

**LEGAL SERVICES
FOR THE
MUSIC CITY CENTER**

RFP #105-2018



AGENDA

- I. Welcome/Introductions
- II. RFP Overview and Highlights
- III. Important Dates
- IV. Submission Requirements
- V. Q & A Session

BEFORE WE BEGIN...

- Please Sign – In
- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

INTRODUCTIONS

- Jasmine Quattlebaum – Director of Purchasing/DBE
- Mia Lewis – Purchasing/DBE Coordinator
- Charles Starks – President/CEO
- Elisa Putman – Sr. VP of Operations/Chief Operation Officer
- Brian Ivey – VP of Sales and Marketing
- Heidi Runion – Director of Finance

RFP OVERVIEW AND HIGHLIGHTS

- Any contract resulting from this RFP will be for a five (5) year term at the sole discretion of the Authority.
- Seeking qualified firms who are certified to perform Legal services for the MCC.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

Have the capability to provide the following services but not limited to:

- Review, Draft, and Negotiate contracts.
- Advise on public organization legal issues.
- Advise on individual labor and employment matters.
- Review fiscal and other policies.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Attend Board of Director and Committee meetings.
- Advise on responses to subpoenas, court orders, and request for information from third parties.
- Defend lawsuits, administrative claims, or legal claims.
- Conduct litigation as necessary.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Advise on procurement policy of goods and services.
- Advise on capital improvement projects.
- Provide counsel on risk management activities.
- Provide counsel regarding intergovernmental services and obligations.
- Coordinate and manage services and costs of outside counsel if assigned.
- Research and provide legal opinions as requested.

DIVERSITY PLAN OVERVIEW

- It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises wanting to do business with the Authority.
- Proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

DIVERSITY PLAN OVERVIEW

- Diversity Plan will outline the plan to achieve or exceed a target percentage of minority, woman, small businesses and/or service disabled veteran owned businesses participation.
- 20% Participation for this contract
- Use Strategic approaches and methodologies taken to ensure maximum participation by minority, woman, small, and service disabled veteran owned businesses suppliers.
 - For example:
 - Identify a particular scope of contract that can be fulfilled by minority, woman, small, or service disabled veteran owned businesses.

PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP) OVERVIEW

- ***No proposal or submission shall be considered responsive unless it demonstrates compliance with the PNP.***
 - **DBE Primes are required to complete PNP**
 - **Covenant of Non-Discrimination (Exhibit A)**
 - Must be notarized
 - **Good Faith Effort Statement Form (Exhibit B)**
 - Provide written notice to at least three (3) available certified MWBEs
 - The first three items on this form **must be** initialed
 - **Good Faith Effort Verification Form (Exhibit C)**
 - Must include the individual's or entity's name, business location, and information requested
 - Back-up documentation supporting the outreach (i.e. Copies of email threads).

EVALUATION CRITERIA

- **Tab 2) Business Plan**

Total points available for this criterion are 25 points.

- **Tab 3) Attorney Qualifications**

Total points available for this criterion are 35 points.

- **Tab 4) Cost Criteria**

Total points available for this criterion are 15 points.

- **Tab 5) Reference Projects/Experience**

Total points available for this criterion are 15 points

- **Tab 6) Diversity Plan**

Total points available for this criterion are 10 points

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	November 12, 2018
Responses to Inquiries	November 19, 2018
RFP Submissions Due	December 14, 2018 @ 3pm (CST)

SUBMISSION REQUIREMENTS

- All submittals must be received by deadline - NO EXCEPTIONS.
- Hand Delivery Option: Administrative Offices
600 Koreans Veterans Blvd
- UPS or FedEx Option: Music City Center House Docks
700 Koreans Veterans Blvd

SUBMISSION REQUIREMENTS

- Read IV F. Response Format, Requirements and Evaluation Criteria thoroughly
- Email submissions will not be accepted
- Include required amount of copies and electronic copy (i.e. USB drive)
- Organize tabs in order listed in RFP
- Ensure to include all required Exhibit(s)

SUBMISSION REQUIREMENTS

- Read Section III. Diversity Plan thoroughly (5 pts)
 - Use Exhibit D
- Read Section III. Procurement Nondiscrimination Program thoroughly. Required in all proposals:
 - **Covenant of Non-Discrimination (Exhibit A)**
 - **Good Faith Effort Statement Form (Exhibit B)**
 - **Good Faith Effort Verification Form (Exhibit C)**

QUESTIONS?

- **REMINDER:** Questions must be submitted in writing in order to receive an official response.
- Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/about/business-opportunities>