

Request for Proposals (RFP) Legal Services – 2025

Issued: October 15th, 2025

Overview

RochesterWorks, Inc. (hereafter, “RWI”) invites qualified law firms to submit proposals to provide general legal services. The selected firm will work closely with RWI’s Executive Director, Director of Finance & Administration, Director of Workforce System Performance, and members of the Board of Directors.

The issuance of this RFP is authorized by the Monroe County-Rochester Workforce Development Board, which shall approve any award for the services detailed below.

Scope of Services

The selected firm will provide legal services on an as-needed basis, including but not limited to:

- Drafting and negotiating contracts and leases
- Advising on corporate and tax-exempt organization legal issues
- Advising on labor and employment matters, including EEOC compliance
- Reviewing policies, procedures, and bylaws
- Advising on government grant and contract issues
- Assisting with responses to subpoenas, court orders, and information requests
- Advising on data privacy and participant information protection
- Overseeing or defending litigation involving RWI
- Attending Board of Directors meetings as needed
- Other legal services as needed

About RochesterWorks

RochesterWorks, Inc. is a 501(c)(3) nonprofit organization that provides employment and training services to Monroe County residents through its network of Career Centers and youth programs. As the largest provider of workforce development services in the region, RWI connects job seekers with employment opportunities and supports businesses in

building a skilled workforce. RWI manages approximately \$13 million annually in employment and training resources. It serves as the fiscal agent for the Monroe County (NY) Executive under the Workforce Innovation and Opportunity Act (WIOA) and operates the Monroe County-Rochester Workforce Development Board.

Proposal Format and Evaluation

Proposals will be evaluated on a 100-point scale based on the following criteria:

Background about the firm	5 points
Experience providing legal counsel to nonprofit or government organizations	35 points
Qualifications of attorneys and staff	25 points
Proposed budget (retainer/hourly/combo) with at least two realistic examples of how a specific service might be billed	30 points
At least two client references with contact information	5 points

Application Process

Questions regarding this RFP must be submitted no later than **Tuesday, November 4th, 2025, by 4:00 p.m.**

Final proposals must be submitted electronically no later than Friday, November 14th, 2025, by 4:00 p.m.

All questions and proposals should be directed to:

Lee Koslow
Director of Workforce System Performance
Email: LKoslow@RochesterWorks.org

Please include "Legal Services RFP" in the subject line.