





**AG15-0068**  
**III. AGREEMENT FOR OUTSIDE COUNSEL**  
**ATTACHMENT I**

**Office of the  
Attorney General**  
1275 W. Washington  
Phoenix, AZ  
85007-2926

**General Counsel Information (Special Instructions to Offerors 1.1.)**

**Section 1.1.2.1.**

**Firm Name:**

**Firm Identified in Proposal as:**

Main Office:

Branch:

**Year Firm was Established:**

(The Firm or Office for whom this offer is being made)

**If Firm identified in Proposal is not the Main Office, provide the name of the Firm if different:**

**Provide the names of any other state your firm has an office:**

**Provide the total number of each personnel in your firm by the categories listed below:**

**Of Counsel:**

**Partner:**

**Paralegal:**

**Law Clerk:**

**Senior Partner:**

**Associate:**

**Nurse Paralegal:**

**Total Personnel:**

**Has your firm ever held a contract with the Office of the Attorney General? For how many years?:**

**Section 1.1.2.2.**

**Statement Indicating Your Firm's Willingness to Accept Assignments Statewide:**

**Section 1.1.2.3.**

**Acceptance of Insurance Requirements:**

Indicate that you have read, understand and will comply with the Insurance requirements specified in Section 8 & 9 of the Agreement. Check the appropriate response.

**Yes, we will comply with the Insurance requirements**

**No, we will not comply with the Insurance requirements**

**Section 1.1.2.4.**

**Conflict of Interest:**

Identify and describe any type of matter, litigation and otherwise, in which your firm is involved with against the State of Arizona or any of its agencies and a concise statement of how your firm proposes to resolve any conflicts of interest with the State of Arizona. Specific Cases or Matters should be listed on the table on the following page or you may add an attachment sheet similar to the table. In the event of the award of a contract, Counsel must receive a waiver of any conflict of interest. The award of this contract does not create or cause said waiver.

**Note: The State of Arizona does not require counsel to obtain a waiver of conflict of interest when counsel undertakes representation of a defendant in a criminal case.**

**No "Blanket" waiver requests will be considered. Check none below, if no conflict of interest exists.  None**





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**Section 1.1.2.7.**

**Does any current member of your firm have any bar complaint currently being investigated and/or disciplinary action taken by the State Bar Association against them?** Add additional pages if needed.

Check the appropriate response

Yes

No

If answer to the above is "Yes", use the space below to disclose details of any complaint(s):

**Has your firm had any malpractice suit or claim for malpractice filed against it in the last 2 years?**

Add additional pages if needed.

Check the appropriate response

Yes

No

If answer to the above is "Yes", use the space below to disclose details of any suit:

**Do you wish this information to be held confidential in accordance with A.A.C. R2-7-103?**

Add additional pages if needed.

Check the appropriate response

Yes

No

If answer to the above is "Yes", provide a brief statement asserting why this information should be held confidential:



