

**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 any amendment to the scope of legal services under an existing contract. This form must be submitted and approved by the AGO **prior** to the start of performance of services.

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

Identify whether the proposed attorney/ firm was selected following:

RFP

Simplified Bid

Sole Source

Other

Please review Bulletin 3.5 regarding Secretary of Administration approval of sole source contracts over \$10,000, statutory provisions related to sole source contracts in 3 V.S.A. § 347, and self-certification language required in all sole source contracts as of December 12, 2018. *See:* <https://aoa.vermont.gov/bulletins/memos> (12-12-18 ~ Mandatory Language for Sole Source Contracts and Amendments to Sole Source Contracts).

