

**VERMONT ATTORNEY GENERAL'S OFFICE  
AGENCY REQUEST FOR CONTRACT FOR LEGAL SERVICES**

State of Vermont AOA Bulletin 17.10 requires that state agencies obtain the Attorney General's approval to retain private legal counsel. Consistent with Bulletin 17.10, this form must be completed and submitted (with the required attachments) to the Attorney General's Office for any request for a contract for legal services or for **certain** amendments. An amendment to a legal services contract will not require submission of a new 17.10 request form except when the amendment proposes to materially change the scope of representation or substantially increase hourly rates for previously approved legal services. When required, this form must be submitted and approved by the AGO **prior** to the start of performance.

Any agreement to retain private counsel shall be made in writing using Bulletin 3.5 procedures and standard state contract forms, unless a waiver has been granted by the Secretary of Administration.

Today's Date:

Name of Requesting Agency or Department:

Agency or Department Contact Person:

Agency or Department Mailing Address:

Agency or Department Contact Email Address:

Agency or Department Contact Phone Number:

Full Legal Name of the Proposed Law Firm:

Full Legal Name(s) of all attorney(s) assigned to perform legal services:

Date by which legal services, if approved, are requested to begin. (Please allow 10 business days for review and approval by the AGO.):

**THE FOLLOWING DOCUMENTS AND INFORMATION IS REQUIRED FOR AGO REVIEW  
AND APPROVAL OF A CONTRACT FOR LEGAL SERVICES**

**PROCUREMENT METHOD**

Identify how the proposed attorney/ firm was selected:

RFP

Simplified Bid

Sole Source

Requirements and guidance concerning these procurement methods are detailed in Bulletin 3.5.

**SCOPE OF PROPOSED SERVICES – Attachment A**

The proposed contract must contain a detailed **Scope of Work** outlining the specific legal services that will be performed by the attorney or firm. The Scope of Work must also identify whether the proposed attorney/firm is expected to represent the Agency in any judicial forum. If litigation services are to be provided, each attorney representing the State of Vermont must be approved as a Special Assistant Attorney General (SAAG) by the AGO **prior** to beginning any services. A separate appointment letter will be sent to each SAAG.

**FEES – Attachment B**

The proposed contract must identify the hourly rate of all personnel expected to perform services.

**GOOD STANDING**

Are all attorneys who are expected to perform services in good standing with relevant licensing authorities? For VT Attorneys, see: <https://www.vermontjudiciary.org/attorneys/attorney-licensing>.

Yes or No (if no, explain)

**INSURANCE – Attachment C**

Bulletin 3.5 Section 4.1.1 “Professional Services” requires professional liability insurance for professional services contracts, including contracts for legal services. The State’s requirements concerning this coverage are detailed in the Vermont Insurance Specification referenced in Attachment C Section 8. Any waivers of standard insurance requirements requested by a Contractor must be approved by Risk Management.

**CONFLICT OF INTEREST – Required Contract Language**

A standard state contract for legal services must contain the below provision related to conflicts of interest. An Attachment D may be used to include this language in the Contract.

**Legal services** – Contractor will be providing legal services under this contract. Contractor agrees that during the term of this contract he or she will not represent anyone in a matter, proceeding, or lawsuit against the State of Vermont or any of its agencies or instrumentalities. After termination of this contract, Contractor also agrees that he or she will not represent anyone in a matter, proceeding, or lawsuit substantially related to this contract.

If the proposed attorney or firm currently represents clients in any matter, proceeding, or lawsuit that is adverse to the State, the requesting Agency must provide a list of all such matters to the AGO for review. The AGO will not approve a contract for legal services without the above provision, unless the AGO and relevant client agencies consent to a waiver of standard terms.

**Request for Contract for Legal Services is:**                      **Approved**                      **Not approved**  
**Reviewer Signature:**    **Date:**  
**Office of the Attorney General Reviewer Printed Name and Title:**