



GENERAL LEGAL SERVICES AD HOC COMMITTEE

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Agenda Report

File #: 2024-3432

Agenda Date: 1/17/2024

Agenda Item No: 1.

FROM: Robert Thompson, General Manager
Originator: Lorenzo Tyner, Assistant General Manager

SUBJECT:

REVIEW SOLICITATION OF GENERAL LEGAL SERVICES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Review and approve elements of the solicitation, scope of work, and contract structure for the upcoming General Legal Services procurement.

BACKGROUND

In December 2023, the General Legal Services Ad Hoc Committee discussed factors affecting the structure of the solicitation and contract.

RELEVANT STANDARDS

- Ensure the public's money is wisely spent

PROBLEM

Staff would like to review elements of the upcoming solicitation and contract structure for general legal counsel services, before finalizing documents.

PROPOSED SOLUTION

Review elements of the solicitation and contract structure.

TIMING CONCERNS

N/A

RAMIFICATIONS OF NOT TAKING ACTION

Staff will use the information previously obtained to create the solicitation and contract package.

PRIOR COMMITTEE/BOARD ACTIONS

November 2023 - Board of Directors approved conducting an open competitive solicitation for general legal counsel services; and assigned the General Legal Services Ad Hoc Committee as oversight for the solicitation process.

ADDITIONAL INFORMATION

Staff will present an overview of the solicitation and contract structure based on guidance and discussion from the December 2023 General Legal Services Ad Hoc Committee meeting. Areas of review will include:

- Method of solicitation
- Scope of work
- Contract term and duration
- Evaluation process

CEQA

N/A

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Draft Scope of Work