

REQUEST FOR PROPOSALS (RFP) FOR LEGAL SERVICES

Issued by: Michigan AFL-CIO

Date: 10/14/2024

1. Introduction

The Michigan AFL-CIO (the “Organization”) is seeking proposals from qualified law firms to provide legal services in support of its mission to advocate for the rights of working people across Michigan. The selected firm will offer a range of legal services including labor law, employment law, compliance, litigation, and general counsel support for the Michigan AFL-CIO and its affiliated nonprofit organizations.

2. Organization Background

The Michigan AFL-CIO is the state federation of labor, representing over 1 million union members across Michigan. Our mission is to improve the lives of working families, bring fairness and dignity to the workplace, and secure social and economic justice for all. The legal counsel will play a key role in advising the organization on issues related to labor and employment law, governance, and compliance.

3. Scope of Work

The Michigan AFL-CIO seeks a legal partner that can provide services in the following areas:

- **Labor Law:** Guidance on collective bargaining, union representation, contract negotiations, and labor disputes.
- **Employment Law:** Advising on wage and hour law, workplace discrimination, harassment claims, employee benefits, and compliance with state and federal regulations.
- **Litigation Support:** Representation in court or administrative proceedings involving labor or employment matters.
- **Contract Review and Drafting:** Assist with the review, drafting, and negotiation of contracts with affiliates, vendors, and other third parties.
- **Compliance:** Provide advice on regulatory compliance, including election laws, campaign finance, and non-profit organizational regulations.
- **General Counsel:** Ongoing advisory support for day-to-day legal matters, including governance issues and policy development.

4. Proposal Submission Requirements

Interested law firms must submit a comprehensive proposal that includes the following:

- **Firm Overview:** Provide a brief description of your firm, including relevant experience, history, areas of expertise, and office locations.
- **Legal Team:** Identify the key attorneys who will be assigned to this engagement, along with their qualifications, expertise, and experience in labor and employment law.
- **Experience and Expertise:** Demonstrate the firm's experience in working with labor organizations, non-profits, or similar entities. Include specific examples of cases or issues handled that are relevant to the services sought.
- **Proposed Approach:** Describe how your firm would approach providing legal services to the Michigan AFL-CIO, including your methodology for handling labor and employment matters and ensuring compliance with applicable laws.
- **Fee Structure:** Provide detailed information on the firm's billing structure, including hourly rates for attorneys, any potential retainer arrangements, and cost estimates for specific services.
- **References:** Provide contact information for at least three clients for whom the firm has provided similar legal services, preferably labor unions or non-profits.
- **Conflict of Interest Disclosure:** Disclose any potential conflicts of interest in representing the Michigan AFL-CIO, including any current or past relationships with labor unions, political entities, or employers.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Expertise in labor and employment law, particularly with unions and non-profits.
- Relevant experience representing similar organizations.
- Demonstrated understanding of the Michigan AFL-CIO's legal needs and goals.
- Qualifications of the proposed legal team.
- Cost-effectiveness and fee structure.
- Responsiveness and thoroughness of the proposal.
- Any potential conflicts of interest.

6. Submission Instructions

Proposals must be submitted no later than November 11, 2024 to the following address or via email:

Michigan AFL-CIO

Attn: Stephanie Brown, Office Administrator

419 S. Washington Square, Suite 200

Lansing, MI 48933

Email: Savannah Kuykendall, skuykendall@miaflcio.org

7. Inquiries

Any questions regarding this RFP should be directed to Savannah Kuykendall at skuykendall@miaflcio.org or (864) 871-0292 no later than October 31, 2024.

8. Timeline

- **RFP Issued:** October 14, 2024
- **Questions Due:** October 31, 2024
- **Proposals Due:** November 11, 2024
- **Proposal Review and Selection:** November 25, 2024
- **Anticipated Contract Start Date:** December 1, 2024

9. Terms and Conditions

The Michigan AFL-CIO reserves the right to reject any or all proposals, to waive informalities or irregularities, and to modify or cancel this RFP at any time. Submission of a proposal does not guarantee selection or a contract with the Michigan AFL-CIO.