

**REQUEST FOR QUALIFICATIONS - RFQ 19-D1001  
DISTRICT LEGAL AND CONSULTING SERVICES**

The Long Beach Community College District (District) is inviting responses from qualified legal firms, partnerships, corporations, associations, or professional organizations to provide comprehensive legal representation, consulting, and training services to the District. The firm or firms chosen from this RFQ process will each be awarded a master agreement outlining the services and areas of legal expertise chosen at the District's discretion, for engagements from February 1, 2019 through January 1, 2022. No guaranteed amount of engagements or billing will be part of these "on-call" legal contracts.

The Request for Qualifications documents may be requested by an email to Blanca Morales ([bmorales@lbcc.edu](mailto:bmorales@lbcc.edu)) and a copy to Alan Moloney ([amoloney@lbcc.edu](mailto:amoloney@lbcc.edu)).

Please submit one (1) original response, three (3) printed copies, and an electronic thumb drive with a version of all requested materials outlined in the attached Request for Response (RFQ) document. Responses must be no more than 50 pages in length including resumes, marketing materials, and attachments.

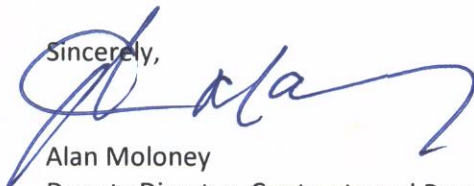
All responses shall be labeled "**RFQ 19-D1001 DISTRICT LEGAL AND CONSULTING SERVICES**" and addressed to:

Long Beach Community College District  
Purchasing and Contracts Department  
Attn: Alan Moloney, Deputy Director  
4901 E. Carson Street - Mail Code: G-4 – Building T  
Long Beach, CA 90808

**All responses must be received at or before 4:00 p.m. November 7, 2018.** Responses received after November 7, 2018 at 4:00 PM may, at the sole discretion of the District, be rejected as non-responsive and returned without review. It is the responsibility of the Proposer to submit the response by the proper time and all responses received must be date/time stamped by the time stamp located in Building T, Room 2031. No oral, email, electronic, facsimile, or telephonic responses or modifications will be accepted.

All questions, requests for information, correspondence, and conversations regarding this RFQ process must be solely directed to Alan Moloney at [amoloney@lbcc.edu](mailto:amoloney@lbcc.edu) with a copy to Blanca Morales at [bmorales@lbcc.edu](mailto:bmorales@lbcc.edu). Do not contact the District's Management or Staff regarding this RFQ. Failure to follow the procedures outlined in the RFQ may result in your RFQ responses being rejected as non-responsive.

Sincerely,



Alan Moloney  
Deputy Director, Contracts and Purchasing

Cc: Blanca Morales