

August 23, 2018

19-022

ACCEPT PROPOSAL AND AWARD CONTRACT TO
MILLER NASH GRAHAM DUNN LLP FOR LEGAL
SERVICES

PREPARED BY: Mike Mathews, Purchasing Manager, Procurement

FINANCIAL
RESPONSIBILITY: Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, College President

REPORT: Portland Community College has an ongoing need to contract with a qualified legal firm with the knowledge and expertise to provide Legal Services. The estimated cost for these services will exceed the \$150,000.00 threshold, which requires a formal solicitation process, Request for Proposal (RFP).

On June 6, 2018, the RFP was released and made available to all interested vendors. The RFP was advertised in the Daily Journal of Commerce, the PCC Solicitation website, and the State of Oregon ORPIN vendor system with an additional outreach effort to all COBID firms registered with the associated NAICS and NIGP business codes, resulting in additional outreach to (29) twenty-nine registered firms. A total of seven (7) firms downloaded RFP documents from the College's Purchasing Website, none of which are Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

A mandatory pre-proposal conference was conducted. Four (4) firms were in attendance.

At the proposal submission closing time of 2pm, July 9, 2018, the College received four (4) proposals. The committee members evaluated all proposals based on the following criteria: price, experience, partnership and relationship team, qualification and experience of firm, references, and diversity, inclusion, sustainability and social equity.

After reviewing the proposals, the committee recommends awarding the contract to Miller Nash Graham Dunn the proposer receiving the highest total evaluation score.

Proposal Evaluation

Contractor	Score
Miller Nash Graham & Dunn LLP	439
Harrang Long Gary Rudnick PC	359
Barran Liebman LLP	300
Hart Wagner LLP	179

The award is made to the company with the highest-ranked score.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Miller Nash Graham Dunn LLP for an amount not to exceed \$ one million annually with an option for the College to renew the contract for an additional two (2) years. The contract expenditures will come from the general fund and bond fund.