



**Request for City Council Committee Action  
From the City Attorney's Office**

Date: September 3, 2003  
To: Ways & Means/Budget Committee  
Referral to:

**Subject:** Request for Proposals for the City's Legal Services Panels

**Recommendation:** That the City Council authorize the City Attorney's Office to issue a Request for Proposals for legal services panels for the City of Minneapolis to provide legal services requiring special expertise, assistance in complex or lengthy litigation, or when a conflict of interest exists for the City Attorney's Office.

**Previous Directives:**

Prepared by: *Peter W. Ginder* Peter W. Ginder, Acting Deputy City Attorney, Civil Division Phone: 612-673-2478

Approved by: *Jay M. Heffern*  
Jay M. Heffern  
City Attorney

Presenter in Committee: Jay M. Heffern, City Attorney

<p><b>Financial Impact</b> (Check those that apply)</p> <p><input checked="" type="checkbox"/> No financial impact - or - Action is within current department budget. (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input type="checkbox"/> Other financial impact (Explain):</p> <p><input type="checkbox"/> Request provided to the Budget Office when provided to the Committee Coordinator</p>
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<p><b>Community Impact:</b></p> <p>City Goals: Build Community</p>
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**Background/Supporting Information**

In 1998, and again in 2000, the City Council authorized the creation of legal services panels to assist the City Attorney's Office in providing legal services that require special expertise, assistance in complex or lengthy litigation, or when a conflict of interest exists for the City Attorney's Office. The panels presently consist of individual attorneys and law firms that represent a broad range of expertise and provide, when needed, high quality, external legal services at a low cost. The current "master" contracts expire on December 31, 2003. In order to continue this program, it is necessary to issue a new Request for Proposal (RFP) and receive new authority for the City's legal services panels.

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A proposed RFP was reviewed and approved by the Permanent Review Committee on September 4, 2003. Therefore, I am requesting the City Council authorize the issuance of a RFP to develop new legal services panels for the City of Minneapolis.

03A-00730/kc