REQUEST FOR PROPOSAL

For Counsel to the NILG Board
Responses Will Be Accepted During the Period of November 20, 2026 – December 11, 2026

In accordance with our By-laws, the National Industry Liaison Group (NILG) is soliciting proposals for **One** qualified and experienced attorney to serve as counsel to the NILG to provide legal services as needed.

Counsel to the NILG Board:

- Counsel to the NILG Board is a non-voting member of the Executive Committee. Counsel to the NILG Board provides legal, practical, parliamentary, and ethical advice, consistent with the mission, vision, and objectives of the NILG, to ensure that the NILG meets its responsibilities as required by law.
- Counsel to the NILG Board must be a qualified and experienced attorney who is well-established in the business of employment law and EEO/ Civil Rights. Counsel to the NILG Board must be licensed to practice law and in good standing with a state bar association.

Proposal Submission:

- Submit your proposal in PDF format via email no later than **Midnight ET**, **Friday, December 11, 2026**, to Teresa Salinas at: Salinat@labcorp.com.

It is the responsibility of the Responder to ensure that the submission is received by the above deadline. Late submissions will not be accepted. **Direct all questions regarding the RFP to Teresa Salinas.**

This Request for Proposal does not commit the NILG to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. The NILG Board reserves the right to accept the proposal it considers to be in its best interests. Selection of the Counsel to the NILG Board is at the sole discretion of the NILG. All materials submitted to NILG in response to this RFP become the sole property of the NILG.

Thank you for your interest in working with the NILG.

About National Industry Liaison Group

The National Industry Liaison Group (NILG) is a nonprofit consortium, formed in 1992, dedicated to fostering equal employment opportunity between employers and regulatory agencies.

Our Vision:

To unite employers in advancing workplace compliance, strengthening collaboration, and promoting equal employment opportunity. Working together to build fair and inclusive workplaces nationwide.

Our Mission:

The NILG brings together private sector employers and associations committed to equal access in the workplace, and government agency partners to advance workplace compliance and promote equal employment opportunity. Through education, networking, and shared insights, the NILG assists employers navigating the evolving compliance landscape. The NILG supports a collaborative approach to building fair and inclusive workplaces. We pursue this mission through programs, initiatives such as webinars and conferences, and partnerships that foster connection, learning, and compliance.

The NILG remains committed to advancing workplace compliance by —***working together toward fairness for all***.

Counsel to the NILG Board Role:
The NILG General Counsel provides legal advice and strategic guidance to the NILG Board. The Counsel is a practicing attorney at a law firm who specializes in employment law and has access to experts in other areas, such as trademark, tax, and insurance law. The individual possesses experience and expertise in EEO and civil rights law and practice and is willing to devote a minimum of 20 hours per month, on a pro bono basis, to the position. This includes attending meetings, participating in phone calls, providing advice (in writing or otherwise), and assisting in drafting comments in response to agency rulemaking proposals. The Counsel to the NILG Board serves as a non-voting member of the Executive Committee.. In the event of an in-person meeting, the Counsel to the NILG Board is required to attend

Eligibility:
1. A licensed, practicing attorney at a law firm, specializing in employment law, and in good standing with a state bar association. Attorneys from law firms already represented by a current NILG Board member will not be eligible.
2. Experience and expertise in and/or access to experts in other areas, such as trademark, tax, insurance, and non-profit Board business.
3. Experience and expertise in EEO and civil rights law
4. Demonstrated experience with the Administrative Procedure Act
5. Experience writing comments on agency rulemaking proposals
6. Willing and able to devote a minimum of 20 hours a month to the position (pro bono) for meetings, phone calls, and providing advice (in writing or otherwise)

Term:
The Counsel to the NILG Board is appointed for a four-year term. Incumbents are eligible for reconsideration and selection at the end of their term through the RFP process.

Selection:
Counsel to the NILG Board of the NILG is selected every four years by a simple majority vote of the NILG Board members.

RFP Response Format and Proposal Submission:
Responses should be concise and include the materials that are requested within this RFP (see "Specifications" section below). Generic marketing and promotional materials are not required. Responding attorneys should concisely but completely describe the scope of services they feel are appropriate to the NILG.

Proposals received after the deadline will not be accepted. It is neither the NILG's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

To ensure a fair review and selection process, those submitting proposals are specifically requested not to make other contacts with the NILG officers or Board members regarding this proposal. Failure to comply with this request will result in disqualification of the proposal.

The NILG expects all responders to acknowledge and agree to the Role Description, Scope of Service, and Specifications. Exceptions desired must be clearly noted in the proposal submission.

