

Scoring Rubric for request for Quotes and Qualifications for Legal Services

Individual Attorney or Firm Name

Evaluator--Assigned Number: [Assigned Evaluator ID Number]

Date Completed (Enter Date E-mailed to Contract Administrator in MM/DD/YY format)

Proposal Element	Criteria	T/F or Eligible Points	Assigned Points (Do not use decimals)
Required Elements (FATAL Error, if Missing) Business Name, Address, and Any Conflicts of Interest (Section II) Business Qualifications (Section III)	1) Proposal includes complete business name, address, and identifies any real or perceived conflicts of interest OR shows "N/A" to indicate no conflicts. 2) Proposal demonstrates each attorney included is a current Member in Good Standing of the State Bar of Florida and Eligible to Practice Law in Florida. 3) Proposal indicates Company has at least 10 years of Labor and Employment Law legal experience representing non-profit organizations, city/county/state agencies, and/or public colleges/universities.	T	N/A
Business Qualifications (Section III)	1) Possess labor and employment law experience representing an early learning coalition or similar non-profit organization, city/state/municipal agencies, and/or public colleges/universities. 2) Possess experience with Florida Statute 448, at a minimum. 3) Each Attorney Has Certification <u>and/or</u> Section information demonstrating they specialize in labor and employment law or related areas. Certifications are not required but they demonstrate a lawyer has completed specialized training. Sections demonstrate areas of specialization.	0 - 25	0
Approach to Legal Engagement (Section IV)	Approach to Legal Engagement clearly describes how: 1) the Law Firm or Independent Attorney will provide services as described in the Scope of Work (SOW), 2) they will assign/prioritize ELC's SOW to ensure timely and high quality work products, and 3) they will handle administrative personnel actions, adverse actions, grievances, and employee appeals.	0 - 35	0

Proposal Element	Criteria	T/F or Eligible Points	Assigned Points (Do not use decimals)
Annual Quote for Hourly Legal Services, Other Legal Services and Fees (Section V)	1) Proposal includes price quotes for each deliverable and any additional fees, if applicable. 2) Prices Quoted Are Reasonable.	0 - 15	0
Description of Value-Added Services Included in Proposal (Section VI)	Proposal clearly 1) describes what distinguishes its firm from others that also provide Labor and Employment Law Legal Services, and 2) identifies their Value-Added services and how they will benefit ELC.	0 - 15	0
Sub-Total Maximum Points		0 – 90	0

STOP FIRST STAGE SCORING HERE

Proposal Element	Criteria	T/F or Eligible Points	Assigned Points (Do not use decimals)
Panel Presentations for Proposals with Preliminary Scores of 75 Points, or all Proposers, if Evaluation Team recommends this option (Section VII)	Presentation: 1. Follows the outline provided. 2. Clearly and sufficiently addresses each question. 3. Follows the stated time limit.	0 – 10	0
Maximum Total Points		0 – 100	0