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**Section 1.1.3.**

**Firm Name:**

**Areas of Practice (Check each area your firm is to be considered):**

<input type="checkbox"/>	<b>1</b>	Appellate Work
<input type="checkbox"/>	<b>2</b>	Arizona State Retirement- Issues Related To IRS-Code Section 401 - Qualified Pension Plans - Investments
<input type="checkbox"/>	<b>3</b>	Bankruptcy
<input type="checkbox"/>	<b>4</b>	Child Support And Spousal Maintenance Enforcement
<input type="checkbox"/>	<b>5</b>	Civil Rights, Housing Discrimination, Employment Discrimination, Disabilities
<input type="checkbox"/>	<b>6</b>	Commercial, Contract And Other Civil Advice & Litigation
<input type="checkbox"/>	<b>7</b>	Conservatorships Or Receiverships Involving the State or State Agencies
<input type="checkbox"/>	<b>8</b>	Criminal Law
<input type="checkbox"/>	<b>9</b>	Education
<input type="checkbox"/>	<b>10</b>	Elections & Voting Rights
<input type="checkbox"/>	<b>11</b>	Eminent Domain Law
<input type="checkbox"/>	<b>12</b>	Employment Law, Discrimination - Age, Sex, Race, Religion, Handicap
<input type="checkbox"/>	<b>13</b>	Environmental Law – Air
<input type="checkbox"/>	<b>14</b>	Environmental Law – Hazardous Waste
<input type="checkbox"/>	<b>15</b>	Environmental Law – Water
<input type="checkbox"/>	<b>16</b>	Gaming Law
<input type="checkbox"/>	<b>17</b>	Immigration Law – Federal
<input type="checkbox"/>	<b>18</b>	Indian Law – General
<input type="checkbox"/>	<b>19</b>	Tribal Court – Provide State tribal court(s) admitted to:
<input type="checkbox"/>	<b>20</b>	International Law- Provide the Nation(s):
<input type="checkbox"/>	<b>21</b>	<b>21a.</b> Juvenile Law - General
<input type="checkbox"/>		<b>21b.</b> Appellate work for severance and dependency
<input type="checkbox"/>		<b>21c.</b> Immigration law w/emphasis on obtaining special immigrant juvenile status
<input type="checkbox"/>		<b>21d.</b> Juvenile law entire case/trial in dependency and severance
<input type="checkbox"/>		<b>21e.</b> Juvenile law hearing coverage only in dependency and severance
<input type="checkbox"/>	<b>22</b>	Natural Resources, Public Land Use, Water Law
<input type="checkbox"/>	<b>23</b>	Negligence And Other Tort Actions
<input type="checkbox"/>	<b>24</b>	Patent Law, Trademark And Copyright
<input type="checkbox"/>	<b>25</b>	Public Contract Law And Construction
<input type="checkbox"/>	<b>26</b>	Public Finance
<input type="checkbox"/>	<b>27</b>	Public Health
<input type="checkbox"/>	<b>28</b>	Regulatory Advice For State or State Agencies
<input type="checkbox"/>	<b>29</b>	Represent State Employees For Acts Committed As A State Employee
<input type="checkbox"/>	<b>30</b>	Roadway Design, Maintenance, Striping And Traffic Control Devices
<input type="checkbox"/>	<b>31</b>	Subrogation On Behalf Of State
<input type="checkbox"/>	<b>32</b>	Taxation
<input type="checkbox"/>	<b>33</b>	Workers' Compensation
<input type="checkbox"/>	<b>34</b>	Zoning





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It is important to provide the Office of the Attorney General with enough information to make a determination that attorneys have actual experience to handle cases for the State of Arizona. It is expected that they provide succinct relevant statements indicating this experience for each area of law the attorney is to be considered. The sample provided below is provided to illustrate the process of completing the resume form, it is not intended to establish actual experience required. The Offeror may use a similar form provided it maintains the basic format presented in this RFP.

**SAMPLE RESUME FIRST AREA OF LAW**

<b>C. Qualifications and Experience of Individuals</b>			
Use this form or an equivalent form to provide the names of the attorneys and their qualifications and expertise. A separate form should be used for each area of law. Offeror should provide a concise, relevant statement providing the information needed to inspire confidence in the attorney's abilities. Full resumes may be provided as an attachment to your proposal. Make copies as necessary. Offeror may produce their own form provided the form follows this format.			
<b>1. Area(s) of Practice: 1 Appellate</b>			
2. Name of Individual	3. Title (Partner, OF Counsel or Associate)	4. Arizona State Bar Number	5. Years of experience in this area of law
John Doe Jane Smith Bob Jones	Partner Associate Associate	0000000 0000000 0000000	34 9 3
<b>6. Provide experience and qualifications for EACH Attorney proposed to do work in this AREA of LAW. Include information on significant case work or cases demonstrating experience, awards and significant achievements relevant to the Area of Practice.</b>			
John Doe: Appellate Work; 34 years experience. Mr. Doe has handled approximately 60 appeals in Arizona and in Federal Courts 9th and 3rd, and Federal Court of Appeal. These cases covered a broad range of topics such as civil rights, civil tort, Contract Law, anti-trust, intellectual property rights, a couple noteworthy cases (Doe v State and Smith v Smith) set precedents.			
Jane Smith: Appellate work . 9 years of experience in this area of law. Ms. Smith has handled approximately 10 appeals in Arizona and in the 9 <sup>th</sup> Federal Court. These cases covered a wide range of topics such as civil rights, civil tort, Contract Law.			
Bob Jones: 3 years of experience in this area of law. Ms. Smith has handled approximately 5 appeals in Arizona and in the 3rd Federal Court. These cases covered topics such as civil rights, civil tort, Contract Law.			
Note: Please see attached resume for additional details			
<b>SAMPLE RESUME</b>			

