



## **Independent Review of the City of Winnipeg's Internal Legal Services**

---

Your firm is invited to submit a proposal to conduct an independent review of the City of Winnipeg's (City) internal legal services provided to departments by the City's Legal Services Division and the Winnipeg Police Service (WPS) (internal to WPS only).

The review will include:

- a) Identification and analysis of areas of internal service that should be reduced, maintained or enhanced in order that the legal service needs of the City can be met in the most effective and efficient means;
- b) Determination of the number of professionals and support staff required to maintain recommended levels of internal service, if any;
- c) Provision of input into any adjustments that might be required to the City's budget with respect to any recommendations made.

### **Background**

The City's Legal Services Division, 15 Solicitors and 9 support staff, provides most of the City's legal requirements. Services include acting as general counsel; legal advice and support in areas such as real estate, corporate/commercial transactions and related negotiations; acting on the City's behalf in litigation, by-law prosecutions and administrative law matters; drafting by-laws, contracts and agreements; labour relations/employment related matters; and staff training. Outside counsel are generally hired only when the City requires specialized legal services that are not available in-house, City lawyers are in a conflict of interest position, or an unusual volume of work exceeds in-house capacity.

The Winnipeg Police Department has one lawyer on staff that provides legal services to the WPS only.

### **Requirements**

The review must be completed by November 28, 2008.

Proposals shall be submitted, in writing, to:

Director of Internal Services  
3<sup>rd</sup> Floor, 510 Main Street  
Winnipeg Manitoba  
R3B 1B9

by **September 5, 2008 at 4:00 p.m.** Winnipeg time.

Proponents are requested to submit:

- a) Proponents Approach/Methodology regarding this review which outlines the Proponents understanding of the project;
- b) Names of team members conducting the review and a brief resume outlining the experience and qualifications related to this type of review;
- c) Total Fees, including hourly rates for various team members;
- d) An estimate of the percent of time each team member will be engaged on the City's contract;
- e) The number of hours required to complete the review, including the number of trips required to the City site;
- f) Total disbursements, including travel, accommodation, meals and any expenses proposed during the review period, including but not limited to the review period and follow-up meetings with City administration.

Proponents should submit in writing, one (1) original and three (3) copies.

The City reserves the right to negotiate details of the Contract with any Proponent.

Enquiries may be made in writing to:

Ms. Luella Lee  
Director, Internal Services  
3rd Floor, 510 Main Street  
Winnipeg Manitoba  
R3B 1B9  
[lle@winnipeg.ca](mailto:lle@winnipeg.ca)

### Evaluation

Submissions will be evaluated as follows:

Approach/methodology	40%
Qualifications/experience	40%
Cost	20%

### Confidentiality and Ownership of Information

Information provided to the Proponent by the City or acquired by the successful Proponent (the Contractor) during the course of the work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the City.

The contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the City.

The Contractor shall not make any statement of fact or opinion regarding any aspect of the contract to the media or any member of the public without the prior written authorization of the City.

### Conflict of Interest and Good Faith

The Proponent declares that in submitting its response to this request for proposal, it does so in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of Council or any officer or employee of the City would gain any pecuniary interest, direct or indirect.

The Proponent declares that it has not participated in any collusive scheme or combine. If a Proponent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the City could arrive at a different conclusion, the Proponent should fully disclose the circumstances to the City at the earliest possible date, and request that the City provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

Failure to comply with this provision may result in disqualification of your proposal from the process.