



100 College Ave, Suite 200
Rochester, NY 14607
585-258-3500
www.rochesterworks.org

**Request for Proposals – Legal Services
February 24, 2022**

I. Overview

RochesterWorks, Inc (hereafter, also known as "RWI"), on behalf of the Monroe County/Rochester Workforce Development Board, has released the following Request for Proposals (RFP) for general legal services. The successful respondent (hereafter, "the firm") to this RFP will work closely with the RWI Executive Director, the Director of Finance & HR, key staff as well as several members of the Board of Directors. All responses to this RFP are due no later than **Friday, March 18, 2022 at 4:00 pm**, using the process outlined below.

II. Scope of Services.

The applicant shall be readily available to perform the following legal services, as requested by the Executive Director and/or the Board of Directors:

- Assist the drafting, and negotiation of contracts and leases, as is necessary
- Advise on corporate and tax-exempt organization legal issues
- Advise on individual labor and employment matters
- Review personnel, fiscal and other policies, as well as corporate by-laws
- Attend Board of Directors meetings as necessary
- Advise on government grant and contract issues
- Advise on response to subpoenas, court orders, and requests for information from third parties
- Advise on the protection of our participants' personal data in our information technology systems
- Defend lawsuits, administrative claims or other legal claims
- Oversee litigation involving RWI, as necessary
- Other legal services as needed

III. About RochesterWorks, Inc

RochesterWorks, Inc (RWI) was established in 2004 and provides employment and training services to Monroe County through three local career centers and one specialized youth employment services center. A registered 501(c)3, RWI provides a unique set of customized services to businesses and job seekers at little-to-no cost, preparing a skilled workforce and connecting them with career opportunities in the Rochester region. It serves as a fiscal agent for Monroe County, designated by both the Monroe County Executive and Mayor of Rochester to administer Federal workforce development funds. On behalf of the

Monroe County/Rochester Workforce Development Board, RWI manages approximately \$7-\$9 million in employment and training resources, and is the largest, most comprehensive provider of workforce development services in Monroe County.

RWI's primary funding source is from the Workforce Innovation & Opportunity Act (WIOA), which is generally broken up into three primary silos: Adult, Adult Dislocated Workers & Youth (17-24). For the most recent program year, the Monroe County/Rochester Local Workforce Development Area was allocated approximately \$5.5 million in WIOA funds. RWI spends its WIOA dollars under the oversight of the NYS Department of Labor, which must demonstrate compliance to WIOA to US Department of Labor. RWI receives additional revenue – some recurring, some not – through NYS, foundations and other sources

RWI operates three One-Stop Career Centers as part of the American Job Center network. It's largest career center, located at 100 College Avenue, provides a variety of career services and job training opportunities for adult job seekers and dislocated workers (generally those who have had their job eliminated, under a variety of circumstances). Additionally, RWI operates a Youth Employment Services bureau in downtown Rochester, in the same building that houses the City of Rochester's Recreation Bureau. The Youth division offers similar services to area residents between the ages of 18-24, as well as the Summer Youth Employment program, which provides employment experience for hundreds of teens annually. RWI also has an affiliate Career Center, which is co-located with the Monroe County Department of Human Services at a County facility, and provides work experience opportunities, job readiness training and other services to adults receiving public assistance. Furthermore, RWI houses a business services division, which works with area employers to promote job openings, fund on-the-job training opportunities, and help ensure RWI services are aligned with the needs of the local economy. Prior to the pandemic, RWI did have allocated staff at the NYS Department of Labor's Career Center on Waring Rd in Northeast Rochester.

IV. Proposal Format

Responses to this RFP shall be guided by the following outline and will be evaluated on a 100 point scale, weighted as indicated below:

- A. Background about your firm (10 points)
- B. Summary of firm's experience providing legal counsel to non-profit or government organization (35 points)
- C. Qualifications of attorneys and staff who would be responsible for administering this service, including their specialties of practice, which would ideally include labor and employment law; contract law; and or digital media and internet law (30 points)

- D. Proposed budget, which may include a retainer, hourly rate or combination of the two (20 points)
- E. Listing of three (3) client references (5 points)

VI) Application Process

Questions regarding this RFP must be submitted by **Friday, March 11th, 2022 at 4:00 pm.**

Final responses to this RFP must be submitted by **Friday, March 18th, 2022 at 4:00 pm.**

Questions and final applications must be submitted to Lee Koslow, Technical Assistance & Training Manager at LKoslow@RochesterWorks.org.