

May 21, 2026

26-083

RATIFICATION OF LEGAL SERVICES CONTRACT FOR  
MILLER NASH LLC

PREPARED BY: Michael Mathews, Executive Director, Procurement & Contracting

FINANCIAL RESPONSIBILITY: Dr. Katy Ho, Acting President

APPROVED BY: Dr. Katy Ho, Acting President

STRATEGIC THEME: Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Technological Transformation: Agility, Innovation, and Readiness

REPORT: The College requires ongoing legal counsel to support its operations, protect institutional interests, and ensure compliance with federal, state, and local law. Legal services are specialized, require the exercise of professional judgment, and depend on an established relationship of trust and institutional knowledge. Under ORS 279A.055 and the Community College Rules of Procurement (CCR.250 and CCR.335), legal services are designated as Personal Services Contracts.

Pursuant to CCR.336(D)(1)(d), the College may procure legal services through direct negotiation because the nature of the work requires an ongoing, long-term relationship of knowledge and trust. Legal services are expressly identified in CCR.336 as a category of personal services for which direct negotiation is appropriate.

The College seeks Board ratification of a legal services contract with Miller Nash for the period of July 1, 2025, through June 30, 2026, for an amount not to exceed \$1,000,000. This contract covers general counsel, transactional, litigation, labor and employment, real property, regulatory compliance, and related legal services as needed by the College.

Ratification is requested because the contract term began before Board authorization was requested due to a clerical error. This error occurred during the transition from a long-term contract to the current blanket order contract. The services covered by this contract were and are necessary to protect the College's legal interests and could not be deferred without risk to the institution.

The contract is structured on a time-and-materials basis with established hourly rates. Actual costs will depend on the volume and complexity of legal matters during the contract period. The General Fund budget will be used for this expenditure. Currently, no firms registered with the Oregon COBID offer the specialized legal services required by the College for this engagement.

**RECOMMENDATION:** The Board of Directors ratifies the legal services contract with Miller Nash for the period of July 1, 2025, through June 30, 2026, with the option to renew for two additional one-year periods, in an annual amount not to exceed \$1,000,000. The General Fund budget will be used for this request.