

REQUEST TO RETAIN LEGAL COUNSEL (RLC)

RLC No. (Dept. of Admin. Only)

In Accordance with the provisions of State Purchasing Law (37-2) and Regulations, the Chief Purchasing Officer requires that this RLC form be submitted by state agencies for approval prior to the engagement of outside legal counsel. This form must be attached to any initial request and all requests for increases must be reviewed and approved by the Office of the Director, Department of Administration.

1. Prepare and submit RLC form (certifying that attorney is charging the lowest fee charged to any public or private clients and any proposed terms, conditions, scope or specifications for contracted services) to the Office of the Director, Department of Administration.
2. Submit RIFANS requisition attaching the completed RLC form and letter of engagement in accordance to the Division of Purchases "Purchasing Business Processes – Creating Requisitions".
3. Attach any additional material necessary to explain and/or justify approval of request.
4. **DO NOT PROCEED WITHOUT PRIOR WRITTEN AUTHORIZATION AND AN APPROVED PURCHASE ORDER FROM THE DIVISION OF PURCHASES.**

DEPARTMENT _____ ACCOUNT NO. _____

CONTACT NAME & NUMBER IF DOA HAS QUESTIONS REGARDING THIS RLC _____

DIRECTOR OR CHIEF EXECUTIVE OFFICER (PRINT NAME)

DATE

DIRECTOR OR CHIEF EXECUTIVE OFFICER'S (SIGNATURE)

DATE

Name of Proposed Counsel _____

Individual Partnership Other
Type of Legal Service:

Scope of Service:

Qualifications of proposed counsel to provide service described (experience and professional licensing):

Reason services are needed:

Demonstrate why services are not currently available in the state to carry out the scope of work described above:

Proposed Contract Period: From: _____ To: _____

Proposed Rate(s): (Partners, Associates, Paralegals, etc., hourly or other rates. Attach certification of proposed individual or firm that such rate is not higher than that charged any other client.) The fees paid are a percentage of the amount recovered. The State pays for court costs only to the extent the recovery does not cover such costs.

Total estimated Cost in Current Fiscal Year
Amended RLC – Increased RLC amount

Total Estimated Cost
Total revised RLC amount

*****Please initial for approval: _____
LEGAL ADMINISTRATOR BUDGET OFFICE GOVERNOR'S OFFICE EXEC. COUNSEL

DEPARTMENT OF ADMINISTRATION COORDINATOR, OFFICE OF THE DIRECTOR

DATE

APPROVED _____ **DENIED** _____

CHIEF PURCHASING OFFICER

DATE