REQUEST FOR PROPOSAL

TO REPRESENT MONTSERRAT UTILITIES LIMITED ON LEGAL MATTERS

1. GENERAL INFORMATION

i. Purpose

This request for proposal (RFP) is to contract for legal services to be provided to the Montserrat Utilities Limited (hereinafter referred to as MUL). MUL is a limited liability company which provides electricity and water to consumers on Montserrat.

ii. Who May Respond

Attorneys who are currently licensed to practise law in Montserrat, West Indies may respond to this RFP. It is desirable that the Offeror maintain an office on island. Law firms including such attorneys, may also respond to this RFP.

iii. *Instructions on Proposal Submission*

- Closing Submission Date - Proposals must be submitted no later than **4:00pm on 13 March, 2026**
- Mailing /Submission- Your proposal should be addressed in sealed envelopes as follows:

Mr Julian Daniel, Managing Director
Montserrat Utilities Limited
P.O Box 16 Brades, MSR 1110 Montserrat
OR
E-mailed to: julian.daniel@mul.ms and copied to mul@mul.ms

iv. *Conditions of Proposal-* All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by MUL.

v. *Instructions to Prospective Contractors* - It is the responsibility of the Offeror to ensure that the proposal is received by MUL, by the date and time specified above. All proposals shall include an original and one (1) other copy. Late proposals will not be considered.

vi. *Right to Reject* - MUL reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

2. SCOPE OF SERVICES

The Offeror shall be readily available to perform the following legal services, as requested by the Managing Director and or person acting in his capacity/or Board of Directors:

a) Review, draft, and negotiate contracts and leases
b) Advise on corporate and tax-exempt organization legal issues
c) Advise on individual labour and employment matters
d) Review personnel, fiscal and other policies, as well as corporate by-laws
e) Advise on government grant and contract issues
f) Advise on responses to subpoenas, court orders, and requests for information from third parties
g) Defend lawsuits, administrative claims, or other legal claims
h) Conduct litigation as necessary
i) Other legal services as needed

- Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, MUL will consider proposals for subsets of these areas.
- Offeror shall be prepared to submit detailed billing statements for all services.

3. PROPOSAL CONTENTS

The Offeror, in its proposal, shall, as a minimum, include the following:

i. *Legal Experience* - The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to MUL. Experience should include the following categories:
    - Experience advising statutory organizations.
    - Experience advising clients on staff matters to include terms and conditions of employment.

ii. *Organization, Size, Structure, and Areas of Practice* - If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. If the Offeror is an individual the office location should be stated.

iii. *Attorney Qualifications* - The Offeror should have experience in the following areas: representation of organizations; government grants and contracts; labor and employment; and general business operations. The Offeror should describe the qualifications and experience of attorneys to be assigned to the representation.

iv. *Price* - The Offeror's proposed price should include information on the hourly billing rates of attorney or other legal staff who are expected to work on this representation. Also, include a fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. MUL reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

4. PROPOSAL EVALUATION

a. Evaluation Procedure and Criteria – The Managing Director and Directors assigned by the Board of Directors will review proposals and make recommendations to the Board of Directors for final approval. The Managing Director and/or Board of Directors may request a meeting with qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
    - Proposed approach to scope of work.
    - Level of experience of the individual(s) identified to work on this matter.
    - The Offeror's experience with similar clients and legal matters.
    - Cost factor.

5. NOTIFICATION OF AWARD

It is expected that a decision on selection of the successful attorney/firm will be made within four (4) weeks of the closing date for the receipt of proposals. It is expected that the contract shall be for two (2) years in the first instance with the possibility of renewal.