



**CLALLAM COUNTY ECONOMIC DEVELOPMENT COUNCIL,
GREATER GRAYS HARBOR INC & EDC TEAM JEFFERSON
REQUEST FOR PROPOSALS
LEGAL SERVICES SERVING SMALL BUSINESSES**

The Clallam County Economic Development Council (Clallam EDC) submitted a grant application on behalf of our partners and were selected to receive coronavirus state fiscal recovery funds through the Washington State Department of Commerce's Small Business Innovation Fund.

The intent of the program is to spur small business recovery, startup, and growth. This funding will focus on initiatives that serve BIPOC entrepreneurs, women-owned small businesses, and small businesses located in underserved, low-income, and rural areas.

Clallam EDC and its partners created the Olympic Peninsula Small Business BOOST! program to support underserved business owners located and doing business in Clallam, Jefferson and Grays Harbor Counties.

We anticipate we will award two to four contracts totaling approximately \$120,000 of legal services. The partners will identify which businesses will receive legal support and the types of services to be provided to each business.

The partners seek **flat rate** small business legal services from January 2023 until May 31, 2023 to support selected business owners in the three-county region for small business legal services.

The partners are prepared to review proposals from individuals or firms to provide these services.

Requested Information:

Proposals should include the following information. Proposers may submit additional information as deemed appropriate.

1. For individual proposers, employment history since 2018. For firm proposers, legal status of firm or predecessor forms of organization since 2018, including specialization of individual, firm, or predecessor organization.
2. Respondents will indicate their current county of operation. As economically distressed counties, preference will be given to attorneys and firms that have a primary office location in the defined service area of Clallam, Jefferson and Grays Harbor Counties.
3. Respondents will identify which county or counties they propose to offer legal services to small businesses. Travel expenses are not authorized and as such localized support is recommended but not required. The Partners will assist in helping to find private conference room space for sequential meetings with the small businesses.
4. Qualifications for providing general legal services, for each attorney likely to provide services,



including:

- A. Law School (including year of graduation), year of admission to Washington State Bar, and years of practice. Must be a member in good standing of the Washington State Bar Association.
- B. Experience providing business law practice as a full-time attorney or in a law firm or as a sole practitioner. The proposed compensation may not vary depending on which attorney does work.
- C. Proposed flat rate compensation for legal services as outlined in the table below in support of small business owners and sole proprietors.

Service	Flat Rate Fee	Proposed County Served with in-person meetings as necessary			Additional Info if Desired
		Clallam	Jefferson	Grays Harbor	
LLC Registration					
Corporation Registration					
Business License with DOR					
Operating Agreement - Single Member					
Operating Agreements - Multiple Member					
Bylaws					
Shareholder's Agreements					
Promissory Note					
Personal Guarantee					
Exit strategy plans					
Business plan guidance					
Combination of an LLC Registration with an Operating Agreement Single Member					
Combination of an LLC Registration with an Operating Agreement Multiple Member					
Combination of a Corporation Registration with a Shareholder Agreement and Bylaws					

D. Affiliations or clients that could cause conflicts of interest regarding local businesses.

5. How you propose to provide legal services to the small businesses. This should address issues such as office location; internet connectivity and accessibility to small businesses, — for example,



would there be a lead attorney and, if so, who would that attorney be and how would other attorneys be involved.

6. Proposals must be emailed to Ted Hennessy at the Clallam EDC no later than 5pm Wednesday, January 3, 2023.

Ted Hennessy, Thennessy@clallam.org
Olympic Peninsula Small Business BOOST Program Manager
Clallam County Economic Development Council
338 W First St., Suite 105
PO Box 1085
Port Angeles, WA 98362

E-mail attachments should be in Word or PDF format. Consideration will only be given to proposals received by 5pm Wednesday, January 3, 2023.

The partners reserve the right to reject all proposals, to request additional information concerning any proposal, to accept or negotiate modifications to any proposal, to interview any proposer, and to waive any irregularities in any proposal following the proposal submission deadline date, in order to serve the best interests of the underserved businesses within the service area.

All inquiries about this Request for Proposal and current legal services received by the city should be directed by e-mail to Ted Hennessy, Thennessy@Clallam.org.