

OUTSIDE COUNSEL CONTRACT

OCC No. [_____]

STATE OF TEXAS §
 §

This contract is made and entered into by and between [UT SYSTEM OR UT SYSTEM INSTITUTION], hereinafter referred to as the “Agency,” and [FIRM NAME], hereinafter referred to as “Outside Counsel”.

RECITALS

A. The Agency requires the assistance of outside legal counsel in carrying out its responsibilities.

B. Outside Counsel desires to act as outside legal counsel to the Agency, subject to the authority of the Attorney General of Texas. *Tex. Gov’t Code*, Section 402.0212.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions herein and the execution hereof, the parties agree and bind themselves to the obligations and performance of the tasks as follows:

SECTION 1. PURPOSE

The Attorney General hereby approves Outside Counsel as legal counsel to Agency during the term of this Agreement and for the purposes expressed in this Agreement and in Addendum A, attached hereto and incorporated herein by reference for all purposes. The purpose of this Agreement is for the Agency to obtain Outside Counsel to advise and assist the Agency in the course and scope of the Agency’s performance of duties, or provision of services, as described in Addendum A. Nothing in this Agreement is intended to prevent the Agency and the Outside Counsel from amending this Agreement in the future to expand the scope of the Agreement.

SECTION 2. CONTRACT PERIOD

2.1 Term. This Agreement shall commence on [Begin Date] and shall terminate on August 31, 2008, unless terminated earlier pursuant to Section 6 of this Agreement.

2.2 Extensions. The Agency shall have the right to extend the term of this Agreement for an additional 12-month period beginning September 1, 2008 under the same terms and conditions set forth herein. There is only one 12-month period extension authorized. The Agency shall provide Outside Counsel and the Attorney General written notice of its intention to extend the term of the

Agreement in writing at least 30 days prior to the Agreement termination date. The initial term plus the optional extended term shall constitute the “Agreement Period.”

SECTION 3. OBLIGATIONS OF OUTSIDE COUNSEL

3.1 Duties. It is expressly understood that services provided to the Agency will be subject to the authority of the Attorney General, should the Attorney General, in his sole discretion, deem it necessary, expedient, or in the best interest of the State of Texas to assert such authority. Outside Counsel will advise and assist the Agency on legal issues as requested by the Agency. “Advise and assist” may include advice and assistance with respect to litigation, unless otherwise provided in Addendum A. It is understood that no litigation will be initiated by Outside Counsel without the prior approval of the Attorney General.

3.2 Staff. Outside Counsel is expected to perform substantial services for the Agency and the method and amount or rate of compensation are specified in Addendum B, attached to and made a part hereof. Outside Counsel agrees to comply with Section 8.2 of this Agreement if Outside Counsel determines it is reasonable and necessary to subcontract for the services of local or other counsel to assist in the legal representation contemplated by this Agreement. If Outside Counsel subcontracts for legal services, then Outside Counsel will provide written notice of the name, address, hourly rate (if applicable) and reason for the subcontract to the Agency and Attorney General within 10 calendar days of entering into the subcontract.

3.3 Reports. The Outside Counsel acknowledges that documents generated in the course of representation of a governmental body may be subject to the Texas Public Information Act. The Outside Counsel will exercise professional judgment and care not to generate documents which are subject to public information requests that are intended to be confidential or confidential attorney-client communications. This is particularly important in the presentation of invoices where incidental notation may tend to reveal litigation strategies or confidential information. This Section 3.3 shall not be interpreted to limit Outside Counsel’s duty to provide full disclosure to the Agency and the Attorney General as necessary in Outside Counsel’s judgment to represent the Agency with due professional care or required by applicable law or disciplinary rules.

SECTION 4. SCHEDULE FOR PERFORMANCE OF SERVICES BY OUTSIDE COUNSEL

The parties agree to develop a schedule for the performances to be delivered by Outside Counsel when assignments are made.

