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).

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 D

Bulletin 3.5 Section IV requires the below professional liability insurance for professional services contracts. Waivers of standard insurance requirements must be approved by Risk Management.

Professional Liability Insurance – Before commencing work on this contract and throughout the term of this contract, contractor shall procure and maintain professional liability insurance for any and all services performed under this contract, with minimum coverage of \$1,000,000.00 per claim.

CONFLICT OF INTEREST – Attachment D

A standard state contract for legal services contains an Attachment D with the above provision related to professional liability insurance and the below provision related to conflicts of interest.

Legal services – Contractor will be providing legal services under this contract. Contractor agrees that during the term of the 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 in the absence of an Attachment D with the above provisions, 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	l Name and Title:	