

Bid/RFP Status: Closed- no longer accepting bids and proposals

Bid/RFP Due Date: July 10, 2021- 4:00pm

This is a Request for Proposal for Legal Services to act as an administrative assistant for Virgil Hawkins Florida Chapter National Bar Association Fellowship Program (Fellowship). This request is intended to gather pertinent information concerning the ability of individuals to meet the needs of the Fellowship. The Fellowship is interested in establishing an ongoing contractual relationship with individuals to ensure high quality legal services.

SCOPE OF SERVICES: The Administrative Assistant must perform tasks including but not limited to:

- a. General Legal Support
- b. Specialized legal support including, but not limited to:
 - i. Conduct consultations with potential clients
 - ii. Case review and analysis
 - iii. Prepare documents
 - iv. Draft and file legal pleadings, including briefs (all court and all jurisdictions)
 - v. Draft demand letters
 - vi. Prepare discovery requests and responses
 - vii. Conduct legal research
 - viii. Summarize transcripts and depositions
 - ix. Prepare medical transcript summaries
 - x. Negotiate on behalf of clients
 - xi. Maintain client relationships and communication
 - xii. Schedule hearings and trials
 - xiii. Schedule and attend mediations and depositions
 - xiv. Track and input billable hours
 - xv. Maintain client files in the case management software for notes, billing, etc.
 - xvi. Communicate with Director to ensure cases are handled efficiently
 - xvii. Attend CLEs, conferences, networking and community events, etc.
 - xviii. Perform any other work needed including secretarial work, data entry, etc.

EXPERIENCE REQUIRED:

The administrative assistant must have a high school diploma. The expectation is that the selected individual will have at least six months experience working with a bar association. The administrative assistant must have experience with using both Clio and MyCase for the association.

COMPENSATION:

Responding individuals should propose monthly compensation.

REQUIRED PROPOSAL CONTENTS:

To be considered, please submit the following information:

1. Letter of interest that includes six month experience with a bar association
2. Resume
3. Two relevant references that the Fellowship can contact
4. Provide proof of experience using both Clio and MyCase for a bar association

REJECTION OF PROPOSALS:

The Fellowship may reject any or all proposals if the proposals do not include the documents required for submission, as noted above, or for any other reason.

SUBMISSION OF PROPOSALS

Proposals must be submitted by 4:00 pm. on July 10, 2021. Please submit your proposals by email to La-Zondra C. Randolph, Esq., lrandolph.vhfcnba@gmail.com and any questions should be directed in writing by email to Ms. Randolph. A short list of attorneys will be selected by July 15, 2021.