



**REQUEST FOR PROPOSALS**  
**FOR**  
**LEGAL SERVICES**

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

**Seaborne Airlines Legal Department**  
268 Muñoz Rivera Avenue, Suite 900  
Hato Rey, PR 00919  
(787) 946-7800 Ext. 8605  
[legal@seaborneairlines.com](mailto:legal@seaborneairlines.com)

## **I. GENERAL INFORMATION.**

A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to **SEABORNE AIRLINES**. The services will be requested on an as-needed basis. This does not constitute an employment offer.

B. **Who May Respond.** Only attorneys who are currently licensed to practice law in **Puerto Rico** or law firms including such attorneys, may respond to this RFP. Attorneys licensed to practice before the Federal District Court are also encouraged to respond.

### **C. Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **4:00pm** on May 20, 2016.

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

**Seaborne Airlines Legal Department**  
268 Muñoz Rivera Avenue, Suite 900  
Hato Rey, PR 00919  
(787) 946-7800 Ext. 8605  
Or e-mailed to: **legal@seaborneairlines.com**

D. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the offeror and will not be reimbursed by **SEABORNE AIRLINES**.

E. **Right to Reject.** Seaborne Airlines reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposals will be drafted based upon the factors described in this RFP.

F. **Notification of Award.** It is expected that a decision selecting the successful firm(s) will be made within four (4) weeks of the closing date for the receipt of proposals.

G. **Description of Entity.** Seaborne Airlines is the fastest growing regional commercial airlines in the Caribbean. We serve 17 cities throughout the region and carry 70% of the passengers traveling in the Caribbean. Seaborne is the only airline that operates as a codeshare partner of American Airlines, JetBlue and AirEuropa. With 20 years of experience operating in the Caribbean with an excellent safety record and operational performance, Seaborne is a respected airline throughout the region.

**II. SCOPE OF SERVICES.** The Offeror shall be readily available to perform any or all of the following legal services, as requested by Seaborne Airline's General Counsel:

**1. Advise on labor and employment matters**

2. **Defend lawsuits, administrative claims, or other legal claims**
3. **Conduct litigation as necessary**
4. **Review, draft, and negotiate contracts and leases**
5. **Advise on corporate and tax related legal issues**
6. **Review personnel, fiscal and other policies**
7. **Advise on government grant and contract issues**
8. **Advise on responses to subpoenas, court orders, and requests for information from third parties**
9. **Other legal services as needed**

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, Seaborne Airlines will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

**III. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following:

**A. Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including corporate clients similar to Seaborne, in size or business operations.

**B. Areas of Practice, Organization, Size and Structure.** The offeror should describe his or her area of practice and office location(s), if any. In the case of a firm, it should also describe its organization, size, structure and history.

**C. Attorney Qualifications.** The Offeror should have experience in any or all of the following areas:

- ✓ **Corporate Law**
- ✓ **Employment and Labor**
- ✓ **Contracts**
- ✓ **Torts**
- ✓ **Real Estate**

The Offeror should describe his or her qualifications, including:

1. Professional and education background.
2. Prior experience with respect to the required areas listed above.
3. Education, years and types of experience, and continuing professional education will be considered.

**D. Rates.** The Offeror's proposed rates should include information on the hourly billing rates and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advice on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. Seaborne Airlines reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

#### **IV. PROPOSAL EVALUATION**

**A. Evaluation Procedure and Criteria.** Seaborne Airlines General Counsel will review proposals and make recommendations for final approval. A meeting may be requested with some qualified Offerors 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)**
- 3. The Offeror's experience with similar clients and legal matters.**
- 4. Response from references.**
- 5. Cost.**
- 6. Interviews, (if conducted.)**