

SCOPE OF WORK – LEGAL SERVICES

The awarded vendor will provide NAHAC with Legal Services to include the following:

1. General Legal
 - a. Consult with and advise the officers, employees, and members of the Board of Directors of NAHAC on legal matters and issues when requested.
 - b. Review personnel, fiscal, and other policies, as well as agency by-laws.
 - c. Handle all legal questions and matters arising under contracts and render legal expertise on all matters submitted by NAHAC.
2. Employment and Labor Relations
 - a. Advise on individual and employment matters when necessary.
 - b. Review potential terminations and make recommendations as to appropriate actions, as well as draft notices of termination as requested.
 - c. Advise on personnel actions, including but not limited to employment compensation hearings, worker compensation claims, employment discrimination claims and equal employment hearings.
3. Non-Profit Law
 - a. Attend board meetings and provide advice to ensure compliance with open meeting laws and conflict of interest statutes, including review of agenda items, meeting notices, and agendas.
 - b. Advise on evolving best practices for non-profits as required by the IRS, congress, and state regulators.
4. Contracts and Procurement,
 - a. Drafting and/or reviewing of legal documents, papers, contracts, agreements, resolutions.
 - b. Advise on government grants and contracts, including United States Department of Treasury, Nevada Housing Division, and other state regulatory agencies.
5. Litigation
 - a. Advise on responses to subpoenas, court orders, and requests for information from third parties.
 - b. Advising and representing NAHAC in any lawsuits, administrative claims, or other legal claims.
 - c. Conduct litigation as necessary.

Other legal services as needed.