SECTION 5. COMPENSATION

5.1 Maximum Liability. The total liability for legal services and expenses under this Agreement shall not exceed [Ceiling] for the duration of this Agreement. Any increase to this fee cap during the term of this Agreement and any subsequent renewals thereof must be in writing and approved by the Attorney General. The parties acknowledge and agree that nothing in this Agreement will be interpreted to create an obligation or liability in excess of the funds currently appropriated to the Agency during this biennium. Outside Counsel is not required to perform

services that cannot be compensated due to the limitations of this Section 5.1. Nothing herein shall prevent the parties from amending the total amount of this Agreement in accordance with Section 8.16 herein.

5.2 Payments to Outside Counsel. The Outside Counsel agrees to abide by the following payment structure and schedule:

5.2.1 Compensation for Time. Subject to the fee cap in Section 5.1, in consideration of full and satisfactory performance of the services hereunder, the Agency shall pay Outside Counsel for each hour of work performed pursuant to this Agreement according to the fee schedule attached hereto as Addendum B and incorporated herein by reference. Compensation for time will be paid only for time actually spent working on Agency legal matters. Under no circumstances will Outside Counsel be compensated for off-duty hours while traveling.

5.2.2 Reimbursement of Expenses. Subject to the fee cap in Section 5.1, the Agency will reimburse Outside Counsel for reasonable actual expenses incurred in the performance of the services in accordance with the Outside Counsel Billing Guidelines attached hereto as Addendum C. The Agency will reimburse the Outside Counsel for travel expenses related to the services to be delivered under this Agreement, including reasonable mileage at the per mile rate posted on the Texas Mileage Guide on the Comptroller of Public Accounts' website at <http://www.window.state.tx.us/comptrol/texastra.html> and a per diem at the rate of **\$100** for each attorney for each day requiring overnight travel. Outside Counsel must provide copies of original receipts as evidence of actual expenditures. Airfare will be reimbursed at the lesser amount of the actual expense or the regular published rates for coach fares for commercial airlines. Unless otherwise agreed upon by the parties in writing in advance, in-state lodging or overnight accommodations will be reimbursed at the lesser amount of the actual expense or **\$200*** per night. Unless otherwise agreed upon by the parties and approved by the Attorney General in writing in advance, out-of-state lodging or overnight accommodations will be reimbursed at the lesser amount of the actual expense or **\$250*** per night. All other expenses will be invoiced at actual cost. No mark-up will be allowed on reimbursable contracts, expenses or subcontract expenses.

5.3 Invoice for Payment. Unless otherwise specified in Addendum A, all statements for legal services and expenses incurred shall be submitted to the Agency on a monthly basis. On submission of the statements, Outside Counsel is certifying to the following: that invoices accurately describe the services performed, that the legal services have been performed in compliance with the Agreement, that the amount of the invoice and all previous invoices together do not exceed the contractual cap of the Agreement, and that the charges and expenses shown on the invoice are reasonable, and either necessary, or advisable and have been approved by the Agency, and do not exceed any limitation provided for in this Agreement. Invoices for work performed at hourly rates shall provide a detailed accounting of the time charged and the respective charge for each increment of time. On each invoice, Outside Counsel will identify: (a) the total due and payable; and (b) if

*except as otherwise authorized

applicable, a discounted amount due and payable for payments made to Outside Counsel sooner than the 30-day time period identified in Section 5.4 for Prompt Payment.

Each invoice presented must include the Outside Counsel Contract (OCC) number. The invoice must specify the Texas Comptroller issued vendor identification number or social security number, a description of the services provided, and the name and division of the Agency Contract manager. The invoices from the Outside Counsel to the Agency must be submitted to:

[Contact Name
Title
UT System or UT System Institution
Address
City, State Zip
() _____]

Within 90 business days after incurring any expenses (other than hourly compensation for Outside Counsel's time, and except as provided in Addendum B), including travel expenses related to this Agreement, Outside Counsel shall submit a request for reimbursement and provide such information, copies of original receipts or other documentation as requested by the Agency or the Attorney General.

