



PROCUREMENT SERVICES

REQUEST FOR QUALIFICATIONS

OUTSIDE LEGAL COUNSEL IMMIGRATION SERVICES

RFQ 26-044

Schedule

RFQ Release: August 26, 2026

Questions Due: September 4, 2026, 12 p.m. CST via email to jwarren2@atu.edu

Responses Posted via Addendum: September 8, 2026, 5 p.m.

Responses Due: September 30, 2026, 2 p.m.

Committee Evaluation: Week of October 5, 2026-Tentative

Respondent Interviews (If needed): Week of October 12, 2026-Tentative

Award Notification: Week of October 19, 2026-Tentative

Services Contract for Legislative Review: November/December 2026-Tentative

Contract Effective: January/February 2027-Tentative

Jennifer Warren, Director of Procurement

jwarren2@atu.edu

479-356-2287 479-968-0269

ATU Procurement Services, 514 West M Street, Russellville, AR 72802

IMPORTANT: Responses received after the deadline will be rejected. Clearly mark the package "RFQ 26-044."

NOTICE TO ATTORNEYS AND LAW FIRMS

Arkansas Tech University (ATU) invites qualified attorneys and law firms to submit statements of qualifications to provide outside legal counsel for immigration matters. ATU may select one or more respondents and may assign matters based on the University's needs, the nature of the matter, availability, experience, conflicts, and proposed fees. This RFQ does not guarantee an award, any minimum amount of work, or assignment of any matter.

1. Intent and Contract Term

ATU seeks qualified outside counsel to work with the University's legal counsel and authorized personnel on immigration matters. Selection under this RFQ establishes eligibility for engagement but does not obligate ATU to use any selected attorney or firm. Each assignment is subject to ATU authorization, conflict clearance, funding availability, and all required governmental and institutional approvals.

ATU anticipates an initial term to be for four years with an option to renew three additional one-year terms, subject to mutual agreement, satisfactory performance, available funding, and required approvals. The total consecutive term will not exceed seven years.

2. Scope of Immigration Legal Services

Services may include, but are not limited to:

- Advice concerning federal immigration laws, regulations, policies, procedures, compliance obligations, and strategic options affecting ATU employees, faculty, students, visitors, and contractors;
- Preparation, review, filing, and support of employment-based petitions, applications, labor condition applications, labor certifications, adjustment-of-status matters, and related evidence or correspondence;
- Case tracking and communication with U.S. Citizenship and Immigration Services, the U.S. Department of Labor, the U.S. Department of State, and other agencies as applicable;
- Responses to requests for evidence, notices, audits, investigations, or other agency inquiries;
- Counsel regarding institutional immigration processes, documentation, risk, training, and policy development;
- Other immigration-related legal services requested and authorized by ATU.

3. Minimum Qualifications

- Attorney(s) proposed for ATU work must be licensed and in good standing in each applicable jurisdiction and authorized to provide the proposed services.
- Respondent must demonstrate relevant experience with employment-based immigration matters. Experience serving public entities or institutions of higher education is preferred.
- Respondent must maintain professional liability insurance appropriate for the services and provide evidence of coverage and limits.
- Respondent must be able to identify and address actual or potential conflicts of interest before accepting an assignment.
- Respondent must comply with applicable federal and state law, professional responsibility requirements, ATU policies, and the terms of any resulting contract.

4. Statement of Qualifications

Organize the response in the order below. Failure to provide material information may result in rejection or a request for clarification, at ATU's discretion.

1. Cover letter stating whether the respondent is a law firm or individual attorney and identifying the primary contact.
2. Firm overview, office locations supporting ATU, ownership or organizational structure, and years in practice.
3. Summary of credentials and immigration experience relevant to the scope.
4. Resumes for each attorney proposed, including bar admissions, years of experience, areas of responsibility, and availability.
5. Description of similar current or prior representation for state agencies, public entities, or institutions of higher education.
6. Three client references for comparable work, including organization, contact name, title, telephone number, email address, and services performed.

