



**Philadelphia College of Osteopathic Medicine
(PCOM) Department of Procurement Services**

**Request for Qualification (RFQ)
Legal Services
RFQ #2026-001**

Issue Date: February 27, 2026

Response Deadline Date/Time: March 27, 2026, by 4:00PM EST

Response Submission Information:

Submitted electronically to legalaffairs@pcom.edu

Email Subject Line: PCOM Request for Legal Services - RFQ#2026-001

Response Contact Information:

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1.0 Introduction and General Information

1.1 Introduction and Overview of RFQ

Philadelphia College of Osteopathic Medicine (“PCOM” or the “College”) invites proposals from qualified firms to provide legal services as more specifically described in **Appendix A** of this RFQ.

1.2 Background

Founded in 1899, Philadelphia College of Osteopathic Medicine is a private, nonprofit, graduate-level medical institution that offers doctoral and graduate programs across campuses in Philadelphia, PA (PCOM), Suwanee, GA (PCOM Georgia), and Moultrie, GA (PCOM South Georgia). In keeping with the College's mission to train primary care physicians, PCOM also operates several healthcare centers and an osteopathic manipulative medicine clinic at its Pennsylvania and Georgia locations. Additional details about PCOM can be found at the following [link](https://www.pcom.edu/about/) (https://www.pcom.edu/about/).

2.0 Additional Sources of Information

The following are links to additional information that Respondents may review in preparing their Proposals:

Description	Links
PCOM Website	https://www.pcom.edu
PCOM Department of Procurement Services Webpage	https://www.pcom.edu/about/departments/purchasing
PCOM Purchase Order Terms & Conditions	https://www.pcom.edu/about/departments/purchasing/documents/PO-terms-and-conditions.pdf
PCOM Minimum Insurance Requirements	https://www.pcom.edu/about/departments/purchasing/documents/insurance-requirements.pdf
PCOM Higher Education Opportunity Act (HEOA) Disclosures	https://www.pcom.edu/disclosures

3.0 RFQ Overview and Questions

3.1 Overview of the RFQ Process

Through this RFQ process, PCOM is seeking to establish a list of the most qualified, responsive law firms or attorneys interested in providing legal services to PCOM campuses in Philadelphia and Georgia. PCOM is a 501 (c)(3) not for profit corporation. The Office of Legal Affairs is responsible for providing all legal services for PCOM and is the sole point of contact for all legal matters at PCOM. The Office of Legal Affairs is headed by the Chief Legal Affairs and Compliance Officer, and support staff. The intent of this is to determine subject areas, rates and areas of interest for each firm for firms qualified to do business with PCOM and allow an expedited process for PCOM legal to engage these firms in compliance with PCOM procurement obligations. Please note that under PCOM by-laws, only PCOM legal may engage outside counsel. Over the years PCOM has been represented by many of the major Philadelphia and Georgia law firms. Information specific to each practice area for which solicitations are issued may be found as set forth below in addition to the information contained:

1. Issues requiring specialized expertise that PCOM does not have in house.
2. Matters presenting conflicts of interest issues; and,
3. Matters PCOM Office of Legal Affairs cannot handle due to lack of capacity.

PCOM will evaluate the qualified lists according to the information submitted in this RFQ, but reserves the right to conduct independent research in order to confirm its evaluation.

Upon receipt, Qualifications will be reviewed for completeness in accordance with the submission requirements and assessed in certain areas, and with respect to the standards, set forth in this RFQ. PCOM reserves the right to disqualify any response to the RFQ that does not completely fulfill these requirements. PCOM reserves the right to accept or reject any or all submissions.

3.2 Timeline of Key Events

Event Name	Date/Deadline
RFQ Issuance	02/27/2026
Deadline for Written Inquiries/Questions	03/13/2026
Response to Written Inquiries/Questions	03/20/2026
Deadline for Proposal Submission	03/27/2026
Notification of Contract Award (subject to change)	TBD

3.3 RFQ Submittal Questions

PCOM will entertain questions in connection with this RFQ from Shortlisted Respondents. All questions regarding the RFQ are due from such Respondents by 4:00pm EST on March 13, 2026. Questions should be submitted via e-mail to legallaffairs@pcom.edu. Respondents are prohibited from contacting any undesignated PCOM officials or advisors of PCOM. Respondents are advised that unauthorized contact with PCOM officials, related parties or advisors of PCOM may result in disqualification of such Respondents from this RFQ process.