**SAMPLE RESUME SECOND AREA OF LAW**

<b>C. Qualifications and Experience of Individuals</b>			
Use this form or an equivalent form to provide the names of the attorneys and their qualifications and expertise. A separate form should be used for each area of law. Offeror should provide a concise, relevant statement providing the information needed to inspire confidence in the attorney's abilities. Full resumes may be provided as an attachment to your proposal. Make copies as necessary. Offeror may produce their own form provided the form follows this format.			
<b>1. Area(s) of Practice: 28 Regulatory Advice</b>			
2. Name of Individual	3. Title (Partner, OF Counsel or Associate)	4. Arizona State Bar Number	5. Years of experience in this area of law
John Doe	Partner	0000000	20
<b>6. Provide experience and qualifications for EACH Attorney proposed to do work in this AREA of LAW. Include information on significant case work or cases demonstrating experience, awards and significant achievements relevant to the Area of Practice.</b>			
John Doe: Area 28. Regulatory Advice: 20 years of experience. Mr. Doe has advised several State Agency Directors, Deputy Directors and Assistant Directors on various regulatory issues affecting their agency. The 20 years of experience saw three different Arizona governors and 2 US Presidents resulting in many changes to policies and regulations.			
Note: Please see attached resume for additional details			
<b>SAMPLE RESUME</b>			



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**Section 1.1.5.**

**Qualifications and Experience of Attorney**

Use this form or an equivalent form to provide the names of the attorneys and their qualifications and expertise. A separate form should be used for each area of law. Offeror should provide a concise, relevant statement providing the information needed to inspire confidence in the attorney's abilities. Full resumes may be provided as an attachment to your proposal. Make copies as necessary. Offeror may produce their own form provided the form follows this format. Add additional pages if needed.

**Area(s) of Practice:**

Name of Individual	Title (Partner, OF Counsel or Associate)	Arizona State Bar Number	Years of experience in this area of law

**Provide experience and qualifications for EACH Attorney proposed to do work in this AREA of LAW. Include information on significant case work or cases demonstrating experience, awards and significant achievements relevant to the Area of Practice.**



AG15-0001

III. AGREEMENT FOR OUTSIDE COUNSEL ATTACHMENT I  
RATE TABLE

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**Section 1.1.6.**

**Cost Date – Hourly Rate Table**

Provide one fee proposal for all areas of interest or a separate fee proposal for each separate area of practice that you have indicated on the Statement of Interest and/or a separate fee proposal for each lawyer. The Hourly Rate Table should be labeled accordingly. Add additional pages if needed.

**Area of Practice(s):**

Counsel Type:	Hourly Rate *:
Partner	
Of Counsel	
Associate	
Nurse Paralegal	
Paralegal/Legal Assistant	
Law Clerk	

**Area of Practice(s):**

Counsel Type:	Hourly Rate *:
Partner	
Of Counsel	
Associate	
Nurse Paralegal	
Paralegal/Legal Assistant	
Law Clerk	

**Area of Practice(s):**

Counsel Type:	Hourly Rate *:
Partner	
Of Counsel	
Associate	
Nurse Paralegal	
Paralegal/Legal Assistant	
Law Clerk	

The rates set forth above are for personnel employed by Counsel. Counsel must acquire Arizona's approval before subcontracting for any of the services listed above (refer to paragraph 10.2 of the Agreement for Outside Counsel). Arizona will pay Counsel for the subcontracted service only the amount that Counsel pays the subcontractor. Payment to Counsel for an approved subcontracted service is considered an expense item to be paid at the cost billed by the subcontractor. Prior to approving a subcontracted service, Arizona will require Counsel to provide Arizona with a copy of the proposed subcontract that includes the amount Counsel will pay subcontractor for the services.

\*If hourly rate for any particular category is established by a range of rates, set forth the range and criteria for range.



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**Proposal Format (Special Instructions to Offerors 9)**

**Section 9.1**

**Attachment I**

Yes, Attachment I was completed per the instructions provided in the Special Instructions to Offerors in Section 9 of the RFP.

**Section 9.2**

**Solicitation Amendments**

N/A  Yes, we have acknowledged all amendment(s) and have included signed originals with this proposal.

**Section 9.3**

**Exceptions to the RFP**

N/A  Yes, the Offeror has designated a section in the proposal titled "Exceptions" indicating the section(s) of exception including a sufficient justification to detail the reason the exception is advantageous to the State of Arizona.

**Section 9.4**

**Confidential Information**

N/A  Yes, the Offeror has designated a section in the proposal titled "Confidential Information" including the information the Offeror feels should remain confidential along with a statement detailing the reasons that the information should not be disclosed Pursuant to A.A.C. R2-7-103.

**Section 9.5**

**Suspension of Debarment Status**

N/A  Yes, the Offeror submitting the proposal has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or local government. The Offeror has included the required letter with its proposal setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment and the relevant circumstances relating to the suspension or debarment.