



**EMPLOYMENT LAW LEGAL SERVICES**  
**REQUEST FOR QUALIFICATIONS**

**Application Deadline: 5:00PM PST, Friday, June 21, 2024**

**Application Information:**

1. All five sections of the application must be completed.
2. Completed applications should be emailed in PDF form with the subject heading **RFQ 2024 - EMPLOYMENT LAW LEGAL SERVICES** to:  
  
Detra Teal, Chief Human Resources Officer at [detra.teal@first5alameda.org](mailto:detra.teal@first5alameda.org)
3. Applications must be received via email by **5:00PM PST, FRIDAY, JUNE 21, 2024**.  
APPLICATIONS RECEIVED BY MAIL OR FAX WILL NOT BE ACCEPTED
4. All applicants will be notified by **Friday, June 28, 2024**.  
If you have any questions, please contact Detra Teal, Chief Human Resources Officer via email at [detra.teal@first5alameda.org](mailto:detra.teal@first5alameda.org).

## SECTION 1: INTRODUCTION

First 5 Alameda County (First 5) funds, partners, administers, and advocates to create the conditions needed to ensure every child in Alameda County will have optimal health, development, and well-being to reach their greatest potential. The organization is an independent government agency primarily funded by Proposition 10 tobacco tax revenue. Since 1998, we have worked collaboratively with local systems to ensure that families with young children have what they need to thrive.

First 5 has approved a strategic plan for a comprehensive system of early intervention services for children 0 to 5 years of age and families in Alameda County. A key component of the First 5 Strategic Plan is to build the capacity of the agency and our workforce to serve as a backbone to the early childhood system (2022-2027 Strategic Plan, page 40). First 5 Alameda County's current Strategic Plan is located here: [F5AC Strategic Plan 2022-2027](#).

First 5 is seeking a qualified law firm or sole practitioner to support human resources in providing employment law related legal services.

Please review the application materials for scope of work, application instructions and the criteria for selection.

Interested individuals and organizations should submit their qualifications to: Detra Teal, Chief Human Resources Officer at [detra.teal@first5alameda.org](mailto:detra.teal@first5alameda.org)

## SECTION 2: BACKGROUND

**Established in 1998 by California's Proposition 10, our role** is to improve life outcomes for Alameda County's youngest children. We support, inform, and partner with public systems (i.e., health, early care and education, economic, and family supports) and community resources to create an early childhood system of care that is responsive to the needs of caregivers and families with young children. We are guided by a "whole community, whole family, whole child" policy and programming approach to our work. First 5 uses lessons learned from our investments, research and data, and partnerships to inform policy positions and influence local, state, and national decision-making.

**Our "North Star,"** the population result that guides our work, is that all Children Are Ready for Kindergarten; our work is to ensure that policies, systems, communities, and schools support families and children by creating the conditions that position all for success.

**Our Approach:** Our work is to ensure that policies, systems, communities, and schools are ready to support families and children to position them for lifelong success. We have learned a lot over the last 25 years about the connection between community conditions and children's outcomes, and our learning was reinforced again this past year with the 2021-22 Kindergarten Readiness Assessment (KRA). Given our mission, the consistent KRA findings, and our analysis of opportunities for impact, we have adopted a Place, People, Policy framework to guide our investment in children and families toward building an equity-centered early childhood system.

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### CONTRACT OBJECTIVES

First 5 is seeking employment law services from a qualified law firm or sole practitioner to provide the human resources leadership with legal support on employment and employee relations-related matters.

### CONTRACT ACTIVITIES

- Provide consultation and guidance on general employment and employee relations questions.
- Provide consultation on complex disability management cases, including Worker's Compensation, FML/CFRA and Reasonable Accommodation (RA).
- Prepare and/or review draft letters/memos in response to employee complaints and/or allegations.
- Review organization employee handbook, policies, procedures, contracts and other HR related documents as necessary.
- Assist with responding to Equal Employment Opportunity Commission (EEOC)/Civil Rights Division (CRD) complaints.
- Provide consultation on employment related issues that could create liability for the organization.
- Conduct, oversee, or consult on administrative investigations, if necessary.