3.4 Terms and Conditions; Contracting Process

Respondents must comply with the requirements and specifications contained in this RFQ, including, without

limitation, the General Terms and Conditions set forth in **Attachment A** of this RFQ.

Respondents invited to submit Proposals in this RFQ process may be required to execute a contract in a form substantially similar to the agreement between PCOM and PCOM's contractor (the "**Agreement**"), which includes PCOM's insurance requirements and indemnification provisions, attached to this RFQ as **Attachment B** (also referred to as the "**Master Agreement**"). The Master Agreement specifies the Services generally, but PCOM reserves the right to modify the Agreement and adjust the Services as necessary for the Project. PCOM will not consider any substantive changes to the form of Agreement if they are not submitted at or before the time the Respondent's response is due.

Respondents acknowledge and agree that: (i) PCOM provides this draft form of Master Agreement to help expedite the negotiation process, (ii) this draft is subject to change at PCOM's discretion, and (iii) the draft is for review purposes only. Notwithstanding the foregoing, the terms and conditions contained in the Master Agreement or, in the sole discretion of PCOM, terms and conditions substantially similar to those contained in the Master Agreement, will constitute and govern any agreement that results from this RFQ.

Any exceptions to the terms and conditions of the Master Agreement, as well as any additional required language, terms or conditions, must be documented and submitted with the responses of the Shortlisted Respondent(s) and are subject to PCOM's review. Such exceptions and/or additional terms and conditions may be deemed by PCOM (in its sole discretion) as non-conforming and may result in disqualification of Respondents' responses as non-responsive to this RFQ, at PCOM's sole discretion.

4.0 Submittal Requirements

The following constitutes the submittal requirements for the Respondents' Qualified List. The RFQ responses of Respondents must follow the order provided below to facilitate review of the responses. In addition, the RFQ response must provide tabs correlating to each of the evaluation criteria numbers below.

Total response should be limited to 10 pages (not including the Cover Letter) beginning at Tab 1. Tabs that include text, photographs, and/or graphics will be counted as pages. Tabs showing only the tab title and number will not be counted as pages. All pages should be numbered.

Please note that the submittal requirements and evaluation criteria listed in this RFQ apply to the entire members of the Respondent's team. Information pertaining to potential team members should be submitted as part of the Respondent's RFQ response.

4.1 Submittal Instructions

Submittals of Proposals must respond to each criterion in the following order:

- Cover Letter
 - Include any requested changes to the proposed team of the Respondent since submission of the SOQ, including any addition of new member to the Respondent's team, together with such new member's name, address, telephone number, and email address. Note that changes to the proposed team continue to be subject to the RFQ and PCOM's review, and Respondents should include an explanation justifying the changes to their proposed teams. PCOM reserves the right to re-score the replacement of any team members or key personnel of the Respondent.
- Table of Contents
- Tab 1: Company History

- Tab 2: Primary Contacts on the account
- Tab 3: Areas of qualification
- Tab 4: Rates per hour and per classification (Partner, Counsel, Paralegal, etc.)
- Tab 5: Insurance Certifications
- Tab 6: Documentation Completion
- Suggested redlines to **Attachment B** – Master Agreement (if applicable)
- Any additional relevant documents (Word, PDF, or Excel format, as appropriate, if applicable)

Each Proposal should be complete and definitive when submitted. Alternatives should not be included unless specifically requested. Proposals should be self-explanatory and submitted on the most favorable terms from a price and technical standpoint that the Respondent can submit to PCOM. Respondents should not assume that they will be contacted or afforded an opportunity to clarify, discuss or revise their Proposal before an award is made. However, PCOM reserves the right in its discretion to enter into negotiations with a Respondent.

