TO: Interested Law Firms
FROM: University of California, Office of the General Counsel
RE: Participation on University of California Outside Counsel Panel
DATE: April 5, 2016

Background

The University of California (http://universityofcalifornia.edu/) is a public trust established under Article IX, Section 9 of the California Constitution (http://www.leginfo.ca.gov/.const/.article_9) and administered by The Regents of the University of California (http://regents.universityofcalifornia.edu/). The General Counsel and Vice President-Legal Affairs is an officer of The Regents and responsible for the provision of legal services to all components of the University.

The General Counsel has established sections to provide legal services on various subjects throughout the system, including:

• The Business Transactions and Land Use (BTLU) Section, which supports both systemwide and campus business units. A sampling of BTLU clients is Procurement Services, the Office of the Chief Investment Officer, the Provost, and the Chief Financial Officer.
• The Litigation Section, which represents the University and oversees outside counsel in a broad range of adversarial proceedings, including writs, internal administrative hearings, trials, and appeals.
• The Educational Affairs and Public Accountability & Governance Section, which provides advice to systemwide and campus clients on matters arising from the University’s educational and research missions and status as a public entity.
• The Health Law Section, which primarily supports the University’s academic health systems and health professions schools (collectively known as “UC Health” – see http://health.universityofcalifornia.edu/), as well as biomedical research operations located throughout the UC System. The academic health systems are located at the Davis, Irvine, Los Angeles, San Diego, and San Francisco campuses.
• The Labor, Employment and Benefits Section, which provides advice to systemwide and campus clients on the full range of legal issues that arise from the University being one of the largest employers in the State of California, including handling unfair labor practice cases and grievance arbitrations.

The Office of General Counsel (“OGC”) now seeks applications from interested law firms to participate on an interdisciplinary preferred provider panel in one or more practice areas (the “OGC Panel”). The purpose of this initiative is to secure high-quality, cost-effective legal services to complement the capabilities of our expert in-house team; to streamline our processes for choosing and retaining counsel for routine and high-stakes matters; and to leverage the volume of and knowledge gained from our matters across different practice groups and University locations. We have determined that these goals can be best accomplished by substantially reducing the number of firms that perform the bulk of our work.

Application Instructions

Application materials are attached and also available online at http://www.ucop.edu/general-counsel. Complete applications must be submitted via email to OGCPanel2016@ucop.edu on or before May 6, 2016.

Only qualified firms should apply. Applications must document a firm’s and individual attorneys’ expertise and experience in one or more practice areas and, within each, one or more listed subfields. Familiarity with The Regents and University policies and practices is strongly preferred but not required. Other important considerations that will influence our selection process include a demonstrated commitment to diversity (see http://www.ucop.edu/general-counsel/_files/diversity_statement.pdf) and cost. The University is a public entity, and one of our key goals in this process is to identify creative and alternative solutions for reducing the average hourly rate and total fees paid for legal services to the institution.

All applicant firms must complete: (1) the General Application and (2) the Cover Sheet and Supplemental Application for any OGC Section(s) for which they wish to perform services. A firm may include and incorporate by reference firm marketing materials, but all materials must be submitted electronically. Paper applications will not be accepted. Firms may designate separate relationship partners and multiple offices to manage services provided to separate OGC sections or locations.

Fee and alternative fee arrangement proposals must be included. Please note: fee proposals should be aggressive. We expect many applications from highly qualified firms. Accordingly, a key consideration in determining which firms will be considered for participation on the Panel after a preliminary round of review will be cost. Firms currently participating on existing OGC panels should not presume that they will remain on those panels.

*A firm that currently participates on OGC’s Health Law Panel and has been actively engaged in providing health law services to UC Health during the last two years need only complete the Health Law Section Application Cover Sheet and the “Thought Leadership” and “Additional Questions” sections of the Supplemental Application, and submit an up to date NALP form if the firm does not wish to provide services to other OGC sections (Business Transactions & Land Use, Educational Affairs and Public Accountability & Governance, Litigation, or Labor, Employment and Benefits).
panels, particularly in the face of rate increases. In developing proposals, firms should consider the University's public/non-profit mission. Our resources are limited and only highly competitive proposals will be considered.

Incomplete applications may not be given full consideration.

Interviews

We expect to select a group of finalists in or around mid-May 2016 and to invite those firms to interview during the weeks that follow. A finalist with recent experience representing The Regents in one or more practice areas may be granted the opportunity to forego interviews.

Following interviews, a smaller subset of firms will be provided the opportunity to participate on the OGC Panel as Tier 1-Preferred or Tier 2-Approved firms for all categories of outside legal services, or in one or more practice areas. Participation on the Panel as a preferred or approved firm will, in most cases, be a prerequisite for outside counsel retentions for the period July 1, 2016 through June 30, 2019, particularly for major cases and transactions.

Questions

Questions about this solicitation process generally should be submitted at your earliest convenience to: OGCPanel2016@ucop.edu. Please submit any questions you may have about a specific OGC section's needs or priorities to the individuals indicated below.

- Business Transactions & Land Use:
  Geoffrey Gibbs, Esq: Geoffrey.Gibbs@ucop.edu or (510) 987-9338
  Damyanti Naicker: Damyanti.Naicker@ucop.edu or (510) 987-9943

- Complex Litigation:
  Karen Petrulakis, Esq: Karen.Petrulakis@ucop.edu or (510) 987-9726
  Margaret Wu, Esq: Margaret.Wu@ucop.edu (510) 987-9747
  Carrie Schmidt: Carrie.Schmidt@ucop.edu (510) 987-9932

- Educational Affairs & Public Accountability:
  Julia Friedlander, Esq: Julia.Friedlander@ucop.edu or (510) 987-9760
  Damyanti Naicker: Damyanti.Naicker@ucop.edu or (510) 987-9943

- Health Law & Medical Center Services:
  Rachel Nosowsky, Esq: Rachel.Nosowsky@ucop.edu or (510) 987-9338
  Brigid Saulny: Brigid.Saulny@ucop.edu or (510) 987-9945

- Labor, Employment & Benefits:
  Allison Woodall, Esq: Allison.Woodall@ucop.edu or (510) 987-0933
  Brigid Saulny: Brigid.Saulny@ucop.edu or (510) 987-9945
Attachments

General Application
Cover Sheets and Supplemental Applications:
- Business Transactions & Land Use
- Complex Litigation
- Educational Affairs, Campus Services & Public Accountability
- Health Law & Medical Center Services
- Labor, Employment & Benefits

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