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REQUEST FOR PROPOSALS (RFP)

General Counsel (“Pool Counsel”) Services

Housing Authorities Risk Retention Pool (HARRP)

(With coordination as needed with Affordable Housing Risk Pool, LLC (AHRP) and ORWACA Agency Insurance Services, LLC)

RFP Issued: July 1, 2026

Proposals Due: July 24, 2026

Submission Method: Email

RFP Contact: Karen Thesing, ARM, Executive Director, KThesing@HARRP.com

1. Purpose

HARRP is seeking proposals from qualified attorneys to serve as **General Counsel** in support of HARRP’s mission to provide **stable, member-governed risk financing and risk management support** for public and affordable housing providers across **Oregon, Washington, California, and Nevada**. The selected attorney will provide legal counsel that supports HARRP’s governance, regulatory compliance, coverage related issues including liability, and property matters involving public entities, and will coordinate as needed with HARRP’s affiliated entities **AHRP** and **ORWACA**.

2. About HARRP

- **Established:** 1987, in response to commercial market withdrawal from public sector entities.
- **Purpose:** Operate and maintain, for participating public housing authorities, a cooperative program of **risk management, indemnification, and financial protection** against risks of loss.
- **Member commitment / stability:** Participation includes a **minimum three-year commitment**.
- **Member governance:** Board comprised of **nine members** (three, each representing WA, OR, and CA housing authority associations), with staggered terms and quarterly meetings.
- **Risk management expectation:** Members are expected to be dedicated to risk management principles and risk control activities designed to minimize impact on the Pool.
- **Services & approach:** Emphasis on risk control, training, and claims administration; claims philosophy is to **pay justified claims** and **vigorously defend** those that are not.
- **Non-assessable:** The Pool cannot assess members for future liabilities in the event of dissolution.

I. SCOPE OF SERVICES

The selected attorney will provide legal services as requested by the Pool. At a minimum, the Pool anticipates services may include:

1. **Governing body and governance support** (advice to Board/Trustees and executive leadership; meeting legal support as requested).
2. **Regulatory and compliance counsel** related to Pool operations and applicable oversight requirements.
3. **Legal support for Pool operations** involving numerous member entities and multiple vendors (contracts, procurement support as requested, general operational counseling).
4. **Coverage-related legal counsel** supporting Pool programs (including guidance involving liability, and property matters as relevant to the Pool).
5. **Litigation management leadership (as applicable)** and coordination with defense counsel and other stakeholders; ability to quantify litigation management results where relevant.

Note: Offerors should describe their approach and any recommended refinements to ensure services are delivered consistently, timely, and in a way that supports pooled program outcomes.

II. MINIMUM QUALIFICATIONS (REQUIRED)

Offerors must clearly demonstrate they meet the Pool’s minimum qualifications.

General Counsel Minimum Qualifications:

- Licensed attorneys in good standing with the applicable state bar(s) and all relevant regulatory bodies.
 - Demonstrated, substantial experience serving as **general counsel for a governmental risk pool or joint insurance fund**.
 - Demonstrated knowledge of:
 1. The finance and operation of local governmental units in the Pool's state,
 2. Management of a governmental entity comprised of numerous governmental entities and involving numerous vendors,
 3. Liability, and property matters involving governmental entities (as applicable), and
 4. Applicable regulations impacting pooled programs and public-entity risk financing.
 - Demonstrated a consistent pattern of providing legal leadership.
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III. PROPOSAL SUBMISSION INSTRUCTIONS

A. Format and Delivery

- **Proposal Due:** July 24, 2026, by 5:00 p.m.
- **Submit to:** KThesing@HARRP.com
- **Subject line / Labeling:** "RFP – Pool General Counsel"
- Proposals should be **comprehensive and complete on their face**.

B. Reservations

The Pool reserves the right to:

- Interview any or all offerors.
 - Request clarifying information after proposal submission.
 - Reject non-responsive proposals without evaluation.
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IV. REQUIRED PROPOSAL CONTENT

Proposals must include, at minimum, the following sections and documentation:

1. **Cover Letter / Executive Summary**
 - Legal name of attorney and confirmation of ability to provide requested services.
2. **General Approach**
 - Describe your overall approach to providing the services required.
 - Include how you will communicate with Pool staff/board and manage responsiveness.
3. **Key Personnel**
 - Identify proposed key personnel.
 - Include **relevant professional experience, years and type of experience, and number of years with the firm**.
4. **Experience with Similar Engagements**
 - Describe experience performing services of the type described in this RFP.
 - Specifically identify **client size** and provide **examples similar** to the Pool's scope and complexity.
5. **Firm Resources**
 - Describe resources available (background, location, experience, staff resources, financial resources, and other resources).
6. **Office Location / Local Presence**
 - Identify the office location where services will be performed if different from your main office.
 - Describe your **in-state presence** for CA, OR, WA and NV.
7. **References**
 - Provide references including **contact names, titles, and phone numbers**.
8. **Conflicts of Interest Disclosure**
 - Identify any existing or potential conflicts of interest.
 - Disclose any representation of parties or other relationships that might be considered a conflict regarding this engagement or the Pool.
9. **Fee Proposal**
 - Provide proposed fee structure (hourly rates, blended rates, retainer options, not-to-exceed recommendations, or other pricing).

- Provide any optional cost control approaches.

V. INTERVIEWS

The Pool reserves the right to interview any or all offerors. If interviews are conducted, offerors should be prepared to discuss:

- Proposed approach and team structure
- Similar governmental pool experience and outcomes
- Communication protocols and response timelines

VI. EVALUATION AND SELECTION PROCESS

A. Responsiveness Review

All proposals will be reviewed to determine responsiveness. **Non-responsive proposals may be rejected without evaluation.**

B. Evaluation Criteria

For attorneys that satisfy the minimum requirements, the Pool will evaluate proposals based on the following criteria (separately or in combination, and not necessarily in order of importance):

- a) **General approach** to providing services required under this RFP.
- b) **Documented experience** successfully completing contracts of similar size and scope.
- c) **Qualifications and experience of key personnel** assigned, emphasizing documented success on similar engagements.
- d) **Overall ability to mobilize and complete the engagement within the timeline**, including:
 - Number and qualifications of staff proposed
 - Availability and commitment of key personnel
 - Contract management plan and organizational chart (recommended)

C. Selection Standard

The Pool will select the vendor deemed **most advantageous** to the Pool, with **price and other factors considered**.

VII. ANTICIPATED PROCUREMENT SCHEDULE (EDITABLE)

Activity	Date
Issuance of RFP	July 1, 2026
Receipt of Proposals	July 24, 2026
Completion of Evaluation by Review Team	September 2026
Pool Review of Recommendations	October 2026
Designation / Award	To start January 1, 2027

VIII. CONTRACT

The contract between the Pool and the selected attorney will typically consist of:

- The executed agreement (and any exhibits),
- This RFP (including addenda/clarifications),
- The selected proposal,
- Any negotiated changes agreed to by the parties.