

CHICAGO ZOOLOGICAL SOCIETY

REQUEST FOR PROPOSAL (RFP) FOR

LEGAL ASSISTANCE

The Chicago Zoological Society is soliciting proposals for ongoing legal consultation and services related to Employment and Labor law.

This document outlines the Society's guidelines for your responses. The Proposal must be submitted no later than **September 30, 2018**. All questions and responses to the RFP must be addressed to:

Kameka Love
Sr. Director, Human Resources
Chicago Zoological Society
3300 S. Golf Road
Brookfield, Illinois 60513
708-688-8674
Kameka.Love@czs.org

Organizational Overview

The Chicago Zoological Society (CZS) is a private nonprofit organization that operates Brookfield Zoo on land owned by the Forest Preserve District of Cook County. Opened to the public in 1934, Brookfield Zoo has been a Chicago-area treasure and family destination for more than 75 years. Brookfield Zoo is the largest suburban attraction in Cook County, both in size and visitation. The 216-acre Zoo annually serves over two million visitors from the diverse Chicago metropolitan area. The zoo is open 365 days a year. On an average day, more than 11,000 people visit during the Zoo's peak attendance season in the summer months.

The Chicago Zoological Society's mission is to inspire conservation leadership by engaging people and communities with wildlife and nature. We strive to provide people of all ages and backgrounds with opportunities to learn about and care for the natural world. When it first opened, Brookfield Zoo was considered "cutting edge" for its bar-less enclosures. One of the first zoos to employ nutritionists, pathologists, veterinarians, geneticists, endocrinologists, and behavioral specialists, we continue in a tradition of innovation.

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Project Description

Chicago Zoological Society is seeking to engage the services of a law firm that is experienced and specializes in Labor and Employment law. Legal services in this area include:

- Union contract negotiation, grievances, arbitration, and consultation: Approximately ½ of the Society’s workforce is represented by the International Teamsters Local 727, roughly 170 full-time employees, plus temporary, seasonal employees in the occupations of Zookeepers, Groundskeepers, Craftsmen, Custodians and hourly Patrol Officers. The current collective bargaining agreement expires December 31, 2020. Services may be needed in this area for contract interpretation and application to particular situations, counsel on particular employment matters involving bargaining unit employees, review of contemplated disciplinary or termination situations, representation for arbitration cases and serving as first chair to represent management for contract negotiations, among others.
- Services may be needed with respect to potential disciplinary or termination situations or other employment situations to mitigate risk and/or assure compliance with applicable laws.
- Employment disputes: EEOC or other charges filed against the Chicago Zoological Society.
- Employment-Related training: All newly hired managers are required to complete training in Employment in the Law and Preventing Sexual Harassment, as well as refresher training every 3 years. We seek an experienced attorney who can effectively deliver this training.

Vendor/Consultant Information

1. Identify your company name and headquarters, along with the name and headquarters of your parent corporation, if applicable. Provide address, main phone number, and website URL.
2. Provide a brief overview of your company and history of your organization.
3. What form of ownership (e.g. corporation, employee owned, private) exists for your company?
4. What is the projected growth and development of your company?

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5. What areas of law does your firm specialize in?
6. What percentage of your practice is devoted to handling employee/employer and/or labor matters?
7. Has your law firm ever been sanctioned for, or accused of, attorney misconduct?
8. Do you have any conflict of interest in representing the Chicago Zoological Society? If so, please identify all conflicts.
9. Identify which attorneys would be representing your firm for employment and/or labor law matters. Please provide resumes or biographies and indicate experience in these specialty areas.
10. Provide billable rates for each attorney and other personnel that would provide services on the law firm's behalf.
11. Please indicate historical annual increases in hourly rates.

Required Proposal Response Format

All responses can be sent by either email or regular First Class mail. Please direct all communication to Kameka Love, Sr. Director, Human Resources, email Kameka.Love@czs.org or phone 708-688-8674.

Basis for Award of Contract

The Society will make the selection based on price, firm and attorney background and experience, client references, and the ability to meet the overall requirements outlined in this RFP.

CZS Reservation of Rights

CZS reserves the right to reject any or all proposals, without explanation, to waive irregularities and to accept a proposal which, in CZS' sole judgment, is in the best interest of CZS.

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MBE/WBE/DBE/8(a)

The Chicago Zoological Society is committed to ensuring that certified minority-owned business enterprises (MBE), women-owned business enterprises (WBE), disadvantaged business enterprises (DBE), and U.S. Small Business Administration 8(a)-certified (8(a)) firms are afforded opportunities to compete for and participate in the Chicago Zoological Society's purchasing activities. If your company is certified as an MBE, WBE, DBE or 8(a) company, please send your current certification with your response to this RFP.

Vendor Prequalification Process and/or References

A meeting may be requested of select vendors to discuss their individual proposal package. This will provide an opportunity for Society staff to ask questions and seek clarification on any of the firm's responses.

Confidentiality Statement

The information contained in this document is proprietary to the Chicago Zoological Society. It is distributed to you for the sole purpose of providing information for your response. This document or any part thereof may not be reproduced or redistributed without written consent from the Chicago Zoological Society.

General Consideration

All responses must be received by 5:00 p.m. on September 30, 2018. A representative from the firm is encouraged to submit, via e-mail or by regular mail, questions, inquiries, and requests for clarifications to the contact named on the cover page.