Scope of Service:
The attorney selected shall be readily available to provide the pro bono services below:

1. Serve as Counsel to the NILG Board for a period of four years, spending an average of 20 hours per month on NILG business
2. Assist in preparing and reviewing legal documents
3. Provide timely and responsive guidance and counsel on emergent matters to the NILG Board, including consultation and advice on a wide variety of matters, including but not limited to general non-profit law, insurance, tax, agreements and contracts, trademarks, and other matters, upon request
4. Provide timely notification and responsive guidance and counsel regarding new or changed federal, state, and local EEO/civil rights laws and regulations that impact the work of the NILG
5. Prepare and review comments on new and revised EEO/civil rights regulations
6. Appear and represent the NILG at NILG Board meetings, agency meetings and conferences
7. Render legal opinions upon request
8. Advise on responses and requests for information from third parties
9. Fulfill other legal duties as are commonly accepted and assigned

Specifications:
Responses to this RFP should cover the following components:

1. **General Specifications**

a. Timeliness of response and accessibility to Counsel to the NILG is an important aspect of this service. Accessibility includes the ability to attend urgent Teams or Zoom calls or is readily available via email or phone. While infrequent, situations may arise which require the General Counsel's immediate accessibility
b. Service response is also of high importance. When the NILG requests legal services, Counsel to the NILG should provide an estimated time of completion and keep the requesting party apprised of any delays or special considerations
c. Counsel to the NILG must be willing and able to devote a minimum of 20 hours of service pro bono, which may be more in times of active agency rulemaking and regulatory activity

2. Firm Background

a. Firm Name
b. Home Office Address
c. Website
d. Person submitting this RFP:
    i. Name and Title
    ii. Office Location, if different from above
    iii. Phone
    iv. Email Address

3. Experience

a. Your primary purpose and function in the legal field
b. Education, number of years in practice, and state and federal bar affiliations
c. Client volume
d. Provide a statement that your representation of the NILG would not create a conflict of interest
e. Provide proof of professional liability insurance, carrier, limits, and exemptions

4. Non-Profit Expertise/Relevant Experience/References

a. Descriptions/examples of previous experience that may be relevant to servicing the legal needs of the NILG, including providing legal counsel and advice on EEO/civil rights regulations and matters, and writing comments
b. Descriptions/examples of previous experience representing and/or working with non-profit organizations
c. List three clients or colleagues whom we may contact as references. Please also include the number of years you have been working (or worked) with them
d. Provide two specific examples of ways in which you have made a positive impact within firms and/or non-profit organizations that you have served or represented in the last two years (Pro Bono work, work on cases that had significant impact within the field, etc.)

5. **Proposed Service Approach**

a. Your employer approves of your participation as General Counsel on the NILG Board including time and travel commitments
b. Discuss your philosophy on the process of providing legal services, including proposed techniques and methodology to be used

c. State any difficulties foreseen in performing the designated scope of service tasks
d. Describe depth of understanding and knowledge of a wide variety of non-profit organization laws and regulations, government regulations, including the Administrative Procedure Act, and EEO/civil rights laws and regulations
e. Describe your experience, interaction and process taken in handling relationships and meetings with government agencies
f. Describe your firm's available resources to assist in performing the Counsel to the NILG Board responsibilities

Contract Ethics:
No Board member of the NILG who exercises any responsibilities in the review, approval or implementation of the proposal shall participate in any decisions that affect his or her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any NILG Board member or officer, or for any Board member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The attorney shall not assign any interest in this service and shall not transfer any interest in the same without the prior written consent of the NILG.

The attorney shall not accept any client or project that places it in a conflict of interest with its representation of the NILG. If such a conflict of interest is subsequently discovered, the NILG shall be promptly notified.

Conditions of Proposal:
All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the attorney and will not be reimbursed by the NILG.

Right to Reject:
The NILG reserves the right to reject all proposals received in response to this RFP, and/or to waive irregularities and informalities.

Selection Process:
All eligible proposals will be reviewed and evaluated for their qualifications, experience, and suitability to complete the Scope of Service for this RFP. Be sure to include all relevant information and evidence of your record of performance and ability to perform the work. Phone, video and in-person interviews may be requested. The NILG, at its discretion, may request presentations or additional information from any or all Responders. However, the NILG reserves the right to select the proposal which furthers the best interests of the NILG and to select without further discussion of the proposals submitted. All responses are subject to approval by NILG Board officers and Board members.

Notification of Selection:
Notice to the selected Responder to proceed with the scope of work is anticipated on **December 18, 2026.** All responders who submit proposals to this RFP will be informed, in writing, of the name of the attorney selected. It is expected that the four-year period of service will start on January 1, 2027, and end on December 31, 2030.