5.4 Prompt Payment. Upon Outside Counsel's performance and receipt of an acceptable invoice required to be submitted under this Section 5.4, the Agency shall pay the Outside Counsel said amount in accordance with Chapter 2251 of the *Texas Government Code*. It is the policy of the State of Texas to make payment on a properly prepared and submitted invoice within 30 days of the latter, of any final acceptance of performance or the receipt of a properly submitted invoice. Generally, payment will be made on the 30th day unless a discount has been arranged for more immediate payment. Notwithstanding the above, Outside Counsel acknowledges that all obligations of the Agency under this Agreement are subject to the availability of legislative appropriations.

SECTION 6. TERMINATION

6.1 Convenience of the State. The Attorney General or Agency reserve the right, in their sole discretion and at their sole option, to terminate this Agreement, in whole or in part, without penalty, by notifying Outside Counsel in writing of such termination prior to the effective date of such termination. In the event of such termination, Outside Counsel shall, unless otherwise mutually agreed upon in writing, cease all services immediately, except such services which are necessary to wind-up, in a cost effective manner, all services being provided. The Agency shall be liable for payments for all services performed to the effective date of termination, plus any necessary services to cost effectively wind-up. Such notification of termination shall state the effective date of such termination.

6.2 Cause/Default. In the event that Outside Counsel fails to provide the agreed upon services according to the provisions of this Agreement, or fails to comply with any of the terms or conditions of this Agreement, the Agency may, upon written notice of default to Outside Counsel,

immediately terminate all or any part of this Agreement. Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law, or under this Agreement.

6.3 Rights Upon Termination or Expiration. Upon expiration or termination of the Agreement for any reason, Outside Counsel shall immediately transfer to the Agency all information and associated work products prepared by the Outside Counsel or, otherwise prepared for the Agency pursuant to this Agreement, in whatever form such information and work products may exist, to the extent requested by the Agency. The Agency is granted the unrestricted right to use, copy, modify, prepare derivative works from, publish and distribute, at no additional cost to the Agency, in any manner the Agency deems appropriate in its sole discretion, any component of the information, work product, or other deliverable made the subject of this Agreement.

6.4 Remedies. Notwithstanding any exercise by the Agency of its rights of early termination pursuant to this Section 6.4, Outside Counsel shall not be relieved of any liability to the Agency for damages due to the Agency by virtue of any breach of this Agreement by Outside Counsel or for amounts otherwise due the Agency by Outside Counsel.

6.5 Termination by Outside Counsel. Outside Counsel may terminate upon reasonable notice for substantial breach by the state or in order to comply with the standards of ethical conduct as stated in the Texas Disciplinary Rules of Professional Conduct or the professional conduct code of the jurisdiction where the representation occurs.

SECTION 7. CERTIFICATIONS OF OUTSIDE COUNSEL

By agreeing to and signing this Agreement, the Outside Counsel hereby makes the following certifications and warranties required by statute:

7.1 Delinquent Child Support Obligations. Under Section 231.006 of the *Texas Family Code*, Outside Counsel certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

7.2 Prohibited Bids and Agreements. Under Section 2155.004 of the *Texas Government Code* (relating to prohibited bids and agreements), Outside Counsel, by signing this Agreement, certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified Agreement and acknowledges that this Agreement may be terminated and payment withheld if this certification is inaccurate.

7.3 Previous Employment with the Agency. Outside Counsel acknowledges and understands that Section 2252.901 (as amended) of the *Texas Government Code* prohibits the Agency from using state appropriated funds to enter into any employment, consulting, or Outside Counsel Contract with any individual who has been previously employed, as an employee, by the Agency within the past 12 months. If Outside Counsel is an individual, by signing this Agreement,

the Outside Counsel certifies that Section 2252.901 (as amended) of the *Texas Government Code* does not prohibit the use of state appropriated funds for satisfying the payment obligations herein.

7.4 Buy Texas. With respect to all services, if any, purchased pursuant to this Agreement, Outside Counsel represents and warrants that it will buy Texas products and materials for use in providing the services authorized herein when such products and materials are available at a comparable price and within a comparable period of time when compared to non-Texas products and materials. This Section 7.4 does not apply to Outside Counsel with offices solely outside the State of Texas.

