

Request For Bid

The Other Ones Foundation

April 17, 2023

To: Undisclosed bidders
RE: **TOOF Outside Counsel**

Dear Bidder,

Your firm is invited to submit a Proposal for the following scope of work.

If you are interested in bidding, please confirm via reply email. If you cannot provide an hourly rate, please let me know by return email. A written scope of work follows.

Bid due: _____

Scope of Work:

The Other Ones Foundation is a nonprofit that offers humanitarian aid, case management, and extremely low barrier work opportunities to people experiencing homelessness. We create powerful pathways to experience an engaged community.

We are searching for an attorney or firm specializing in legal liaison. The ideal partner works well in a fast-paced setting, will support the C-suite and contracts department in federal contract execution and provide guidance to the organization; interacts with state and federal agencies as appropriate; provides counsel; works with and serves as a liaison to outside counsel; participates in meetings as appropriate; leads and supports on other matters as assigned by the Executive Director and/or Senior leadership.

In addition to our regular Contract creation and review, TOOF's activities oftentimes necessitate Counsel in the areas of Real Estate, Employment, Corporate Compliance and negotiation with Governmental Entities – any expertise within the firm in these areas will be considered additionally valuable to TOOF.

Duties & Responsibilities:

- Provides legal counsel and guidance including written legal opinions and memoranda to management and staff, as directed
- Researches, investigates, and remediates legal and corporate compliance issues
- Prepares, reviews, and revises provisions within contractual agreements for the organization
- Researches applicable laws, rules and regulations that impact daily operational processes within the organization
- Provides assistance and works with other attorneys in the department and organization on various projects

