



Q&A for the Legal Services RFP

- 1. Do you plan on selecting one firm to handle every aspect of your legal needs, or do you plan on selecting multiple firms?**
 - a. Specifically, will it reflect negatively on our submission if we have experience in some of these areas but not others?**
 - A. We will select the most appropriate firm for each legal area. A firm does not need to cover all areas listed, but one firm can meet the requirements for multiple legal areas. The assessment of experience will be based on the area for which you are submitting a response.

- 2. Regarding Section V.E.6 of the RFP, please identify the “organizations likely to interact with BRHP.”**
 - a. In order to accurately respond to the RFP, we need to run a conflicts check to see if any of our lawyers are board members of those organizations.**
 - A. Based on the nature of our work is hard to list all the possible organizations that we work with or partner with. We depend on the firm to identify and share any possible conflict of interest for our internal evaluation. If a potential conflict is identified after award, the awardee will have the obligation to inform BRHP and BRHP will assess whether the potential conflict rises to a sufficient level of concern that may warrant termination of the contract.

- 3. Regarding Section VIII.G of the RFP, please clarify what you mean by “projects” that may be in conflict with BRHP.**
 - A. The purpose of this clause is to ensure that the firm remains fully committed to serving BRHP's interests without compromise. It protects BRHP from potential biases or divided loyalties that could arise if the firm were to serve competing interests. This clause is a common provision in contracts involving legal, financial, and consulting services, where impartiality and undivided loyalty are crucial. If a potential conflict is identified after award, the awardee will have the obligation to inform BRHP and BRHP will assess whether the potential conflict rises to a sufficient level of concern that may warrant termination of the contract.

- 4. What is your expected legal spend over the 2-year period covered by the RFP?**
 - A. Given the nature of our projects and the variability in legal requirements, pinpointing an exact legal spend for the next two years presents a challenge. While it's difficult to specify an exact amount, our preliminary analysis suggests an estimated legal spending range of \$50,000 to \$60,000 over the next two years, subject to adjustments.

- 5. With respect to the Employment Law Practice Area, how much of the work will involve workers' compensation claims?**
 - A. Based on our history we don't expect this to be a great need, if at all.



6. With respect to the Employment Law Practice Area, how much of the work will involve traditional labor claims like unfair labor practices and union negotiations?

A. Part of the legal services is to provide BRHP with counsel to comply with Federal and State laws to avoid any unfair labor practices claims. Most of the employment law practice area will entail advising BRHP on setting policy consistent with Federal and State law, with occasional inquiries from BRHP on specific application of its policy as it relates to an employee. We do not anticipate a need for representation for unfair labor practices, nor for union negotiations – BRHP is not a union workplace.

7. According to the RFP, responses should “include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone and/or email or otherwise without extensive research or legal work.”

- a. Please provide examples of what you mean by “routine matters.”
- b. Please provide the expected percentage of overall legal work you expect to fall under “routine matters.”

A. We are open to a retainer agreement for general legal services, such as answering questions, providing feedback on specific employment matters, informal dispute resolution, contract reviews, and other legal services.

8. Is there an incumbent provider for any or all of the services requested in this RFP? If so, who are they?

A. Yes, we currently have a provider for all the legal areas listed in the RFP; however, any existing provider will have to respond to this RFP to be considered for continuing those services.

9. If hours have been tracked historically, what was the number of hours for the legal services listed in the RFP for 2023?

A. While it's difficult to specify the exact number of hours our estimate is around 125 hours.

10. What was the total legal spend for BRHP in 2023?

A. It was about \$24,000, which is based on our legal needs for that year.

11. What is the legal budget for 2024?

A. Given the nature of our projects and the variability in legal requirements, pinpointing an exact legal spend for the next year presents a challenge. While it's difficult to specify an exact amount, our preliminary analysis suggests an estimated legal spending range of \$25,000 to \$30,000, subject to adjustments.

12. Is there any in-house counsel that the successful proposer will be working with?

A. There is no in-house counsel.



13. What is the number of contracts that were reviewed/drafted for 2023?

A. We had two in 2023.

14. What is the anticipated number of contracts expected to be reviewed or drafted in 2024?

A. Between three and five.

15. Please quantify the number of collection services/account for 2023.

A. We had zero in 2023.

16. Please quantify the number of collection services/accounts expected for 2024.

A. Between five and ten.

17. What is the number of litigation activity (response to subpoenas, court orders, requests for information from third parties, defense matters) for 2023?

A. Approximately five.

18. What is the number of litigation activity (response to subpoenas, court orders, requests for information from third parties, defense matters) anticipated for 2024?

A. Between five and ten.

19. How many employees does BRHP have?

A. Around 60 employees.

20. Please explain what is meant by “services” related to real-estate closings?

A. This is specific to the HUD Loans BRHP provides to rental properties from HOPE VI/URD funds.

21. How many real estate closings did BRHP have in 2023?

A. We had one in 2023.

22. How many real estate closings does BRHP anticipate in 2024?

A. We anticipate one.

23. What is the number of HUD or PHA related inquiries and administrative proceedings did BRHP respond to in 2023?

A. We had two in 2023.



24. What is the number of HUD or PHA related inquiries and administrative proceedings does BRHP anticipate having to respond to in 2024?

A. Between one and five.

25. In the cost section, it requests a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone and/or email or otherwise without extensive research or legal work. Question – can BRHP advise on the number of “routine matters” that occurred in 2023?

A. We are open to a retainer agreement for general legal services, such as answering questions, providing feedback on specific employment matters, informal dispute resolution, contract reviews, and other legal services.