7.5 Gift to Public Servant. Outside Counsel warrants that it has not given, nor does it intend to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the award of this Agreement.

7.6 Corporate Tax. By signing this Agreement, Outside Counsel certifies that its Texas corporate business tax payments are current, or that it is exempt from, or not subject to, such tax.

7.7 Outside Counsel License/Conduct. Each attorney employed or associated with Outside Counsel is an attorney in good standing under the laws of the State of Texas or jurisdiction where the representation occurs. Outside Counsel will notify the Agency and the Attorney General in writing within one business day of any lapse in an assigned attorney's licensed status. Outside Counsel acknowledges that, in performing services under this Agreement, Outside Counsel and its attorneys must adhere to the Texas Disciplinary Rules of Professional Conduct or to the professional conduct code of the jurisdiction where the representation occurs.

7.8 Debt to State. Outside Counsel acknowledges and agrees that, to the extent Outside Counsel owes any debt or delinquent taxes to the State of Texas, any payments Outside Counsel are owed under this Agreement may be applied by the Comptroller of Public Accounts toward any debt or delinquent taxes Outside Counsel owes the State of Texas until the debt or delinquent taxes are paid in full.

SECTION 8. GENERAL TERMS AND CONDITIONS

8.1 Independent Contractor. Outside Counsel agrees and acknowledges that during the existence of this Agreement, it acts in the capacity of an independent contractor and that Outside Counsel is not an employee of the Agency.

8.1.1 Outside Counsel will be solely and entirely responsible for its acts and the acts of its agents, employees, subcontractors, and representatives in the performance of this Agreement.

8.1.2 Outside Counsel agrees and acknowledges that during the existence of this Agreement, Outside Counsel shall be entirely responsible for the liability and payment for Outside Counsel or Outside Counsel's employees or assistants, of all taxes of whatever kind,

arising out of the performances in this Agreement. Other than the payments described in this Agreement, Outside Counsel agrees and acknowledges that Outside Counsel or Outside Counsel's employees or assistants shall not be entitled to any state benefit on account of the services provided hereunder. THE AGENCY SHALL NOT BE LIABLE TO THE OUTSIDE COUNSEL, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION, OR ANY BENEFIT DUE TO A STATE EMPLOYEE. If Agency or the State of Texas shall nonetheless become liable for the payment of taxes, unemployment insurance premiums, or workers' compensation benefits owed by Outside Counsel or any of its members, shareholders, or employees as a result of performance by Outside Counsel of its obligations under this Agreement, Outside Counsel shall promptly pay or reimburse Agency or the State of Texas for such liability.

8.2 Subcontracting. In the event that the Outside Counsel should determine that it is necessary or expedient to subcontract for any of the performances, or in support of any of the performances herein, Outside Counsel may enter into such subcontracts. If Outside Counsel elects to enter into a subcontract for any legal services, then the parties agree that the Agency shall not be liable to Outside Counsel for hourly rates greater than the highest hourly rate specified in Addendum B, for a greater amount than the total liability for legal services specified in Section 5.1, or for expenses greater than the expenses specified in Section 5.2.2, unless prior written approval from the Agency and the Attorney General is obtained. Outside Counsel, in subcontracting for any performances or in support of any of the performances specified herein, expressly understands and agrees that the Agency shall not be directly liable in any manner to the Outside Counsel's subcontractor(s). In the event Outside Counsel subcontracts for any performances hereunder, the subcontractor shall directly invoice Outside Counsel and Outside Counsel shall then invoice the Agency for the work performed. The actual work performed by subcontractor shall be specifically identified in the invoice. In no event shall this Section 8.2 or any other provision of this Agreement be construed as relieving Outside Counsel of the responsibility for ensuring that all performances rendered under this Agreement, and any subcontracts thereto, are rendered in compliance with all of the terms of this Agreement.

8.3 Assistants. The Outside Counsel agrees that any person employed or engaged by Outside Counsel and who assists in performing the services agreed to herein shall not be considered employees or agents of the Agency or the State of Texas. Outside Counsel shall be responsible for any payments and other claims due such persons for work performed under this Agreement. Further, the Outside Counsel agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. The Agency shall not be liable to Outside Counsel, its employees, agents, or others for the provision of unemployment insurance and/or workers' compensation.

