

GLEAMNS HUMAN RESOURCES COMMISSION

May 26, 2023

REQUEST FOR QUALIFICATIONS

Law Firm To Provide Real Estate Services

SOLICITATION NUMBER: QU05-10-23

PACKAGE DUE DATE & TIME: JUNE 16, 2023

SUBMIT QUALIFICATION PACKAGE TO:
GLEAMNS HUMAN RESOURCES COMMISSION
ATTN: PURCHASING

Email

cvaughn@gleamnshrc.org

OR

Mailing Address

P O BOX 1326
GREENWOOD SC 29648

OR

Hand Delivery/Express Mail Address

237 HOSPITAL ST N
GREENWOOD SC 29646

MARK PACKAGE WITH 'SOLICITATION NUMBER: QU05-10-23'

FOR QUESTIONS TO THIS SOLICITATION, CONTACT CHARLES VAUGHN @
cvaughn@gleamnshrc.org OR 864/229-8806.

Abbeville • Anderson • Cherokee • Edgefield • Fairfield • Greenwood • Laurens • Lexington • McCormick
Newberry • Oconee • Pickens • Richland • Saluda • Spartanburg

GENERAL INFORMATION

GLEAMNS Human Resources Commission, heretofore known as GLEAMNS, invites you to submit a **Qualification Package** in accordance with the requirements of this solicitation as follows:

This **Request for Qualifications** does not commit GLEAMNS to award a contract, to pay any costs incurred in the preparation of the package, or to procure or contract for the activities, goods or services described. GLEAMNS reserves the right to accept or reject any or all packages received because of this request. Each Respondent will be required to submit three (3) references which will include a name, address, telephone number, mobile number, email address, and general description of similar agreements and services performed in the past three years. Packages will not be reviewed if they are late or not responsive, i.e., not containing all requested information, and submitted in the manner prescribed. The packages will be reviewed solely on the material they contain. No modifications, additions, or substitutions to any packages will be accepted after the closing date and time. GLEAMNS reserves the right to review all packages of which it deems appropriate and is not bound to accept any package toward an award, further reserving the right to reject any or all packages if GLEAMNS deems it not to be in GLEAMNS' best interest.

Questions concerning the Request for Qualifications will be accepted until the specified closing date/time and should be addressed as specified in this solicitation. Small businesses, minority-owned firms, and women's business enterprises are encouraged to submit packages, with due consideration given to all offers. All Respondents are to submit one (1) COPY of their offer. The offer, solicitation or acceptance of gratuities or compensation, intended to influence the contractor selection process, is expressly prohibited. GLEAMNS reserves the right to disqualify (with reason as determined by GLEAMNS) a law firm from the qualified law firms list. All Respondents will be notified as to the acceptance or rejection of their offer in writing.

Upon completion of the review process of all packages by GLEAMNS, GLEAMNS will select the law firm it deems to be the most responsive and responsible and will further negotiate a contract with that law firm to provide real estate services for GLEAMNS.

DRUG-FREE WORK PLACE CERTIFICATION

By submitting a proposal, Respondent certifies that, if awarded a contract, the law firm will comply with all applicable provisions of The Drug-Free Workplace Act.

INTRODUCTION

GLEAMNS is a public non-profit human service agency chartered in February 1966. The purpose of this Corporation is to implement activities under the Economic Opportunity Act of 1964, PL 88-452, the Omnibus Budget Reconciliation Act of 1981, and subsequent related legislation to aid in improving education, economic opportunities, living

environment and general welfare of the people living in Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, Lexington, McCormick, Newberry, Oconee, Pickens, Richland, Saluda, and Spartanburg counties of South Carolina. The goal of this Corporation is the elimination of poverty by reducing the barriers which prevent low-income persons from improving themselves and to promote self-sufficiency through the development of programs funded by state and federal agencies.

SCOPE OF QUALIFICATIONS/SERVICES

GLEAMNS seeks a law firm to provide advice general, and litigation representation, for matters involving real property in the State of South Carolina. GLEAMNS anticipates legal services will mostly involve advice general and training but seeks litigation representation when necessary. Accessibility, years of experience providing advice general, training, and litigation, and costs will be factors of consideration, with no one factor carrying majority weight.

Qualification packages must include the following:

1. Letter of interest.
2. Location of office, including principal place of business.
3. Resume and range of similar services during last three (3) years, to include education, training, experience, certifications, and at least three references.
4. Hourly rate of pay as opposed to a fixed annual cost.
5. Any other information the law firm feels would be helpful toward being considered for the award.

COMPENSATION

At the end of each consultation and/or service, the law firm will mail or email an invoice to GLEAMNS. Mailed invoices will be submitted to: GLEAMNS HRC, Attn: Accounts Payable, P O Box 1326, Greenwood SC 29648. An email address for emailed invoices will be determined after award. The CEO will approve all monthly invoices, to be paid within fifteen (15) days of receipt of the invoice.

AWARD OF CONTRACT

An award will be made to the successful Respondent following an evaluation of all qualification packages. GLEAMNS will award a contract to the responsible and responsive Respondent submitting an offer. Said notice shall constitute acceptance of the successful Respondent's qualification package. GLEAMNS will notify all Respondents after award has been made. GLEAMNS reserves the right to reject the qualification package of any Respondent where the available evidence or information does not satisfy GLEAMNS that the Respondent is qualified to carry out the terms of the contract. GLEAMNS plans to award this project shortly after deadline.

EVALUATIONS

An evaluation committee will be formed to review all qualification packages received from interested Respondents. Once all qualification packages have been reviewed, the evaluation committee will form a list of qualified Respondents eligible for an award and interview, if necessary. This list of eligible Respondents will be given to the Purchasing Dept. who will contact references of these Respondents and have them to complete a questionnaire. The questionnaire will contain specific questions relevant to the services they have received by the Respondent. Questionnaire results will then be submitted to the evaluation committee. If necessary, the committee will contact the Respondents to discuss and negotiate fees for required services. After careful consideration, the evaluation committee will then select the Respondent they feel to be the most responsive and responsible in the best interest of GLEAMNS.

EVALUATION CRITERIA

Factors For Award

Accessibility

Experience

Cost

Proposed Services, qualifications, credentials/certifications

References

DEADLINE FOR PACKAGES

Deadline for qualification packages is June 16, 2023, 4:00pm EST.

INTERVIEWS OF FINALISTS

To be conducted by Evaluation Committee on or about June 23, 2023, if necessary.

AWARD

Selected real estate firm to be announced on or about June 30, 2023.