performance of legal services or malpractice, pending against the Respondent or any of its officers, directors, employees, agents or subcontractors of which the Respondent has knowledge or a statement that there are none.

1. Required Commonwealth Terms

The order of precedence for this Contract is as follows:

1) Commonwealth Terms and Conditions (attached to this posting for Review)

2) Standard Contract Form (attached to this posting for Review)

3) This Request for Response

4) Contractor Response, as amended during negotiations, including any merchant agreements or other onboarding documentation

5) Any other non-conflicting provisions, terms or materials incorporated herein by reference by the Contractor.

It is expected that any legal review of the required contract forms and attachments will be done PRIOR to submission of the RFR Response and that objections to any language in the RFR or attachments will not be raised after selection and during contract negotiations. This means that the Bidder cannot condition execution upon the “opportunity to negotiate final terms” after selection.

Any questions related to the interpretation of any language in the required Contract forms must be identified as part of the Question and Answer process of this procurement.

Any issues or concerns with the language in the Contract Forms or Attachments, or proposed additions or clarifications to this language, MUST BE IDENTIFIED IN DETAIL HERE as part of the Response which will be evaluated as part of the selection process, and may not be raised after selection.