8.4 Assignment of Agreement. Outside Counsel may not assign this Agreement, or assign or delegate any right or duty under this Agreement, without prior written approval from the Agency and the Attorney General.

8.5 Records Retention. Unless otherwise directed by the Agency, Outside Counsel shall retain all records relating to the provision of services herein for a period of four years following the termination of this Agreement. Upon the request of the Agency, Outside Counsel shall allow representatives or designees of the Attorney General or Agency to review and/or audit said records at all reasonable times. Upon the request of the Agency, after the expiration of the records retention period, Outside Counsel shall return all files and records to the Agency. Outside Counsel may destroy all records in whatever media that are not returned at the expiration of the record retention period.

8.6 Survival. The obligations of Outside Counsel under Section 8, shall survive this Agreement.

8.7 Copyright/Intellectual Property. Outside Counsel shall take reasonable measures to protect Agency from material risks of Agency liability known to Outside Counsel for copyright or patent infringement or disclosure of trade secrets resulting from the use of any equipment, materials, information, or ideas furnished by Outside Counsel pursuant to this Agreement, other than equipment, materials, information, or ideas specified by Agency or its employees or other agents. Outside Counsel and the Agency agree to furnish timely written notice to each other, and the Attorney General, of any claim of copyright, patent, trade secret, or other intellectual property infringement arising out of services under this Agreement.

8.8 Media Releases or Pronouncements. Outside Counsel understands that the Attorney General and Agency do not endorse any vendor, commodity, or service. Outside Counsel, its employees, representatives, other agents or subcontractors may not issue any media release, advertisement, publication, or public pronouncement which pertains to this Agreement or the services or project to which this Agreement relates or which mentions the Attorney General or Agency without the prior written approval of the Attorney General and Agency.

8.9 Written Notice Delivery. Any notice required or permitted to be given under this Agreement by one party to the other party shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the recipient's address set forth in this Section 8.9, or on the date shown on the certificate of receipt if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving party at the address hereinafter specified.

8.9.1 Outside Counsel's Address. The address for the Outside Counsel for all purposes under this Agreement and for all notices hereunder shall be:

[Firm Name and Address]

8.9.2 Attorney General and Agency's Address. The address for the Attorney General and the Agency for all purposes under this Agreement and for all notices hereunder shall be:

Outside Counsel Contract Coordinator
Office of the Attorney General
General Counsel Division, Mail Code 074
Post Office Box 12548
Austin, Texas 78711-2548

Barry D. Burgdorf
Vice Chancellor and General Counsel
The University of Texas System
201 West 7th Street
Austin, Texas 78701

8.10 Dispute Resolution.

8.10.1 The dispute resolution process provided for in Chapter 2260 of the *Texas Government Code* shall be used, as further described herein, by the Agency and by Outside Counsel to attempt to resolve any claim for breach of Agreement made by the Outside Counsel.

8.10.1.1 Outside Counsel's claims for breach of this Agreement that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, subchapter B, of the *Texas Government Code*. To initiate the process, Outside Counsel shall submit written notice, as required by subchapter B, to the First Assistant Attorney General, his successor, or his designee and The University of Texas System. Said notice shall specifically state that the provisions of Chapter 2260, subchapter B, are being invoked. A copy of the notice shall also be given to all other representatives of Outside Counsel and the Agency otherwise entitled to notice under the parties' Agreement. Compliance by Outside Counsel with subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, subchapter C, of the *Texas Government Code*.

8.10.1.2 The contested case process provided in Chapter 2260, subchapter C, of the *Texas Government Code* is Outside Counsel's sole and exclusive process for seeking a remedy for any and all alleged breaches of Agreement by Agency or the State of Texas if the parties are unable to resolve their disputes under Section 8.10.1.

