



State of West Virginia  
Office of the Attorney General

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Attorney General

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**Request for Proposal for Legal Services  
To Represent the West Virginia Human Rights Commission**

The Office of the West Virginia Attorney General (hereinafter "WVAGO") is seeking legal representation to assist with its representation of the West Virginia Human Rights Commission (hereinafter "WVHRC") in *West Virginia Human Rights Commission ex rel. Carol Egnatoff v. West Virginia Offices of the Insurance Commissioner*, Docket No. EADS-52-23, before the West Virginia Human Rights Commission.

Qualified law firms or attorneys are invited to submit a proposal on or before Friday, July 14, 2023, to assist with the WVAGO's representation of the WVHRC. Selection of a winning proposal or proposals, if any, will be made as soon as possible after that date with representation to commence forthwith upon selection.

**Background**

The WVHRC is in need of counsel experienced in handling alleged employment discrimination matters.

**Scope of Representation**

The client is the WVHRC. An attorney or firm, if any, will be selected for the legal matter set forth above, and will work in close coordination with the WVAGO, to provide the legal services in question.

**Conflict of Interest Information**

In addition to disclosing any prior representation of the WVHRC and WVAGO, the bidding firm or attorney should disclose matters where they have previously been adverse to the WVHRC and/or the WVAGO; the complainant in this matter, Carol Egnatoff; the respondent, the West Virginia Offices of the Insurance Commissioner; and any matter(s) that could impact a conflict analysis for this potential client. Retention of any selected firm(s) will be subject to completion of further conflict analyses specific to the scope of work to be performed for the WVHRC.

## **Your Proposal**

No specific form is required of your proposal, but it should address those factors identified in the Attorney General's Outside Counsel Policy,<sup>1</sup> and should also address your experience and demonstrated skill (via references, example documents, and/or a descriptive narrative) in the following practice areas:

1. Employment Law, with an emphasis in violations of the West Virginia Human Rights Act; and
2. General Litigation.

If you propose to bill hourly rates, please state them separately for each attorney or paralegal to be assigned to this representation and indicate the approximate proportion of total time that will be billed at each rate. Computerized legal research tools, such as WESTLAW or LEXIS, may not be billed as an expense. Please state your per-unit costs (if any) for expenses such as copying; whether you will bill for travel expenses and at what rate; and whether and how you bill for any additional attorney-time while traveling. Representations made in your proposal will supersede any conflicting terms that are less favorable to the client appearing in any written contract or invoice.

## **Evaluation and Acceptance**

Your proposal will be evaluated by the WVAGO. Any and all proposals may be rejected. Your proposal should be addressed to the Office of the Attorney General and emailed to [rfrresponse@wvago.gov](mailto:rfrresponse@wvago.gov). This Request for Proposal shall be known as RFP # 119, and any and all correspondences relating to this Request for Proposal should reference RFP # 119. All proposals must be received by email no later than Friday, July 14, 2023, at 5:00 p.m.

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<sup>1</sup> Pursuant to the Outside Counsel Policy, the Attorney General shall consider the following factors when determining the most competitive proposal for legal services:

- Whether the private attorneys possess the requisite skills and expertise needed to handle the legal matters in question;
- Whether the private attorneys possess requisite staffing and support to handle the scope of the litigation or matter;
- Whether the private attorneys, or any members of the private attorneys' law firm, have been subject to reprimand by the West Virginia State Bar, or other entities, for unethical conduct;
- Whether the private attorneys have been peer rated, and if so, what peer ratings they have received, along with any other recognitions or awards for legal services;
- The estimated fees, costs and expenses of the private attorneys to perform the legal services requested;
- The willingness of the private attorneys to enter into alternative billing arrangements;
- Whether the private attorneys are in compliance with all applicable laws of the State of West Virginia;
- Any potential conflicts of interest between the private attorneys and the State;
- Any relevant input from the state entity client, if applicable, regarding the needed legal services; and
- Any such other relevant factors as may be identified by the Attorney General.

Any questions regarding this request for proposal should likewise be emailed to [rfpresponse@wvago.gov](mailto:rfpresponse@wvago.gov).

Retention of the selected attorney or firm, if any, is conditioned upon the execution of a written contract approved by the Attorney General. In no event will any such contract preclude the termination of the representation at any time by official action of the WVAGO.

Thank you for considering this Request for Proposal.