Response Submission: An **electronic** copy must be submitted as follows:

- The response must be **signed**, demonstrating execution by means of (i) an electronic signature (e.g., DocuSign), (ii) an original, manual signature, or (iii) a faxed, electronic image scan transmission (e.g., “pdf” or “tif” via electronic mail) or photocopied manual signature.
- The response must be received electronically to the E-Mail shown in the **Response Submission Information** section of the cover page of this document.
- Electronic submission must be received by the required **Response Deadline Date/Time** reflected on the cover page of this document.
- Response submissions that exceed **20 MB** will be submitted with multiple emails modifying email subject line shown in the **Response Submission Information** section of the cover page of this document to include: **Submission 1 of X** (‘X’ representing the number of files being submitted).

Non-Response Submission: PCOM will not consider non-responsive submissions, i.e., those with material deficiencies, omissions, errors or inconsistencies or that otherwise do not follow instructions. PCOM in its sole discretion will determine what is non-responsive.

5.0 Method of Review and Proposal Evaluation

RFQ Description of Evaluation Criteria

Proposals:

i. Proposed Areas of Qualification

Include a full description of each area of law that your firm is requesting consideration to provide the Services. The work description should be in sufficient detail to show a clear understanding of the areas of law for consideration. Contact personnel and evidence of qualification in the relevant area of expertise.

ii. Proposed Personnel / Equipment and Resource Allocation

Confirm that the proposed key personnel and other members of Respondent’s firm that will be responsible to perform the Project / Services. Briefly describe how responsibilities will be assigned, decisions will be made, follow-up actions will be implemented and how any disputes will be addressed.

iii. Pricing / Rates of Legal Services

Respondents must submit pricing / rates information as outlined below.

- Provide Respondent's qualification and areas of law that Respondent would like to be qualified in, as well as the expertise in that area of law, and examples.
- Provide a current hourly fee schedule (for all personnel who will be involved), in an Excel-compatible format, which will be used for the performance of, if approved by PCOM, hourly work for Legal Services based on expertise.
- Please provide rates by person, title, and activity. Please provide rates by year (Month Day – Month Day) for FY2026. If referencing basic services costs, include typical staffing expectations, professional fee schedules, and variations that PCOM could expect for this Service if applicable;
- Provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories; and
- Identify any additional fees, costs, expenses or reimbursable fees for which the Respondent would be seeking compensation.

Proposals will be "normalized" to a common scope of work for evaluation purposes. Respondents providing the best cost will be given the highest available score in this category; next ranked Proposals will be proportionately ranked accordingly.

In evaluating Respondents' Proposal submissions, PCOM reserves the right to take any of the following steps, with respect to either all of the submissions received or to a subset of submissions selected as superior to the others: (1) consult with prior clients on the performance of the bidder or of particular persons proposed for this bid; (2) schedule presentations or interviews with representatives of the bidder or persons proposed for the project; (3) conduct a review of past performance, including a review of reports, analyses, or other materials that would reflect the bidder's performance; and (4) request additional data or supporting material.

6.0 Disclaimer

Any representations or statements made within this RFQ shall not be considered a contractual obligation by PCOM and the Respondents shall not be entitled to rely upon them. PCOM reserves the right to reject any and all submittals and to identify and select the Respondents which PCOM, in its sole and absolute discretion, deems most qualified.

The Respondents shall be solely and totally responsible for all costs associated with responding to this RFQ, and the College accepts no responsibility with regard thereto. Submissions will become the property of PCOM.

PCOM reserves all rights in administering this RFQ, including (but not limited to) the rights to:

- Reject any or all submittals at any time;
- Terminate evaluation of any or all submittals at any time;
- Suspend, discontinue and/or terminate negotiations with any Respondent at any time prior to the actual authorized execution of the Master Agreement;
- Negotiate with a Respondent without being bound by any provision in its submittal;
- Accept and review a nonconforming submittal;
- Request or obtain clarifications, revisions or additional information from any source;

- Issue addenda to and/or cancel this RFQ;
- Issue a new request for qualifications and proposals;
- Award multiple qualified areas of the law per firm;
- Award multiple firms for qualification for the same area of the law;
- Extend any deadline or time and waive or permit the correction of minor deficiencies or irregularities in a submittal and minor or technical violations of this RFQ; and
- Change the scope and the range of services from what is defined in this RFQ at any time.