### CONTRACT REQUIREMENTS AND QUALIFICATIONS

1. Contractor will assign an individual or small team as the lead contact to First 5 to carry out the contract activities identified above.
2. Contractor will have demonstrated expertise in the areas of:
  - a. California employment law and applicable statutes related to public employers.
  - b. Federal employment law.
3. **Travel** – It is expected that the contractor will provide agency automobile insurance coverage or will require individual automobile insurance coverage.
4. **Orientation** – Contractor's key staff assigned to the project will receive an overview and orientation to First 5.
5. **Meeting Requirements** – Contractor's key staff assigned to the project will meet with staff from FIRST 5 as necessary.
6. **Oversight** – On-going contract oversight will be provided by First 5.

## SECTION 4: TIMELINE, FUNDING AND DELIVERABLES

### CONTRACT TIMELINE

The term of the contract will be from July 1, 2024 through June 30, 2025.

### FUNDING

Contractor payments will be made based on actual approved expenses and satisfactory work performance of identified deliverables.

## SECTION 5: ELIGIBILITY & APPLICATION INSTRUCTIONS

### ELIGIBILITY

1. Describe your experience with providing legal services to public employers on employment and employee relations matters. Please include the minimum number of years of experience the assigned attorney(s) may have and any specialized background or subject matter expertise.
2. Describe your experience in conducting workplace investigations. Please describe your methodology and average timeframe for investigation completion.
3. Describe your approach to providing efficient and effective legal consultation. What makes your process distinctive from other firms in achieving successful outcomes?
4. Please provide a minimum of four (4) client references, including their contact information, for whom you have provided employment law-related legal services.

### APPLICATION INSTRUCTIONS

Responses to the Request for Qualifications are due by **Friday, June 21, 2024, at 5:00 PM**. Responses are to be submitted to Detra Teal, Chief Human Resources Officer via e-mail at [Detra.Teal@first5alameda.org](mailto:Detra.Teal@first5alameda.org) with the subject heading **RFQ 2024 - EMPLOYMENT LAW LEGAL SERVICES**. No faxed or mailed copies will be accepted. Applicants are responsible for ensuring that applications are received by the deadline.

Please respond in no more than five (5) total pages of narrative in font size 12. Cover letter, table of contents page and client reference sheet do not count toward the narrative page limit.

### OTHER REQUIRED INFORMATION:

References will be contacted prior to selection and awarding of contract.

## SECTION 6: PROJECT BUDGET

### PROJECT BUDGET

1. Please provide your proposed rates for services and a proposed budget for legal services. You may use the form included at the end of this packet. The budget form and narrative does not count toward the (5) five-page limit.
2. Please provide a narrative description of your budget request. (1) one-page limit)

## SECTION 7: SELECTION CRITERIA & SELECTION PROCESS

### SELECTION CRITERIA

The criteria by which each response will be judged are as follows:

1. **Applicable experience** – The extent to which the law firm or attorney demonstrates a depth of relevant experience in providing employment law related services to public employers.

2. **Applicable approach** – The extent to which the applicant describes an approach to providing employment law legal services that is consistent with the needs outlined in this document.
3. **Demonstration of understanding** – The extent to which the applicant communicates an understanding of the mandate of Proposition 10 and of the unique requirements of First 5.
4. **Fit with First 5** – The degree to which the applicant’s approach and values are consistent with that of First 5.
5. **Cost** – Should be reasonable and well justified.

#### SELECTION PROCESS

All applications will be reviewed by a committee comprised of internal staff and potentially external consultant(s). If required, applicants selected for the second phase of the application process may be invited for an interview during the week of June 24, 2024. References will be consulted.

#### SECTION 8: OTHER INFORMATION

1. No response will be considered for the award unless submitted in full, delivered on or before the date specified in this RFQ.
2. Specifications are carefully prepared describing the services desired. An addendum will be issued to all applicants, if necessary, stating revisions, deletions, or additions to be made to the specifications.
3. Solicitation of qualifications in no way obligates First 5 to purchase any or all of the described goods or services prior to bid award by the First 5 Commission.
4. First 5 requires that contractors indemnify First 5 and Alameda County. In addition, First 5 requires contractors to provide evidence of both workers’ compensation and general liability insurance, with First 5 listed as additional insured.



**Employment Law Legal Services**  
**Proposed Budget Form**  
**July 1, 2024 – June 30, 2025**

BUDGET LINE ITEMS	Proposed Budget
<b>PERSONNEL EXPENSES</b> <i>(List position, hourly rate)</i>	
	-
<b>TOTAL BUDGET</b>	-

\*A pricing sheet which outlines hourly rates for services may be also submitted in addition to completing this form.