

ITEM Approval to enter into an agreement with Wolcott Rivers P.C. in accordance with Request for Proposal #842-P-1415.

EXECUTIVE SUMMARY

On October 20, 2014, Request for Proposal #842-P-1415 was issued soliciting proposals for Legal Services, School Board Attorney. Six (6) proposals were received. Transformation Consulting reviewed both the solicitation and proposals for School Board MWBE policy compliance. The selected firm is compliant. Rev. Joseph A. Fleming and Mr. Ted Lamb, School Board Members, evaluated and scored the proposals.

Firms were evaluated using the following criteria:

1. Qualifications and Experience (50%)
2. Capability (25%)
3. Methodology – To include PPS’ MWBE program compliance (25%)

Following discussions and negotiations, it is recommended that a contract be awarded to Wolcott Rivers P.C. This is a one-year contract with the option to renew for four (4) additional one year periods.

MEMORANDUM

DATE: December 11, 2014

TO: Christopher Steele, Assistant Superintendent for Budget & Planning
Lee Brazzell, Transformation Consulting

FROM: Sharon L. Ore, Compliance Officer Transformation Consulting

SUBJECT: Legal Services – School Board Attorney RFP 842-P-1415

Bids for the specified RFP were received and accepted on November 18, 2014 at 2 pm by PPS Purchasing staff. Six bids were received from Harrell & Chambliss, LLP, Norris & St. Clair, Reed Smith, Sands Anderson, Vandeventer Black and Wolcott River Gates. Below is an evaluation of each submitted bid as to compliance with the M/WBE Program established by PPS Board and incorporated into the solicitation documents, Sections E thru G in the 'Special Instruction to Bidders', within the referenced bid documents. The solicitation was advertised with an established M/WBE goal of 14% to be demonstrated by each bidder.

Harrell & Chambliss LLP (Harrell & Chambliss)

Harrell & Chambliss submitted documentation which indicated the firm's intent to perform 100% of the work specified in the scope utilizing its own forces. Further perusal of the bid documents revealed the firm's acknowledgement of the M/WBE requirements.

In summary, as a result of their statement of self-performance, Harrell & Chambliss has satisfied the requirements of the M/WBE program and as such may be further considered for award of the referenced contract.

Norris & St. Clair(Norris & St. Clair)

Norris & St. Clair submitted documentation which indicated the firm's intent to perform 100% of the work specified in the scope utilizing its own forces. Further perusal of the bid documents revealed the firm's acknowledgement of the M/WBE requirements; additionally, the firm is currently certified as a small business with the Department of Minority Business Enterprise under #713249.

In summary, as a result of their statement of self-performance, Norris & St. Clair has satisfied the requirements of the M/WBE program and as such may be further considered for award of the referenced contract

ReedSmith (ReedSmith)

ReedSmith submitted documentation which indicated the firm's intent to perform 100% of the work specified in the scope utilizing its own forces. Further perusal of the bid

submission revealed a statement affirming their commitment to the utilization of M/WBE businesses if and when needed in order to further their commitment to diversity.

In summary, ReedSmith has satisfied the requirements of the M/WBE program and as such may be further considered for award of the referenced contract.

Sands Anderson (Sands)

Sands submitted documentation which indicated the firm's intent to perform 100% of the work specified in the scope utilizing its own forces. Further perusal of the bid documents revealed the firm's acknowledgement of the M/WBE requirements.

In summary, as a result of their statement of self-performance, Sands has satisfied the requirements of the M/WBE program and as such may be further considered for award of the referenced contract.

Vandeventer Black (Vandeventer)

Vandeventer submitted documentation which indicated the firm's intent to perform 100% of the work specified in the scope utilizing its own forces. Further perusal of the bid documents revealed the firm's acknowledgement of the M/WBE requirements.

In summary, as a result of their statement of self-performance, Vandeventer has satisfied the requirements of the M/WBE program and as such may be further considered for award of the referenced contract.

Wolcott River Gates (Wolcott)

Wolcott submitted documentation which indicated the firm's intent to perform 100% of the work specified in the scope utilizing its own forces.

In summary, as a result of their statement of self-performance, Wolcott has satisfied the requirements of the M/WBE program and as such may be further considered for award of the referenced contract.



801 Crawford Street, 3rd Floor
Portsmouth, VA 23704
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Contract Number: 842-P-1415

This contract entered into this 9th day of February 2014, by Wolcott Rivers, P.C. hereinafter called "Wolcott Rivers" and Portsmouth City School Board, hereinafter called the "School Board".

WITNESSETH that Wolcott Rivers and the School Board, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: Wolcott Rivers shall provide legal services to the School Board, as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From March 1, 2015 through February 28, 2016, with four (4) one-year renewals available, if necessary.

COMPENSATION: \$90,000 yearly

The contract documents shall consist of:

- (1) This signed contract;
- (2) Wolcott Rivers original proposal, dated November 13, 2014;
- (3) Wolcott Rivers fee proposal, dated January 27, 2015;
- (4) The attached informal RFP and purchasing description, which consists of, in order of precedence:
 - (a) The Scope of Work and/or item description
 - (b) The Special Terms and Conditions all of which documents are incorporated herein
 - (c) PPS M/WBE Policy
 - (d) The General Terms and Conditions

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

WOLCOTT RIVERS P.C.:

PORTSMOUTH PUBLIC SCHOOLS:

By: _____

By: _____

Title: _____

Title: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.