



Legal Services Request for Proposals (RFP)

Release Date: November 1, 2024

Friends of Southwest Virginia
One Heartwood Circle
Abingdon, VA 24210

Southwest Virginia Cultural Center – Legal Services RFP

1. INTRODUCTION

Friends of Southwest Virginia (Friends) is seeking proposals from qualified legal professionals or firms to provide comprehensive, ongoing legal counsel. Our organization is dedicated to supporting the development of Southwest Virginia’s economy, culture, and tourism by enhancing regional assets, including the Southwest Virginia Cultural Center, building strong partnerships, and preserving cultural heritage. Through these initiatives, Friends plays a vital role in promoting regional growth and showcasing the unique Appalachian heritage of Southwest Virginia.

This RFP invites legal service providers with expertise in nonprofit and public sector law, intellectual property, compliance, and contract review to submit proposals. We are looking for a firm with a strong understanding of the legal landscape affecting nonprofits and public sector organizations to help guide our work in a complex and evolving environment.

2. Organization Overview

Friends of Southwest Virginia is a nonprofit (501©3) organization dedicated to promoting and enhancing the economy, arts, and tourism across Southwest Virginia. Our initiatives support regional economic growth, celebrate Appalachian heritage, and strengthen community partnerships. With assets like the Southwest Virginia Cultural Center and numerous partnerships throughout the region, Friends serves as a vital resource for economic and cultural enrichment.

3. Scope of Services

The selected firm will provide general legal counsel, including but not limited to:

- **Contract Review:** Assisting with the review of project contracts and agreements.
- **Counsel on Cultural Center Use:** Advising on guidelines and regulations for Southwest Virginia Cultural Center usage, building policies, and ownership guidelines.
- **Intellectual Property:** Overseeing intellectual property matters, including trademarks and copyrights.
- **Nonprofit Compliance:** Ensuring compliance with nonprofit guidelines and relevant Virginia and federal laws.
- **Virginia Law Guidance:** Providing guidance on specific Virginia laws impacting the organization’s projects and operations.
- **Federal and State Grant Compliance:** Advising on compliance with federal and state grant fund rules and regulations.

4. Frequency of Services

- **Monthly Retainer:** General guidance, legal questions, and counsel as needed.
- **Project-Based Assistance:** Support for specific initiatives or projects as they arise.

5. Experience Requirements

- Candidates must demonstrate relevant experience in:
 - Nonprofit law
 - Public sector and government-related legal matters
 - Virginia-specific legal requirements
 - Federal laws applicable to nonprofit organizations

6. Evaluation Criteria

- Proposals will be evaluated based on the following criteria:
 - **Cost:** Competitiveness and clarity of the proposed fee structure.
 - **Relevant Experience:** Demonstrated expertise in nonprofit, public sector, and Virginia legal requirements.
 - **Proposed Approach:** Clarity and effectiveness of the approach to providing ongoing and project-based legal counsel.

7. Proposal Content and Format

- To facilitate efficient evaluation, please adhere to the following format in your proposal:
 1. **Cover Letter:** A brief introduction, including your firm's interest and suitability for this RFP.
 2. **Firm Overview:** Describe your firm's background, areas of specialization, and experience in nonprofit and public sector law.
 3. **Interest in working with Friends of Southwest Virginia:** Provide an overview of your firm's interest in collaborating with Friends of Southwest Virginia and offering legal services to support our organization.
 4. **Scope of Services:** Outline how your firm would approach each area within the scope of services.
 5. **Experience:** Provide examples of relevant past work or case studies related to nonprofit, intellectual property, or compliance matters.
 6. **Cost Structure:** Specify your monthly retainer rate, project-based rates, and any additional fees or costs.
 7. **References:** Include at least two references from past or current nonprofit or public sector clients.
 8. **Contact Information:** Provide the primary contact's name, title, email, and phone number.

8. Timeline

- **RFP Release Date:** November 1, 2024
- **Proposal Submission Deadline:** November 30, 2024
- **Selection of Legal Counsel:** December 31, 2024

9. Submission Instructions

- Please submit your proposal as a PDF document via email to Kim Davis at kdavis@myswva.org by November 30, 2024. Submissions received after the deadline may not be considered.

10. Contact Information

- For any questions related to this RFP, please contact:
 - Kim Davis
Executive Director
Friends of Southwest Virginia
kdavis@myswva.org