

03/30/2009

**REQUEST FOR PROPOSAL
ATTORNEY SERVICES**

The Texas Automobile Insurance Plan Association (TAIPA) is seeking proposals to provide attorney services as outlined in this request. If you are interested in providing such services, please submit your proposal no later than the close of business thirty calendar days from the date of the solicitation to:

Cathleen Beavers, CPCU (Personal & Confidential)
Association Manager
Texas Automobile Insurance Plan Association
P O Box 162890
Austin TX 78716-2890

Your proposal will be evaluated along with all other proposals received in response to this request and will be presented to the Governing Committee of TAIPA at its next scheduled meeting.

The Governing Committee will consider all proposals and intends to select one or more person(s) or firm(s) to supply those services. The Governing Committee reserves the right to reject all proposals.

The Organization

TAIPA is a corporate body created by Article 21.51, Insurance Code of Texas. Its function is to assign automobile liability insurance for persons unable to secure it in the voluntary market. All insurance companies authorized to write automobile liability insurance in Texas under the provisions of Chapter 5 of the Insurance Code are members of the Association. Each member of the Association must accept assignments of insurance from TAIPA at rates promulgated by the Commissioner of Insurance of Texas. The Association is administered by a 15 member Governing Committee consisting of eight (8) insurers, five (5) public, and two (2) licensed General Lines or Personal Lines Property and Casualty Agents. For purposes of determining any conflict of interest, attached is a list of Governing Committee members.

Description of Duties – General Counsel

- Perform general research and writing of legal memoranda as directed by TAIPA.
- Notify TAIPA of any changes to the Texas Open Meetings Act that may require amending an existing TAIPA procedure or implementation of a new TAIPA procedure.
- As directed by TAIPA, represents TAIPA on issues before the Texas Department of Insurance and Texas Legislature on any legislation.
- Monitor and provide timely assessments of proposed legislation directly affecting TAIPA.
- Provide legal representation for TAIPA in any rate making procedure conducted before the State Office of Administrative Hearings and the Commissioner of Insurance as directed by the Governing Committee.
- Represent TAIPA in any litigation that is initiated by an insured, producer or other entity or any litigation initiated by TAIPA.
- Attend and provide legal advice at all TAIPA Governing Committee meetings (approximately four meetings per year) and other subcommittee meetings as directed by TAIPA.
- Review and comment on TAIPA publications as directed by TAIPA.
- Interpret statutes, regulation, case law, etc as they may apply to or affect TAIPA.
- Give legal advice on contracts, leases or licenses needed by as directed by TAIPA.
- Provide legal assistance for appeals to the Governing Committee as requested by TAIPA.
- Counsel will review the minutes of the Governing Committee and Subcommittee meetings.
- Write the certified agenda of any closed meeting of the Governing Committee.
- By the due date given in each meeting announcement, Counsel should send a list of each item that Counsel would like included in the agenda of an upcoming Governing Committee meeting.
- Assist TAIPA staff when needed on responding to TDI questions related to TAIPA's preparation and submission of filings to the Commissioner of Insurance.
- Perform any other duties and/or tasks specifically assigned.

Description of Duties: Human Resource (HR) Counsel

- Perform general HR research; give legal advice, writing of legal memoranda or other documents. Such as: review and/or recommendation for items included in the TAIPA Employee Handbook, letters to employees, review of TAIPA employment practices, job descriptions analysis, etc. as directed by TAIPA.
- Notify TAIPA of any changes to HR laws that may require amending an existing TAIPA procedure or implementation of a new TAIPA procedure.
- Represent TAIPA in any HR litigation that is initiated by any past or present employee of TAIPA.
- Interpret HR statutes, regulation, case law, etc. as they may apply to or affect TAIPA when needed.
- Provide HR legal assistance to the Governing Committee or the Association Manager as requested by TAIPA.
- By the due date given in each meeting announcement, HR Counsel should send a list of each item that Counsel would like included in the agenda of an upcoming Governing Committee meeting, if any.
- Perform any other duties and/or tasks specifically assigned.

Qualifications

Demonstrated experience and expertise in the HR and/or insurance regulatory arena; local Texas representation; must have a thorough understanding of HR issues for any business and/or a thorough understanding of the operations of the insurance industry and of insurance companies; firm of reasonable size to allow sufficient back up services; firm expected to be an Equal Opportunity Employer.

Deadline for Submission

If you wish to submit a proposal(s) for TAIPA HR Counsel and/or for the TAIPA General Counsel, the submissions must be received in the TAIPA office no later than the close of business thirty calendar days from the date of the solicitation. Submissions received after that date will not be presented to the Governing Committee.

Contents of Submission

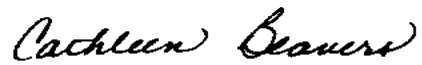
In the section entitled “Description of Duties” the broad steps of the duties have been described. They are not an exclusive statement of services which may be provided. If they are not clear, or ambiguous, you may elaborate your understanding of the services sought or needed. In your response, please identify the persons who will provide the various services sought and provide information concerning their qualifications and

experience. This can be in the form of a curriculum vitae or in such other form, as the proposer may desire.

In your proposal please identify the costs for your services or the method for the determination of the costs.

Please segregate any additional professional fees from expected expenses and/or retainer fee.

Sincerely,

A handwritten signature in black ink that reads "Cathleen Beavers". The script is cursive and fluid.

Cathleen Beavers, CPCU
TAIPA Association Manager