

Request for Proposals

Outsourced Legal Services
Center for Public Safety Excellence

Date of Release: September 8, 2025

RESPONSE DATE: October 8, 2025

INTRODUCTION

This Request for Proposals (RFP), issued by the Center for Public Safety Excellence (CPSE), seeks proposals for outsourced legal services beginning January 1, 2026.

As a not-for-profit, 501 [c] [3] corporation, CPSE accredits fire departments, credentials fire professionals, conducts workshops and technical advising, sells merchandise, and holds an annual conference. CPSE is governed by a 9-member board and has hired a Chief Executive Officer to operate the corporation. CPSE's programs are primarily overseen by two Commissions. CPSE has an annual budget of \$4 million. The CPSE Center for Innovation is a subsidiary of CPSE and is in the early stages of development. CPSE also incubates the Association of Fire and Emergency Service Analysts.

Click [here](#) to learn more about CPSE.

CPSE operates a remote-first workplace with a small office in a co-working space in Reston, VA. In addition to the full-time staff, CPSE contracts with approximately 40 individuals for services and engages 700+ volunteers in field and remote accreditation and credentialing application reviews.

APPLICATION DEADLINE AND REQUIREMENTS

Interested applicants must prepare and submit all required documents no later than 5:00 p.m. (EDT) on October 8, 2025 to dsobotka@cpse.org.

As part of their proposal, interested firms shall submit the following documentation:

1. Narrative describing the types and levels of outsourced legal services provided to clients.
2. References from three not-for-profit/association clients who are currently receiving services similar to those outlined in this RFP.
3. Listing and resumes of individuals who will be assigned to the CPSE account, if selected.
4. Listing of any specific exceptions taken to the requirements of the RFP.
5. Pricing structure consistent with the requirements outlined in the Scope of Work of the RFP.

Late or incomplete proposals will not be reviewed. Questions about proposal submission should be sent at least three days in advance of deadline to dsobotka@cpse.org. No phone calls will be accepted.

SCOPE OF WORK

The selected provider shall provide the following outsourced legal services for CPSE and its related entities.

1. Serve as registered agent for State of Virginia
2. Process trademark and copyright applications
3. Provide legal advice and services, as needed, related to:
 - a. intellectual property,
 - b. international operations,
 - c. corporate governance,
 - d. contracts,
 - e. employment law,
 - f. sponsorships,
 - g. accreditation,
 - h. credentialing,
 - i. grants
 - j. insurance,
 - k. joint ventures, and
 - l. litigation.

QUALIFICATIONS OF PROVIDER

- A. Qualified providers shall maintain an office in the Metropolitan Washington DC area with sufficient personnel and equipment to address CPSE's legal issues during business hours (8:30 a.m. to 5 p.m.).
- B. Qualified providers shall have demonstrated experience in providing outsourced legal services to not-for-profit 501 [c] [3] organizations that accredit/certify/credential individuals and organizations.
- C. Qualified providers shall not have been involved in any litigation in the most recent five years.
- D. Qualified providers shall be committed to professional communication and accurate work.

PAYMENT SCHEDULE

CPSE is seeking a contract with the selected provider for the provision of the required services. If selected, CPSE will provide payment on a fee-for-service basis.

EFFECTIVE DATE

The effective date for the services outlined in the provider's proposal shall be January 1, 2026 and shall be in force for 12 months. Sixty days prior to the initial expiration date, CPSE will assess its relationship with the provider and determine whether to renew its contract for additional years.

CONFIDENTIALITY

All information provided in responses is confidential and intended for the use of the evaluation team only.