



**NATIONAL MEDICAL
FELLOWSHIPS**

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

I. GENERAL INFORMATION.

A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to **National Medical Fellowships, Inc. (NMF)**.

B. **Who May Respond.** Attorneys currently licensed to practice law in **Washington DC, Virginia or Maryland**, or law firms including such attorneys, may respond to this RFP.

C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **4:00 pm on November 15, 2023**.

2. **Inquiries.** Inquiries concerning this RFP should be mailed to:

**Carlos F. Colón, VP of Finance and
Operations
National Medical Fellowships, Inc.
1199 N. Fairfax St, Suite 600
Alexandria, VA 22314**

Or e-mailed to: operations@nmfonline.org

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the NMF (hereinafter referred to as NMF).

4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Carlos F. Colón, VP of Finance and
Operations
National Medical Fellowships, Inc.
1199 N. Fairfax St, Suite 600
Alexandria, VA 22314**

Or e-mailed to: operations@nmfonline.org

Late proposals will not be considered.

5. **Right to Reject.** NMF reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. It is expected that the contract shall be a three-year contract.

D. **Description of Entity.** National Medical Fellowships, Inc. (the Organization) is a 501(c)3 organization that advances health equity—where everyone has a fair and just opportunity to achieve their highest level of health regardless of race, ethnicity, disability, sexual orientation, gender identity socioeconomic status or geography.

The Organization provides scholarships, service-learning programs, mentorship opportunities, and clinical research leadership training for chronically marginalized students of medicine and related health professions. The Organization is the only national organization solely dedicated to providing scholarships and support to medical and health professions students across demographic groups chronically excluded from the practice of health care. Those groups include African Americans, Hawaiian and Alaskan Natives, Hispanics/Latinos, Native Americans, Pacific Islanders, Vietnamese, Cambodians, and students with DACA status.

The Organization is supported by a national network of alumni who have serviced tens of millions of patients annually over more than 75 years. As the Organization successfully fulfills its mission, the health disparities that disproportionately impact communities of color will decrease, leading to a future in which Black and brown people no longer die from preventable causes and everyone has access to the high-quality, culturally competent care that they deserve.

II. SCOPE OF SERVICES. The Proposer shall be readily available to perform the following legal services, as requested by the President and CEO.

- A. Advise on constitutional matters impacting post graduate studies of the health professions as well as other court decisions with the potential to impact NMF's progress to its mission.
- B. Review drafts of contracts and leases.
- C. Advise on legal issues related to agency and tax-exempt organization status.
- D. Advise on responses to subpoenas, court orders, and requests for information from third parties.
- E. Defend lawsuits, administrative claims, or other legal claims.
- F. Conduct litigation as necessary.

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, NMF will consider proposals emphasizing expertise in subsets of these areas.

III. PROPOSAL CONTENTS. The Proposer, in its proposal, shall, as a minimum, include the following:

A. **Legal Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations; real estate, including bond financing; government grants and contracts; and general business operations. Additionally, if applicable, provide a description of any experience advising organizations comparable to NMF that offer similar programs and government-funded services.

B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:

- size
- structure,
- areas of practice
- office location(s)
- small or minority-owned business

Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

C. **Attorney Qualifications.** The Proposer should separately attach a description of the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and educational background of each attorney.

2. Overall supervision to be exercised.
 3. Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. **Price.** The Proposer's proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, faxes and electronic communication. Also include a retainer amount that would be charged to advise NMF on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. NMF reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION.

A. **Submission of Proposals.** All proposals shall include one (1) original and three (3) copies.

B. **Evaluation Procedure and Criteria.** NMF's President and CEO and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The President and CEO and/or Board of Directors may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Proposer's experience with similar clients and legal matters.
4. Cost.
5. Interviews, if conducted.

C. **Required Format for Proposals.** All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:

1. Page Limit: 10, including cover page
2. Attorney Qualifications section should be attached and is not included in the page limit
3. Page Size: 8 ½ x 11; portrait
4. Font Size: 12
5. Font Type: Times New Roman
6. Double-spaced

7. Margins: 1” minimum on the top, bottom, and sides of all pages
8. All pages must be numbered; double-sided printing is acceptable
9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
10. Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together.
11. Do not include attachments other than those requested or required by this RFP.

V. PROPOSAL TIMELINE.

During the period from your organization’s receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of NMF for additional information except in writing directed to Carlos F. Colón at operations@nmfonline.org.

VI. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **4:00 p.m. on November 1, 2023**. Questions must be emailed to Carlos F. Colón at operations@nmfonline.org.

VII. GENERAL INFORMATION.

A. Contract Award

NMF reserves the right to award the contract in a manner deemed to be in the best interests of NMF.

B. Stability of Proposed Prices

Any price offerings from Proposers must be valid for a period of 30 days from the due date of the proposals.

C. Amendment or Cancellation of the RFP

NMF reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of NMF.

D. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by NMF. NMF, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

E. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that NMF deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

F. Proposer Demonstration of Proposed Services and/or Products
Proposers must be able to confirm their ability to provide all proposed services.

G. Erroneous Awards
NMF reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer. Such action shall not constitute a breach of contract on the part of NMF because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

H. Ownership of Proposals
All proposals shall become the property of NMF and will not be returned.

I. Ownership of Subsequent Products
Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of NMF unless otherwise stated in the contract.

J. Oral Agreement or Arrangements
Any alleged oral agreements or arrangements made by Proposers with NMF will be disregarded in any proposal evaluation or associated award.

K. Not a Contract
This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. NMF will pursue negotiations with the highest scoring proposal. If, for some reason, NMF and the initial Proposer fail to reach consensus on the issues relative to a contract, then NMF may commence contract negotiations with other Proposers. NMF may decide at any time to start the RFP process again. The selected Proposer will be required to sign a formal contract.

L. Subcontractors
NMF must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of NMF and that the NMF President and CEO or designee may communicate directly with any subcontractor as NMF deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to NMF

upon request. The successful Proposer must provide the majority of services described in the specifications.