REQUEST TO RETAIN OUTSIDE COUNSEL

BEST VALUE DETERMINATION

AND CONFLICT OF INTEREST CHECK

Please provide the following information when requesting to retain outside counsel.

The [UT System or name of UT institution] requests approval for the use of [name of firm] as an outside counsel to handle:

[scope of work]

[proposed ceiling]

A. BEST VALUE DETERMINATION

Describe below how the following were considered in making a best value determination to select this firm:

(1) Price (including hourly rate):

(2) Reputation of the firm:

(3) Quality of the firm’s legal services:

(4) Extent to which the firm’s expertise meets needs and is readily available:

(5) Past experience with the firm:

(6) Extent to which the firm is familiar with System or the institution and/or there is continuity of services and whether that is important:

(7) Impact on the ability to comply with laws and rules relating to historically underutilized businesses and to the procurement of services from person with disabilities:

(8) Total long-term cost to System or the institution of acquiring the firm’s services:

B. CONFLICTS CHECK

(1) Is there any conflict, real or apparent, for U.T. System or the institution in hiring this firm? \_\_\_ NO

\_\_\_ YES – Explain (E.g., if only apparent, why it is not a problem; if real, how it can be managed.)

(2) Has the firm conducted a conflict check?

\_\_\_ NO – Explain

\_\_\_ YES – Explain any conflicts that were revealed and how they are being handled?