




September 21, 2015

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Professional Services Contract - Legal Services

Item Description

This item requests that the Board enter into a professional services contract for legal services with Andrews, Crabtree, Knox & Andrews, LLP. The initial contract shall begin upon execution and shall be effective through October 31, 2016. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years.

Overview and Background

The Board maintains the decision to employ professional services for the College's legal services. The Attorney is hired by the Board under the authority of Section 1001.64 (25), Florida Statutes, which authorizes the Board to serve as contracting agent for the College. The current contract for legal services will expire on October 31, 2015.

Past Actions by the Board

The Board authorized the College to issue a Request for Qualifications (RFQ) for legal services at the June 15, 2015 meeting. The College received proposals from four (4) law firms for this RFQ and each firm gave a brief presentation to the Board at the August 24, 2015 meeting. Based on inputs received from the Board members, the recommendation of the College's legal service provider was determined.

Funding/Financial Implications

Funds for this professional services contract are available from the College's Fund 1 operating account.

Staff Resource

Barbara Wills

Recommended Action

Approve the College to negotiate a professional services contract for legal services with Andrews, Crabtree, Knox & Andrews, LLP, effective November 1, 2015.