

SUMMARY SHEET
County of McHenry Purchasing

Date: October 6, 2015
RFQ: 15-88 Legal Services

	VENDOR	VENDOR	VENDOR	VENDOR	VENDOR
Vendor City/State	HEYL CHICAGO, IL	MATUSZEWICH CRYSTAL LAKE, IL	SMITHAMUNDSEN WOODSTOCK, IL	ZANCK, COEN CRYSTAL LAKE, IL	
ORIGINAL SIGNATURE	YES	YES	YES	YES	
Mandatory Pages?	YES	YES	YES	YES	
Cover Letter:	YES	YES	YES	YES	
Legal Experience:	YES	YES	YES	YES	
Attorney Qualifications:	YES	YES	YES	YES	
Hourly Rates:	YES	YES	YES	YES	
Certificate of Admission/Good Standing:	YES	YES	YES	YES	

Sent to 3 potential bidders. Submittals received from 4.

CONTENTS SUBMITTED as required:

Cover Letter: A cover letter on Firm stationary with the name and contact information for the proposed lead attorney, describing the firm's organization, size, structure, and area(s) of practice.

Legal Experience: A description of how the firm/attorney will meet the scope of services outlined in this RFQ, including availability to attend meetings of the VACMC and subcommittees, experience advising government entities, nonprofit organizations or boards of directors; experience in federal and state regulations; and any experience with the Military Veterans Assistance Act 330 ILCS 45, The Illinois Counties Code 55 ILCS, and 305 ILCS 5 the Public Aid Code.

Attorney Qualifications: The qualifications of the attorneys to be assigned to the representation, including their position in the firm, professional and educational background, and prior experience with legal matters listed above. Only attach resumes of attorneys likely to be assigned to the representation. Resumes will not count against the 5 page limit.

Hourly Rates: Information on the hourly billing rates of each attorney or other legal staff expected to work on this representation and charges for expenses, if any, such as legal research, copies and faxes. A monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or legal work, may be included.

Certificate of Admission/Good Standing: A Certificate of Admission/Good Standing from the Supreme Court of Illinois for each attorney expected to work on this representation.