



MEMORANDUM

TO: MFA Board of Directors

Through: *Contracted Services Committee – June 9, 2015*

Through: Policy Committee – June 3, 2015

FROM: Marjorie A. Martin

DATE: June 1, 2015

SUBJECT: Proposed Selection For Award for General Counsel Legal Services RFP

Recommendation:

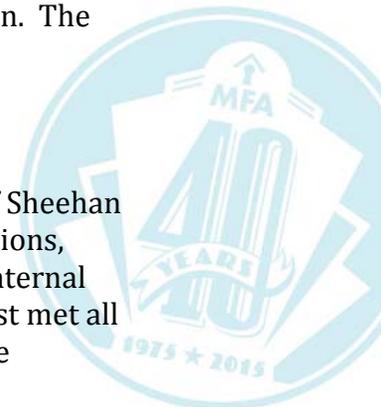
An Internal Review Committee comprised of MFA staff has reviewed the responses submitted to MFA for the General Counsel Legal Services RFP, and is proposing the selection of the firm of Sheehan & Sheehan, PA for award pursuant to the provisions of the RFP.

Background:

The MFA issued a Request for Proposals (RFP) To Provide General Counsel Legal Services by posting the RFP on MFA's website on April 15, 2015, and subsequently advertising the RFP in newspapers of general circulation in Albuquerque, Las Cruces, Santa Fe, and Farmington, as well as in the New Mexico Bar Bulletin. The deadline for receipt of submissions was April 30, 2015.

Discussion:

By April 30, MFA received two responses to the RFP, from the law firms of Sheehan & Sheehan, PA and Stetson Law Offices, P.C. Upon review of both submissions, utilizing the evaluation criteria provided in the RFP, the members of the Internal Review Committee determined that the firm of Sheehan & Sheehan, PA best met all threshold requirements for submission and scored highest in review of the evaluation criteria provided in the RFP



Criteria	Point Range	Maximum Points	Sheehan & Sheehan, PA	Stetson Law Offices, PC
1 Experience and Capability.		55		
Offeror's skill, knowledge and experience with--				
a. Corporate law, including federal and state laws, rules, and regulations governing non-profit corporations; and general contract law matters, including federal and state government contracts, state interagency agreements, and commercial contracts;	0-25			
b. New Mexico laws and regulations governing municipal and state agencies and instrumentalities;	0-20			
c. Employment law	0-10			
2. Responsiveness to MFA and Technical Capabilities				
Offeror's ability to deliver responsive, quality legal services and Offeror's availability for consultation and discussion with the MFA or any of its representatives as evidenced by:				
a. the designation of a lead attorney, preferably at partner level in the firm, assigned to MFA matters on a high priority basis, who will act as the main contact for MFA's Board of Directors and staff for all communications, including billing, and who will coordinate all aspects of the contractual representation, including direction of the activities of all other attorneys assigned by the firm to represent MFA;				
b. Offeror's technical support capabilities and availability to be reached by telephone and email during business hours, off hours, weekends, and holidays.	0-20	20		
3. Fees				
Hourly basis-- hourly rates and other fees and costs.	0-25	25		
Maximum Points		100	97	65

Summary:

MFA's Internal Review Committee has reviewed the two responses submitted to the RFP To Provide General Counsel Legal Services and determined that the response from the law firm of Sheehan & Sheehan, PA scored highest in the criteria for evaluation provided in the RFP. The Internal Review Committee therefore proposes that the firm of Sheehan& Sheehan, PA be selected for award pursuant to the provisions of the RFP.