

STATE OF DELAWARE



Department of Finance

Carvel State Office Building, 8th Floor
820 N. French Street
Wilmington, DE 19801

Request For Proposals For Special Litigation Counsel

Bid Number: 06112010DoF

Bid Closing: June 11, 2010; 3:00 p.m. EST

**REQUEST FOR PROPOSALS FOR
SPECIAL LITIGATION COUNSEL
ISSUED BY THE STATE OF DELAWARE**

Executive Summary

The Department of Finance of the State of Delaware (“DoF”) is issuing this Request for Proposals (“RFP”). DoF seeks to engage a law firm to act as Special Litigation Counsel (“Special Litigation Counsel”) representing the State defendants in *Staples, Inc. v. Thomas Cook, in his capacity as the Secretary of Finance for the State of Delaware; Patrick T. Carter, in his capacity as the Director of Revenue for the State of Delaware; Mark Udinski, in his capacity as the Director/State Escheator of the State of Delaware; and the Department of Finance, Division of Revenue for the State of Delaware*, Del. Ch. C.A. No. 5447-VCS (“Action”). This case is a declaratory judgment and permanent injunction action by Staples against DoF and certain of its officers and employees and challenges DoF’s request for payment to Staples, Inc. for abandoned property under the Delaware Escheat Law, 12 Del. C. ch. 11. The suit challenges DoF’s examination methodology under a variety of statutory and U.S. and Delaware constitutional theories.

DoF anticipates that, after conducting interviews, it will select one firm to act on behalf of DoF as Special Litigation Counsel. DoF reserves the right to award multiple contracts if it determines that such an award is in the best interest of the State of Delaware (“State”).

This RFP will define the scope of the work to be performed, the requirements the vendor (“Vendor”) must address in its response, the method for response, and the administrative requirements that must be followed. DoF will advise potential Vendors of changes to any dates as may be necessary. DoF also reserves the right to modify and/or cancel this solicitation at any time during the RFP process.

RFP Schedule

ID	Date/Time	Activity
1	June 4, 2010	Request for Proposal issued, posted on Department of Finance and Attorney General’s websites.
2	June 9, 2010	All Vendor questions regarding RFP are due
2	June 10, 2010	State issues answers to questions regarding the RFP via Department of Finance website at www.finance.delaware.gov and Attorney General’s website at http://attorneygeneral.delaware.gov
5	June 11, 2010; 3:00 p.m. EST	RFP Response due date
4	June 15, 2010	Begin Vendor Interviews (subject to change)
5	June 16, 2010	Begin Negotiations (subject to change)
6	June 17, 2010	Contract awarded (subject to change)

All interested firms should submit an original and 8 bound copies of their proposals ("Proposal") to the contact person. Proposals may be mailed or hand-delivered for receipt no later than 3:00 p.m. EST on June 11, 2010 ("Closing Date"). All timely Proposals become the property of the State. Requests for extensions of the Closing Date will not be granted. Any Proposal, request for modification, or request for withdrawal received after 3:00 p.m. on the Closing Date is late and may not be considered. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), U.S. Mail, or by hand. Proposals shall be submitted to:

Cynthia L. Collins
Deputy Attorney General
Carvel State Building
820 N. French Street, 6th Floor
Wilmington, Delaware 19801
Direct Dial: (302) 577-8405
Fax: (302) 577-6630
Email: Cynthia.Collins@state.de.us

Each proposal must be accompanied by a transmittal letter, which briefly summarizes the proposing firm's interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP, which the applicant may have taken in presenting the Proposal. DoF reserves the right to deny any and all exceptions taken to the RFP requirements.

The cost of preparing Proposals will be borne solely by the offerors. Proposals shall address all the questions posed by the Issuers in the order in which they appear in this request.

RFP Designated Contact:

Please submit all questions and requests for information to:

Cynthia L. Collins
Deputy Attorney General
Carvel State Building
820 N. French Street, 6th Floor
Wilmington, Delaware 19801
Direct Dial: (302) 577-8405
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All questions submitted, along with answers will be consolidated into a single Q&A document. The source of the questions will not be disclosed in the document. The Q&A document will be posted on the Department of Finance's website at www.finance.delaware.gov and the Attorney General's website at <http://attorneygeneral.delaware.gov>.

