Bid/RFP Status: Open

Bid/RFP Due Date: Open until filled

This is a Request for Proposal for Legal Services to act as an administrative assistant for Virgil Hawkins Florida Chapter National Bar Association Fellowship Program (Fellowship). This request is intended to gather pertinent information concerning the ability of individuals to meet the needs of the Fellowship. The Fellowship is interested in establishing an ongoing contractual relationship with individuals to ensure high quality legal services.

**SCOPE OF SERVICES:** The Administrative Assistant must perform tasks including but not limited to:

* 1. General Legal Support
  2. Specialized legal support including, but not limited to:
     1. Conduct consultations with potential clients
     2. Case review and analysis
     3. Prepare documents
     4. Draft and file legal pleadings, including briefs (all court and all jurisdictions)
     5. Draft demand letters
     6. Prepare discovery requests and responses
     7. Conduct legal research
     8. Summarize transcripts and depositions
     9. Prepare medical transcript summaries
     10. Negotiate on behalf of clients
     11. Maintain client relationships and communication
     12. Schedule hearings and trials
     13. Schedule and attend mediations and depositions
     14. Track and input billable hours
     15. Maintain client files in the case management software for notes, billing, etc.
     16. Communicate with Director to ensure cases are handled efficiently
     17. Attend CLEs, conferences, networking and community events, etc.
     18. Perform any other work needed including secretarial work, data entry, etc.

**EXPERIENCE REQUIRED:**

The administrative assistant must have a high school diploma. The expectation is that the selected individual will have at least six months experience working with a law firm. The administrative assistant must have experience with using case management software.

**COMPENSATION:**

Responding individuals should propose monthly compensation.

**REQUIRED PROPOSAL CONTENTS:**

To be considered, please submit the following information:

1. Letter of interest that includes six-month experience with a law firm

2. Resume

3. Two relevant references that the Fellowship can contact

4. Provide proof of experience using a case management system

**REJECTION OF PROPOSALS:**

The Fellowship may reject any or all proposals if the proposals do not include the documents required for submission, as noted above, or for any other reason.

**SUBMISSION OF PROPOSALS**

Please submit your proposals by email to La-Zondra C. Randolph, Esq., [lrandolph.vhfcnba@gmail.com](mailto:lrandolph.vhfcnba@gmail.com) and any questions should be directed in writing by email to Ms. Randolph.