

# **Statement of Qualifications**

## **Legal Services Roster**

### *Statement of Qualifications (SOQ) Submittal Requirements*

#### Introduction

The Legal Services Roster introduces your business and the services you provide to the various public agencies participating in the Shared Procurement Portal's online roster. The Roster features numerous categories of legal services routinely utilized by public agency staff. Interested firms and attorneys need to submit a Statement of Qualifications describing the firm's experience and competence in performing work within the selected service category (NIGP codes) that has been identified through the application process.

Public agency staff utilize the roster to solicit qualifications and/or proposals for a variety of services. Firms selected from the roster must comply with all agency's contracting requirements and laws. Acceptance onto the roster does not guarantee any work or service with participating agencies.

#### Submittal Requirements

Statement of Qualifications should include:

##### **General Information**

General information on service(s) you provide, including number of years in business, size of firm and contact information including phone, address, e-mail, website).

##### **Qualifications**

Describe your capabilities, qualifications and expertise in providing legal services for each practice area for which you wish to be considered, including the name and resume of the attorney(s) available for the legal services in those practice areas. Provide a list of cases defended/filed in the last five years in the area of specialty including a brief description of the case's subject matter and disposition (max 8 pages)

##### **References**

Provide a list of references and a list of public sector clients served in the last five years.

##### Public Records

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this application (the "documents") become a public record upon submission, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law

##### Contact

If you have a question about a specific RFP/RFQ, please refer to the RFP/RFQ contact person.

**Important:** SOQs must include all elements outlined above and should be kept updated or your services may be screened out of the RFP/RFQ selection processes.