1.0 GENERAL INFORMATION

1.01 Project Scope and Objectives

This RFP seeks to retain the services of Special Litigation Counsel to provide legal services to DoF representing DoF and the individual defendants in *Staples, Inc. v. Thomas Cook, in his capacity as the Secretary of Finance for the State of Delaware; Patrick T. Carter, in his capacity as the Director of Revenue for the State of Delaware; Mark Udinski, in his capacity as the Director/State Escheator of the State of Delaware; and the Department of Finance, Division of Revenue for the State of Delaware*, Del. Ch. C.A. No. 5447-VCS. This case is a declaratory judgment and permanent injunction action by Staples against DoF and certain of its officers and employees and challenges DoF's request for payment to Staples, Inc. for abandoned property under the Delaware Escheat Law, 12 Del. C. ch. 11. The suit challenges DoF's examination methodology under a variety of statutory and U.S. and Delaware constitutional theories.

1.02

Selected Special Litigation Counsel will work closely with the Deputy Attorney General ("DAG") assigned to DoF for the Action. From time to time, the DAG may refer the Special Litigation Counsel to work directly with DoF Staff, as necessary to successfully defend the pending Action. All advice is to be provided directly to the DAG or to one of these employees of DoF, as referred by the DAG.

2.0 MINIMUM REQUIRED QUALIFICATIONS

2.01 Experience and Reputation

- A. The Vendor must have been in business at least three years.
- B. The Vendor should have at least five (5) or more year's prior experience in representing clients before the Delaware Courts.
- C. The Vendor should have at least five (5) or more year's prior experience in representing clients in Court of Chancery of the State of Delaware.
- C. The Vendor must designate a lead attorney licensed to practice law with five (5) or more year's litigation experience in the Court of Chancery and other Delaware courts.

2.02 Professional Liability Insurance

The Vendor shall agree to maintain in full force and effect during the term of the engagement professional liability insurance in an aggregate amount of not less than \$2 million. In order to satisfy this requirement, the Vendor must:

- A. Include a statement in its Proposal affirmatively responding to this requirement; and
- B. Include in its Proposal either:
 - 1) A certificate of insurance or letter from its insurer demonstrating that the Vendor meets this requirement, or
 - 2) A commitment letter or other evidence, satisfactory to the contact person, that Vendor will have such coverage as of the date the engagement commences.

If the Vendor is a joint venture, and one party of the joint venture does not presently have such liability insurance, this requirement may be satisfied if the members of the joint venture include in their proposal evidence, satisfactory to the contact person, that all members of the joint venture will have such coverage as of the date the engagement commences, either through actual insurance policies or an indemnity agreement by the properly insured firm, in form and substance acceptable to DoF.

2.03 Vendor's Capacity

Each Vendor must demonstrate the capacity to perform the type of services needed by DoF described in Section 1.01 above. The Vendor must be available at all times to render services required under the engagement.

3.0 TECHNICAL PROPOSAL FORMAT

The following information shall be provided in each proposal in the order listed below. A Vendor is expected to provide a response for each requirement listed in this RFP. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the DoF.

3.01 General

All technical proposals shall be prepared with a concise description of the Vendor's capabilities to satisfy the minimum qualifications of Section 2 above and the information requested under Section 3 below. Vendors should organize their proposals so that their responses correspond to the specific subsections to the extent possible without unnecessary repetition.

3.02 Required Information

The proposal shall contain the information described below. Joint ventures should provide the information separately for each firm.

A. Vendor's Prior Experience

1. General Information:

- (i) Within the past three years, have there been any significant developments in your firm such as changes in ownership or restructuring? Do you anticipate any significant changes in the future? Please describe.
- (ii) Has your firm or an attorney in your firm's employ even been disciplined or censured by any regulatory body? If so, describe the principal facts.
- (iii) Within the last five years, has your firm, or a partner or attorney in your firm, been involved in litigation or other legal proceedings relating to provision of legal services? If so, provide an explanation and indicate the current status or disposition.
- (iv) Please describe your firm's backup procedures in the event one or more attorneys assigned to the DoF leave the firm. Identify the key attorney who will be the primary contact and lead counsel in providing services to DoF, whose continuing status as such is an essential element of this contract.