This RFQ does not commit PCOM to enter into a contract. In no event shall PCOM be bound by, or liable for, any obligations with respect to a project or services to be performed or materials and/or products to be provided by qualified contractors until such time (if at all) as a Master Agreement, in form and substance satisfactory to PCOM, has been executed and properly authorized, and then only to the extent set forth therein.

Under no circumstances shall PCOM be liable for, or reimburse, the costs incurred by Respondents, whether or not selected for negotiations, in developing submittals or in negotiating agreements.

In submitting its Proposal, each Respondent expressly waives, on behalf of itself, its partners, joint venture members, officers, employees and agents, any claim against PCOM and their respective officers and employees, for any damages that may arise therefrom.

Any and all information PCOM makes available to Respondents shall be as a convenience to the Respondents and without representation or warranty of any kind.

[Remainder of this page is intentionally left blank; attachments to this RFQ begin on the next page.]

ATTACHMENT A: General Terms and Conditions

1. Revisions to the Request for Proposals. In the event that it becomes necessary to revise any part of this RFQ at any point prior to the assigned response deadline, revisions will be posted on the webpage of PCOM's Office of Legal Affairs. PCOM shall be the sole determinant of whether any revisions/addenda should be issued as a result of any question or other circumstances, and will extend the Proposal deadline if, in PCOM's sole judgment, such information significantly amends this solicitation or makes compliance with the original deadline impractical.
2. Ownership of Materials. Ownership of all data, materials and documentation originated and prepared for PCOM pursuant to this RFQ shall belong exclusively to PCOM.
3. Errors in RFQ Responses. PCOM will not be liable for any errors in Respondents' Proposals. Except during negotiations initiated by PCOM (if any), modifications to Proposals will not be accepted after the deadline. In no event will PCOM permit a Respondent to submit subsequent material modifications to a Proposal.
4. Withdrawing RFQ Responses. Respondents may withdraw their Proposals at any time prior to the applicable deadline by submitting a written request to PCOM from an authorized representative of the Respondent. After withdrawing a Proposal, the Respondents may submit another Proposal at any time prior to the due date.
5. Timely Submissions Required. It is the responsibility of all Respondents to ensure their Proposals are received by PCOM no later than the appointed hour and date for submission as stated in the RFQ. Late submittals will not be accepted.
6. Reservation of PCOM's Rights. In addition to any other rights provided hereunder or any of the Agreement Documents, PCOM expressly reserves:
 - a. The right to reject any and all Proposals or any portion thereof. Neither receipt of a Statement of Qualifications and Proposal nor failure to reject shall impose any legal obligation on PCOM;
 - b. The right to purchase products or services covered under any Agreement that may result from this RFQ through a separate competitive bidding procedure if PCOM, in its sole discretion, deems it in its best interest; and
 - c. The right to make awards on an item by item, total or lump sum basis (if applicable).
7. Firm Pricing. All prices provided by Respondents shall remain firm for the entire term of the Agreement.
8. Response Validity. Unless provided otherwise herein, all responses (Qualifications and Proposals) shall be valid for **ninety (90)** days from the due date of the response.
9. Acknowledgement and Certification of Respondents. By submitting of its Proposal, each Respondent:
 - a. Acknowledges and accepts: for a services agreement valued at \$50,000 or less, the terms and conditions of the Master Agreement (**Attachment B**). You will be expected to execute the Attached Agreement.
 - b. Acknowledges that scholarships, donations or gifts to the College will not be considered in the evaluation of responses; and
 - c. Certifies that the Proposal is made without prior understanding, agreement, or connection with any entity or person submitting a bid/offer for the same services, and is in all respects fair and without collusion or fraud. Each Respondent agrees to abide by all conditions of this solicitation and certifies that the signatory is authorized to submit the Proposal for the Respondent.
10. Order of Precedence. The Agreement entered into by the parties shall consist of the Master Agreement, the

