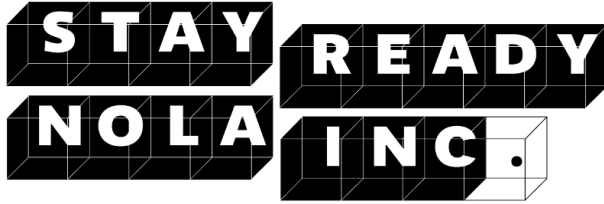


# Request for Proposals General Counsel Services



**Issued By:** Stay Ready NOLA, Inc.

**Project:** Legal Counsel Services for EPA-Funded Projects

**RFP Issuance Date:** 12-3-24

**Proposal Submission Deadline:** Rolling

## I. Introduction

Stay Ready NOLA, Inc. (SRN) is a 501(c)(3) nonprofit organization based in New Orleans, Louisiana. SRN is committed to building resilience hubs, developing green energy projects, and supporting community-based environmental and economic resilience efforts. With funding from an EPA Community Change Grant, SRN is seeking a qualified attorney or law firm to provide General Counsel to provide legal services during the grant performance period of between 2 and 3 years. The G.C. is expected to work closely with the Executive Director, COO, and SRN Accountant and Controller.

This RFP outlines the scope of services required, the desired qualifications, and the selection process for General Counsel services. Interested parties are invited to submit proposals for consideration.

## II. Scope of Work

The selected General Counsel will provide comprehensive legal services to SRN, managing compliance, oversight, and legal strategy in alignment with federal procurement regulations, EPA grant requirements, and SRN's ongoing project needs. Responsibilities will include:

### 1. **Contract Management:**

- Draft and manage legal documents for SRN's daily operations, including non-disclosure agreements (NDAs), contractor agreements, liability waivers, and onboarding documents, leases, and other contracts.
- Draft and manage contracts with SRN's statutory partner and collaborating entities.

**2. Risk Mitigation:**

- Advise SRN on strategies to mitigate risks related to financial, operational, and regulatory issues, particularly in relation to large financial inflows and outflows during the EPA grant performance period.

**3. Regulatory Compliance:**

- Ensure compliance with all relevant EPA regulations, including those outlined in 2 CFR 200.317-200.327 for federal procurement standards and the Build America, Buy America (BABA) Act.
- Help Create policies for SRN compliance with OSHA and other state and local regulatory agencies.

**4. Software and Technology Oversight:**

- Oversee legal aspects of software development, integration, and management as it relates to SRN's operations, including billing for solar subscribers, energy monitoring, pricing optimization, access control, and microgrid management.

**5. Other Legal Needs:**

- Assist in drafting leases, user agreements, and other documents necessary for the operation of SRN's projects and resilience hubs.
- Employment and Human Resources legal issues.
- Issues as they specifically relate to non-profit governance.

**The General Counsel is expected to retain and manage the services of specialized outside counsel when necessary to provide adequate representation to the organization. Outside counsel may include:**

**1. Title and Closing Services for Land Purchases and Leases:**

- Oversee the purchase and leasing of land for SRN projects

**2. EPA Grant Negotiation:**

- Manage outside counsel to represent SRN in the negotiation of the Cooperative Endeavor Agreement or other agreements with the EPA.

**3. Community Solar Generating Facility Application:**

- Manage the legal aspects of the application process for the Community Solar Generating Facility(ies).

**4. Solar Investment Tax Credit (ITC):**

- Manage outside counsel to represent SRN in the creation of a legal framework for an ownership structure that will facilitate the monetization of Solar Investment Tax Credits.

**5. Construction and Design Contracts:**

- Manage outside counsel for the negotiation and implementation of contracts with general contractors, designers, and consultants.

#### 6. **Regulatory Compliance:**

- Ensure compliance with EPA regulations and other applicable laws. Oversee the legal aspects of SRN's procurement process in accordance with federal procurement standards (2 CFR 200) and BABA requirements.

#### 7. **Tax Counsel and Accountants:**

- Liase with Tax counsel and SRN Accountants.

### III. **Desired Qualifications:**

The selected General Counsel should possess the following qualifications:

- **Licensure:** Active license to practice law in Louisiana.
- **Experience:** At least 7-10 years of relevant legal experience.
- **Software Development Experience:** Strong preference for candidates or firms with experience in contracts related to software development, API integrations, and intellectual property management.
- **Contract Management Expertise:** Proven track record of managing complex contracts with multiple stakeholders and ensuring compliance with federal and state regulations.
- **EPA Grant Compliance Knowledge:** Demonstrated expertise in handling legal matters related to federal grant funding, particularly EPA grants and associated procurement requirements (2 CFR 200).

### IV. **Contract Term and Fee Structure:**

1. **The Contract term for General Counsel Services is for a period of One Year.** Respondents should propose a fee in terms of an annual contract to be paid in monthly equal installments. Either party may terminate the Agreement with or without cause with 30 days Notice.
2. **Working Arrangement.** The selected attorney or firm will be expected to work in roughly equal proportions onsite and remotely.

### V. **Proposal Requirements**

**Proposals must include the following:**

1. **Cover Letter:** Provide a brief introduction to the firm or individual, including relevant experience and qualifications.

2. **Proposal:** Description of how you will fulfill the responsibilities outlined in the Scope of Work.
3. **Fee:** Propose your fee for the annual contract.
4. **References:** Provide at least 2 names and contact information of professional references.

## **V. Evaluation Criteria**

Proposals will be evaluated based on the following:

- **Experience and Expertise (40%):** Demonstrated relevant experience.
- **Software and Technology Experience (20%):** Familiarity with legal issues related to software development, integrations, and intellectual property.
- **Cost-Effectiveness (20%):** The proposed fee structure and its alignment with SRN's budgetary constraints.
- **Project Management Skills (20%):** Ability to oversee multiple specialized legal services and manage external counsel efficiently.

## **VI. Submission Process and Timeline**

Proposals will be accepted on an ongoing basis until a selection is made. Submissions should be in PDF format and no more than 20 pages in length. Competitive applicants will be interviewed by the Executive Director and the COO.

## **VII. Contact Information**

For questions or clarifications, please contact:

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