

Request for Attorney General Private Attorney Services

1. Agency Name: _____

Contact Person: _____ Phone #: _____ Fax #: _____

2. Proposed Agency SAMAS Contract Number: _____, *or*

Purchase Order # (if under \$5000): E or S _____

(This information is available from your agency fiscal/purchasing staff.)

3. Class/Group Number: 972-_____

(This number identifies the area of legal specialization being provided through contract. Please choose the most appropriate area from the list below.)

010 Administrative Law	240 Commercial Litigation	400 Eminent Domain Law	600 Labor Law
020 Admiralty Law	250 Communication Law	410 Employment Practices Law	605 Land Use Law
030 Agricultural Law	260 Constitutional Law	420 Entertainment Arts & Sports Law	610 Marital and Family Law
040 Antitrust Law	265 Construction Law	430 Environmental Law	630 Patent and Trademark Law
060 Aviation Law	270 Consumer Law	440 Estate Planning and Probate	700 Real Estate Law
100 Bankruptcy Law	280 Contract Law	500 General Counsel	710 Securities Law
110 Bond Law	285 Copyright Law	510 Health Law	720 Sunshine/Public Records Law
200 Civil Appellate Practice	290 Corporate Law	530 Immigration Law	800 Tax Law
210 Civil Rights Law	300 Corrections/Parole Law	535 International Law	850 Utilities Law
220 Civil Trial Practice	320 Criminal Appellate	540 Juvenile/Dependency Law	900 Workers' Compensation Law
230 Collections Law	330 Criminal Trial Practice		

4. Type of Request

(If this is an original request, please answer only through question #21; if this is a contract amendment, please answer all questions as appropriate):

Original Contract:

Contract Amendment:

5. If this is an original request, please provide the estimated total contract amount:

Fees \$ _____ Costs \$ _____ Total \$ _____

6. If this is an original request, please provide the proposed contract period:

From _____ to _____.

7. Please provide a brief description of the legal services to be provided.

8. For trial and appellate litigation, please identify:

Style of Case: _____

Case Number: _____

Court: _____

9. Identify the reason outside counsel is needed as opposed to utilizing in-house attorney services:

- ☐ Necessary legal expertise is not available on staff.
- ☐ Time commitments exceed in-house staff resources.
- ☐ Conflict of interest.
- ☐ Local representation is necessary.
- ☐ Travel, lodging, and other costs associated with in-house representation are not cost-effective.
- ☐ Other, Identify: _____

10. Identify the proposed law firm/counsel:

Law Firm/Counsel Name: _____

Address: _____

City, State, Zip Code: _____

11. Identify by name which partners, associates, research associates, or other personnel will be used to perform the contracted legal services and a schedule of their current billing rates.

Name	Position Title	Billing Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. Proposed Hourly Rate: Partner: \$ _____ Estimated Hours: _____
Associate: \$ _____ Estimated Hours: _____

13. If the method of payment is to be an hourly fee, identify what services will be covered by this fee (e.g., attorney services, paralegal services, research expenditures, overhead including reproductions of materials, administrative support services, telephone charges including faxing of materials, etc.). *See* Rule 2-37.030, FAC.

14. What items, if any, will be subject to additional charges not considered in the hourly fee? *See* Rule 2-37.030, FAC.

15. If a cap is to be placed on the amount of non-attorney fee expenditures the agency can reimburse over and above the hourly fee, please identify the amount \$ _____.

16. Is a waiver to the established fee schedule required? Yes ____ No ____
If Yes, please complete the Statement of Waiver form.

17. If an alternative to the hourly billing method is proposed, please describe.

Fixed fee per case: _____

Flat fee per service(s): _____

Contingency fee: _____

Retainer: _____

Other: _____

18. Services to be Performed in _____ County.

19. Please identify the criteria used by your agency to select the proposed legal counsel and explain.

Magnitude/complexity of the case requires the firm's resources: _____

Ratings and certifications (e.g., Martindale and Hubbell): _____

Firm experience: _____

Minority counsel: _____

Firm's physical proximity to the case, agency: _____

Firm's prior experience with agency: _____

Firm's prior experience with similar cases or issues: _____

Billing methodology proposed/rate: _____

Other _____

20. Has the proposed law firm/legal counsel reviewed the Attorney General's Policy Memorandum Regarding Outside Counsel for the State of Florida, located at the following link: <https://www.myfloridalegal.com/sites/default/files/agjulawfirmpolicy.pdf>, and certified that it is in compliance with the Policy Memorandum? Yes ____ No ____

21. Indicate the names of those attorney(s)/firm(s) contacted in addition to the one proposed and their quoted fees.

Firm Name

Quoted Fee

_____	_____
_____	_____
_____	_____
_____	_____

22. Will agency staff be serving as co-counsel or participating with the outside counsel beyond oversight or coordination? If yes, identify the participation:

Fact-finding, including document review, witness interview			
Legal research	Formal Discovery	Drafting documents	Pleading/motion practice
Negotiations	Appeals	Trial preparation	Trial
Lead counsel		Co-counsel	
Other:			

23. If this request is a contract amendment, please identify the reason for the amendment, describe the change(s) from the last approval, and provide justification for the change(s) below.

___ Increase in total contract amount (including fees & costs): From \$ _____ to \$ _____.

___ Increase in hourly rate: From \$ _____ hourly to \$ _____ hourly.

___ Increase in allowance for expenditures over and above hourly rate: From \$ _____ to \$ _____.

___ Extension of the contract period: From: _____ through _____,
To: _____ through _____.

___ Revision/change in services to be provided.

___ Other – Please explain: _____

Justification for amendment: _____

24. If this request is an amendment to extend the contract period, please provide the funds expended for the immediate prior fiscal year only:

Funds expended for fees: \$ _____ Funds expended for costs: \$ _____

Total funds expended: \$ _____

Signature of Requesting Officer

Date

Title of Requesting Officer

Statement of Waiver

Pursuant to Rule 2-37.010, F.A.C., the following rationale exists for waiver of the fee schedule for legal services to be rendered by _____.

- _____ 1. The Agency is unable to obtain adequate legal representation within the confines of the standard fee schedule.
- _____ 2. The Agency is unable to obtain legal services with the special expertise necessary to perform the particular function of the practice of law which the agency requires.
- _____ 3. The waiver is necessary to provide legal services as a result of an emergency, an immediate danger to the public health, safety, and welfare, or an opportunity for the state to preserve or enhance the public fisc and that failure to contract immediately for legal services in excess of the standard fee schedule will work to the detriment of the state.

Please provide below the rationale for the justification selected.

Agency Head Signature

Date