RFQ, the Respondent's submitted Proposal (including all appendices or attachments and clarifications, the specifications including all modifications thereof) and a Purchase Order (if applicable) requiring signatures of PCOM and the Respondent (collectively, the "**Agreement Documents**"). In the event of a conflict of terms, the following precedence will apply:

- i. Master Agreement
 - ii. Amendments to the Master Agreement
 - iii. RFQ
 - iv. Respondent's Proposal
 - v. Purchase Order (if applicable)
11. Use of PCOM Name. Respondents shall not use PCOM' name, logos or other trademarks in any marketing and/or advertising media without prior written approval from PCOM Legal Affairs.
12. Communications. Respondents are to direct all questions related to this RFQ to the PCOM contacts identified herein. Unauthorized contact, discussions or requests for meetings with any other PCOM personnel during the bid process may result in the rejection of your Proposal.
13. Confidentiality.
- Respondents may be given access to records that are confidential under Pennsylvania law solely for the purpose of performing the required services under the Master Agreement. Respondents (including their respective employees, agents and subcontractors, as applicable) shall be required to sign a nondisclosure agreement ("**NDA**") attached as **Attachment C** of this Request for Proposals prior to their receipt of such documents obligating Respondents and each employee, agent, and subcontractor of Respondents to comply with the limitations and provisions of the NDA.
- The information contained in responses submitted for PCOM's consideration in either the RFQ phase or the RFQ phase will be held in confidence, subject to the terms and conditions of the NDA.
14. Authorization.
- Any Agreement or contract for services and/or goods that will, or may, result in the expenditure by PCOM of \$1,000.00 or more must be approved in writing by Chief Legal Affairs Officer, and it is not approved, valid or effective until such written approval is granted.
-

ATTACHMENT B: Master Agreement (Sample)

<https://acrobat.adobe.com/id/urn:aaid:sc:US:d593765f-6237-4442-94a6-0107b996c940>

ATTACHMENT C: Non-Disclosure Agreement

<https://acrobat.adobe.com/id/urn:aaid:sc:US:282c2501-714b-43d2-a332-f3417986ac63>

Appendix A – Scope of Work / Project Specifications

1. Potential Services and Assignments. PCOM is seeking contractor(s) to provide services or complete assignments in the following areas:
 - Provide a list of all legal services your firm provides including pricing.
 - Legal Services include, but are not limited to, the following:
 - Medical Malpractice
 - Personal Injury
 - Contract Law
 - Employment Law
 - Bonds and Financing
 - Intellectual Property
 - Federal Regulatory Compliance
 - Estates and Trusts
 - Mergers and Acquisitions
 - Real Estate and Construction
 - Investigations and Internal Review
 - Audits and Governance Review
 - Compliance and Risk
 - Higher Education Law
 - Title IX
 - Title IV
 - Title VI and Title VII
 - Clery, VAWA and other safety statutory obligations
 - Medicare and Medicaid
 - Administrative Issues and Proceeding
 - Workers Compensation
 - Unemployment Compensation
 - Insurance

Contractor(s) may bid to provide services in one or more of these areas and must indicate which services they are offering to provide under this bid, as well as their qualifications and rates associated with the specific services.

2. Minimum Requirements and Specifications.

Licensed to practice law in the state of Pennsylvania and/or

Licensed to practice law in the state of Georgia

Firm profile and experience

- 1.) Indicate the date your firm was established.
- 2.) Provide general background information about the firm and summary of its qualifications and experience, with a special focus on qualifications of key personal and any subconsultants.
- 3.) Briefly describe similar assignments successfully completed in the last five years by the firm.
- 4.) Provide the firms current work load.
- 5.) The inclusion of women and minority attorneys within the proposing firm or partnership and the inclusion of qualified minority and/or women as part of the team.
- 6.) Location of the office to which this project would be assigned.