



## **REQUEST FOR PROPOSAL FOR LEGAL SERVICES**

**INQUIRIES AND PROPOSALS SHOULD BE  
DIRECTED TO:**

**Mr. Clement Williams Jr.  
General Manager  
SKELEC  
[cjwilliams@skelec.kn](mailto:cjwilliams@skelec.kn)**

## **GENERAL INFORMATION.**

- A. **Purpose.** The purpose of this Request for Proposal (RFP) is to invite the submission of proposals by qualified law firms and or individual attorneys for legal services to the **St. Kitts Electricity Company** hereinafter referred to as “SKELEC”.
- B. **Who May Respond.** Attorneys currently licensed to practice law in the Federation of **St. Kitts and Nevis**, or law firms including such attorneys, may respond to this RFP.
- C. **Proposal Submission Guidelines.**
1. **Closing Submission Date.** Proposals must be submitted no later than **4:00 pm on 30<sup>th</sup> July 2025**

2. **Inquiries.** Inquiries concerning this RFP should be mailed to:

**Mr. Clement Williams**  
**General Manager**  
**SKELEC**  
**Central Street**  
**Basseterre**  
**St. Kitts**

Or e-mailed to: [cjwilliams@skelec.kn](mailto:cjwilliams@skelec.kn)

3. **Conditions of Submissions.**
  - a. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by SKELEC.
  - b. All terms, conditions, requirements, and procedures included in this RFP must be met for a response to be qualified as responsive. A response that fails to meet any material term, condition, requirement, or procedure of this RFP may be deemed unresponsive and disqualified. SKELEC reserves the right to waive or permit cure of non-material errors or omissions. All responses must be submitted in accordance with the specific terms of this RFP.

#### **D. Required Format for Proposals.**

All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:

1. Page Limit: 12, including cover page.
2. Attorney Qualifications section should be attached and is not included in the page limit.
3. Page Size: 8 ½ x 11; portrait
4. Font Size: 12
5. Font Type: Times New Roman
6. Double-spaced
7. Margins: 1" minimum on the top, bottom, and sides of all pages
8. All pages must be numbered; double-sided printing is acceptable.
9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
10. Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together.
11. Do not include attachments other than those requested or required by this RFP.

#### **E. Submission Procedures.**

Your proposal should be addressed and submitted to the office of:

**Mr. Clement Williams  
General Manager  
SKELEC  
Central Street  
Basseterre  
St. Kitts**

in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**Request for Proposal  
SEALED PROPOSAL For Legal Services  
No later than:**

**31<sup>st</sup> July 2025, 3:59pm**

F. It is the responsibility of the Proposer to ensure that the proposal is received by SKELEC, by the date, time and in the manner specified above. Late and or unsealed proposals will not be considered.

a. **Right to Reject.** SKELEC reserves the right to reject 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.

b. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (2) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. It is expected that the contract shall be a 2-year contract.

c. **Not a Contract** This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. SKELEC will pursue negotiations with the highest scoring proposal. If, for some reason, SKELEC and the initial Proposer fail to reach consensus on the issues relative to a contract, then SKELEC may commence contract negotiations with other Proposers. SKELEC may decide at any time to start the RFP process again.

**II. SCOPE OF SERVICES.** The Proposer shall be readily available to perform the following legal services, as requested by the General Manager and/or Board of Directors:

The Proposer shall be readily available to perform the following legal services:

- 1) Attend monthly Board meetings and Committee meetings as necessary.
- 2) Review, draft and negotiate contracts and leases.
- 3) Advise on legal issues that are related to SKELEC.
- 4) Advise on matters pertaining to the St. Kitts Electricity Supply Act
- 5) Advise on individual labour and employment actions and lead employment litigation.
- 6) Defend lawsuits, administrative claims, and other legal claims.
- 7) Conduct Litigation if necessary.
- 8) Debt Collection services.
- 9) Other legal services as needed.

Although it is preferable for an attorney or law firm to submit a proposal covering all the above areas, SKELEC will consider proposals emphasizing expertise in subsets of these areas.

### **III. PROPOSAL CONTENTS.**

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

#### **Cover Letter.**

Include a cover letter from a contact person who has authority to bind the firm contractually, giving his or her title. The letter must certify that all the information contained in the submission is accurate and complete.

#### **Firm Overview.**

Provide a brief background of the firm, areas of practice, and number of attorneys employed. Identify the specific experience of the firm in the areas listed in the Scope of Services.

#### **Qualifications.**

Provide resumes of any attorneys who will be assigned the legal work and clearly designate the lead attorney responsible for the client relationship. Qualifications including education, position in firm, years and types of experience and continuing professional education will be considered. All assigned attorneys must be licensed in good standing to practice law in the St. Kitts and Nevis.

#### **Billing.**

Provide information on the firm's billing procedures.

#### **Terms of Representation.**

Provide an example of the firm's standard terms of representation.

#### **Conflicts.**

Identify any current or potential conflicts of interest and indicate what procedures your firm would utilize to identify and resolve future conflicts of interest. It is of the utmost importance that no real or apparent conflict of interest exists between Proposer and Utility, including its officials and employees. Therefore, Proposer shall disclose in writing in its proposal any real or possible conflicts of interest which exists or may exist. In addition, the firm shall be responsible to promptly disclose to Utility any situations which may create possible conflicts of interest during the term of the agreement so that appropriate action can be taken.

#### **References.**

Provide at least one (1) corporate client who can attest to your firm's expertise in similar matters.

## Fee structure

A detailed breakdown of your proposed fee structure. Please include information on hourly rates, retainer fees (if applicable), collections, percentage and any other relevant cost structures.

## Additional

Information. Provide any other information that may be helpful in assessing the firm's ability to perform the work and in applying the evaluation criteria set out in the Request for Proposals.

## IV. PROPOSAL EVALUATION.

A. **Submission of Proposals.** All proposals shall include one (1) original and three (3) copies.

B. **Evaluation Procedure and Criteria.** SKELEC's General Manager and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The General Manager and/or Board of Directors may request a meeting with qualified Proposer(s) prior to final selection.

Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Proposer's experience with similar clients and legal matters.
4. Cost.
5. Interviews, if conducted.

## V. PROPOSAL TIMELINE

During the period from your firm's receipt of this Request for Proposals and until a contract is awarded, your firm shall not contact any employee of SKELEC for additional information except in writing directed to Mr. Clement Williams at [cjwilliams@skelec.kn](mailto:cjwilliams@skelec.kn).

## VI. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted **in writing by email**.

Questions must be emailed to the General Manager Mr. Clement Williams at [cjwilliams@skelec.kn](mailto:cjwilliams@skelec.kn). Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

## **VII. SINGLE OR MULTIPLE CONTRACTS**

The Board reserves the right to award contracts to a single firm/attorney or multiple firms/attorneys, in the best interest of the company.