2. Litigation Experience:

- (i) Describe the Vendor's experience in the last five (5) years representing or advising public sector clients;
- (ii) Describe the Vendor's experience in litigating abandoned property, escheat or tax related matters or matters involving accounting, accounting methodology, valuation or financial issues and discovery pertaining to those issues during the last five (5) years;
- (iii) Describe the Vendor's experience in litigating matters before the Court of Chancery of the State of Delaware;

- (iv) Describe the Vendor's experience in Delaware state courts during the last five (5) years, including any involvement with issues relating to administrative law, appeals of administrative law issues, escheat issues or tax issues generally;
- (v) Provide a brief description of areas of the law related to the purpose of this RFP in which the Vendor has an expertise.

B. Conflicts of Interest.

1. In general. If a conflict of interest arises, the Vendor should be willing to continue to represent DoF and be in a position to inform other existing or potential clients that they must find representation elsewhere in particular situations. The State may entertain a request for a waiver of a Vendor's representation of a party in litigation involving a unit of State government other than the defendants, but does not expect to waive any other conflicts. The defendants, reserves the right, in their sole discretion, to select another approved law firm to work on a particular matter if a conflict is not resolved to its satisfaction.

Each Vendor shall complete a conflicts check for the State, its agencies and the individual defendants, and the identified plaintiffs. Each Vendor shall identify any conflicts of interest which may arise if the Vendor serves as Special Litigation Counsel and shall describe in its Proposal how it proposes to deal with such conflicts. Conflicts may arise not only from attorneys names on the contract but also from representation of parties involved in the transactions or other matters involving the defendants, by any member of the firm, regardless of whether that attorney is in the same office or a different office of the firm.

2. The State recognizes that Vendors may have conflicts due to previous representations. The State encourages Vendors with conflicts to submit proposals, identify the conflicts and describe recommended resolutions

4.0 PRICE PROPOSAL FORMAT

4.01 Billing Rates

- A. Current billing Rates for all attorneys assigned to represent the defendants, pursuant to this RFP and any applicable discounts;
- B. Current billing Rates for all para-professionals assigned to represent the defendants, pursuant to this RFP and any applicable discounts;
- C. No compensation will be permitted for the services of law clerks and law school graduates not admitted to practice.

4.02 Alternative Pricing Proposals

Although each Vendor is required to submit a price proposal containing the information set forth in Part 4.1, DoF will also accept proposals for alternative billing arrangements, which enhance the value and efficiency of the services to be provided. The Vendor may submit a statement, not more than one page in length, with respect to any alternative pricing proposal.

5.0 EVALUATION OF PROPOSALS

The selection committee shall evaluate the proposals. During the evaluation process the selection committee may, at its discretion, request any or all firms to make oral presentations or participate in a formal interview. Such presentation or interviews will provide firms with an opportunity to answer questions about a firm's Proposal. Not all firms may be asked to make an oral presentation or to attend an interview.

5.01 Selection Criteria

The selection of the firm to provide legal services will be based on an evaluation of the Proposals to determine which Proposal reflects the best value to DoF, with technical factors generally being considered more important than cost of services. The selection of the firm to provide legal services will be based upon the following technical factors in descending order of importance.

- A. Experience of the firm and the individual attorneys in litigating abandoned property or escheat matters or complex issues involving accounting and accounting methodology, valuation or finance;
- B. Experience of the firm and the individual attorneys representing governmental agencies generally;
- C. Experience of the firm and the individual attorneys representing clients in challenges based on constitutional issues;

- E. Experience of the firm and the individual attorneys representing clients in Court of Chancery;
- F. Administrative structure of representation (i.e., proposed staffing assignments), soundness of approach to representation and understanding of the needs of DoF;
- G. Demonstrated ability to perform the services referred to under Project Scope and Objectives, and
- H. References and recommendations of other clients.

5.02 Contract Negotiation

DoF intends on opening negotiations with Vendors that DoF determines have a reasonable likelihood of being awarded a contract based on the proposals that are submitted. Negotiations will focus on any technical weaknesses or deficiencies in proposals as well as cost and pricing issues.

A written contract with each of the selected the law firms will be required. Each contract must be approved by the Attorney General of the State of Delaware and the Governor of the State of Delaware pursuant to *29 Del. C. § 2507*.

5.03 Contract Award

DoF reserves the right to award all, part, or none of this contract. DoF intends to award a contracts to one law firm if deemed appropriate and desirable.