

REQUEST TO RETAIN LEGAL COUNSEL (RLC)**DOA:**

Initials

Date Entered

RLC No.

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 [Workday 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.** _____**AGENCY CHIEF LEGAL COUNSEL [IF DOA HAS ADDITIONAL QUESTIONS]** _____

SIGNATURE

PHONE NUMBER

AGENCY DIRECTOR / CHIEF EXECUTIVE OFFICER (PRINT) _____

SIGNATURE

DATE

Name of Proposed Counsel: _____

Individual Partnership Other

Required Attachments from Proposed Counsel:

Letter of Engagement Guidelines

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** _____ **NOT TO EXCEED 364 DAYS****Proposed Rate(s):****Total estimated cost in current Fiscal Year** _____ **Total estimated cost** _____**AMENDED RLC** **Increased RLC amount** _____ **Total revised RLC amount** _____**REQUIRED APPROVALS**

DOA LEGAL ADMINISTRATOR

STATE BUDGET OFFICER

GOVERNOR'S OFFICE EXEC. COUNSEL

APPROVED**DENIED**

CHIEF PURCHASING OFFICER

DATE