7. Description of the proposed service approach, communication practices, case tracking, response expectations, and continuity of service.
8. List and explanation of any actual or potential conflict of interest or appearance of conflict, together with the respondent's view regarding whether the conflict is waivable under applicable professional conduct rules.
9. Proof of professional liability insurance and applicable limits.
10. Respondent's current Equal Employment Opportunity policy, or a signed statement that no written policy exists.
11. Schedule of proposed hourly rates and expense charges. Including flat rates for preparing the following forms.
 - H-1B non-immigrant visa
 - Permanent Residence Application (employment-based)
 - I-129 Petition
 - Labor Certification Application v) I-140 Petition (immigrant visa)
 - I-485 Application (permanent residence adjustment of status application)
12. Any exceptions to the RFQ or anticipated ATU contract terms, clearly identified in a separate section.

5. Evaluation and Selection

ATU will evaluate qualifications in the University's best interest. Considerations may include:

- Relevant immigration experience and demonstrated competence;
- Experience with higher education or public-sector clients;
- Qualifications, capacity, availability, and continuity of proposed personnel;
- Quality and practicality of the service approach;
- Conflict profile and ability to serve ATU;
- References and record of comparable service;
- Reasonableness and clarity of proposed fees and expenses.

ATU may request clarification, conduct interviews or discussions, verify references, negotiate fees and contract terms, select more than one respondent, reject any or all responses, or cancel the RFQ when determined to be in the University's best interest. Any selection is contingent upon completion of required approvals and execution of a written contract.

6. Questions

Submit written questions by the deadline shown in the procurement schedule. Email questions to jwarren2@atu.edu. Use the subject line "Questions RFQ 26-044." Responses that materially affect the RFQ will be issued in writing through the University's procurement posting process. Respondents should rely only on written information issued by ATU Procurement Services.

7. Submission Instructions

Submit **one sealed original hard-copy response** to the address below. Clearly mark the outside of the package "RFQ 26-044 Outside Legal Counsel Immigration Services."

Jennifer Warren, Director of Procurement
RFQ 26-044 Outside Legal Counsel Immigration Services
Arkansas Tech University Procurement Services
514 West M Street Room 120
Russellville, AR 72802

Responses must be received by ATU Procurement Services no later than September 30, 2026, at 2:00 p.m. Central Time. Delivery delays are the respondent's responsibility. Faxed or emailed responses will not be accepted. A response may be withdrawn by written notice received before the deadline.

8. Required Certifications and Contract Approvals

The following current ATU vendor documents must be provided as directed by ATU, either with the response or before award and contract execution:

- Contract and Grant Disclosure and Certification Form required under Governor's Executive Order 98-04, when applicable;
- Equal Employment Opportunity policy or required written response;

- W-9 and vendor registration documents;
- Evidence of professional liability insurance;
- Any other forms or certifications required by applicable law, policy, or ATU.

A selected respondent may not begin work until a written contract is fully executed and ATU provides authorization to proceed. Any resulting contract is subject to all reviews and approvals required by Arkansas law, including review requirements that may apply under Ark. Code Ann. § 19-11-265. ATU's authorization to seek outside immigration counsel has been obtained through the applicable state approval process.

9. General Conditions

- Costs of preparing and delivering a response are the sole responsibility of the respondent.
- All materials submitted may be subject to the Arkansas Freedom of Information Act. A respondent should clearly identify information it considers exempt and provide the legal basis, but ATU will make disclosure determinations in accordance with applicable law.
- ATU may verify information in a response and may consider past performance, professional standing, disciplinary history, and references to the extent permitted by law.
- No oral statement by ATU changes this RFQ. Changes will be made only by written addendum issued by ATU Procurement Services.
- The resulting contract will be governed by Arkansas law and will include terms required for contracts of Arkansas public institutions, including non-appropriation, sovereign immunity, records access, and other mandatory provisions as applicable.
- Assignment of work, use of subcontractors or contract attorneys, and changes in key personnel require prior written approval by ATU.
- Selected counsel must maintain confidentiality, security, and appropriate handling of University and client information and promptly notify ATU of conflicts, data incidents, or other material issues.

Response Checklist

- ☐ Signed cover letter
- ☐ Firm overview
- ☐ Attorney resumes and bar information
- ☐ Relevant experience
- ☐ Fee Schedule
- ☐ Three references
- ☐ Service approach
- ☐ EEOC form and backup documentation
- ☐ Contract and Grant Disclosure Form
- ☐ Professional liability insurance

Release review note: Verify the RFQ number, dates, delivery method, contract start date, and current form links before posting.