8.10.1.3 Compliance with the contested case process provided in subchapter C of the *Texas Government Code* is a condition precedent to seeking consent to sue from the Legislature under Chapter 107 of the *Texas Civil Practices & Remedies Code*. Neither the execution of this Agreement by Agency nor any other conduct of any representative of Agency relating to the Agreement shall be considered a waiver of sovereign immunity to suit.

8.10.2 The submission, processing, and resolution of Outside Counsel's claim is governed by the published rules (1 TAC § 68) adopted by the Office of the Attorney General pursuant to Chapter 2260, as currently effective, hereafter enacted or subsequently amended.

8.11 Conflict of Interest. If the legal services to be performed by an attorney pursuant to this Agreement involve representation of the Agency in a contested matter, the Outside Counsel represents that Outside Counsel, and such attorney, does not, and shall not during the term hereof, represent a plaintiff in a proceeding seeking monetary damages from the State of Texas or any of its agencies. Outside Counsel shall conduct a conflicts analysis on any subcontractor and disclose any, actual or potential conflict to the Agency and the Attorney General. For these purposes, "proceedings seeking money damages" do not include actions for tax refunds or compensation for exercise of eminent domain authority or reimbursement of costs of litigation and attorneys' fees.

8.12 Taxes. This Agreement shall not be construed so as to supersede the laws of the United States or the State of Texas which accord the State of Texas, the Agency, and all departments, agencies, and instrumentalities of the State of Texas exemptions from the payment(s) of all taxes of whatever kind. More specifically, the Agency shall not directly or indirectly be liable for taxes of any kind. To the extent allowed by law, the Agency will provide, upon the request of Outside Counsel, all applicable tax exemption certificates.

8.13 Signatories. Having agreed to the terms herein, the undersigned signatories hereby represent and warrant that they have authority to enter into this Agreement.

8.14 Applicable Law and Venue. This Agreement and its incorporated documents shall be governed by and construed in accordance with the laws of the State of Texas. The venue of any suit brought concerning this Agreement or its incorporated documents is fixed in any court of competent jurisdiction in Travis County, Texas, and all payments shall be due and payable in Travis County, Texas.

8.15 Amendments. This Agreement may be amended only upon written Agreement signed by the parties and approved by the Attorney General.

8.16 Severability/Interpretation. The fact that a particular provision in this Agreement is held under any applicable law to be void or unenforceable in no way affects the validity of other provisions and the Agreement will continue to be binding on both parties. Any provision that is held to be void or unenforceable will be interpreted by the parties or the courts to be replaced with language that is as close as possible to the intent of the original provision so as to effectuate the purpose of this Agreement. Any ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of this Agreement.

8.17 Insurance Required. Outside Counsel presently maintains malpractice insurance in an amount of not less than [\$] per claim/[\$ aggregate] and agrees to maintain at least this amount of insurance coverage during the term of this Agreement. Further, Outside Counsel agrees to give notice to the Agency and to the Attorney General in the event the amount of malpractice insurance is canceled. Outside Counsel also agrees to furnish to Agency or the Attorney General certified copies

of such insurance policies when requested. Outside Counsel agrees that no claim by the Agency and the State of Texas for damages resulting from breach of Outside Counsel's duties to the Agency in connection with the representation shall be limited to the amount of malpractice insurance maintained by Outside Counsel.

IN WITNESS THEREOF, THE PARTIES HAVE SIGNED AND EXECUTED THIS CONTRACT IN MULTIPLE COUNTERPARTS.

[FIRM NAME]

APPROVED:

By: _____

OFFICE OF THE ATTORNEY GENERAL OF TEXAS

[Firm Attorney]

[Firm Address]

[City, State, Zip]

[Phone]

Fax: []

[E-mail]:

Tax Id#: []

By: _____

Attorney General/Designee

Date: _____

[UT SYSTEM OR UT INSTITUTION]

By: _____

Barry D. Burgdorf

Vice Chancellor and General Counsel

The University of Texas System

Addendum A

Description of Legal Services to be provided:

[Description]

Addendum B

([Begin Date] to August 31, 2008)

Disclosure of hourly rates for legal services and services associated to legal services to be rendered:

<u>Billing Classification</u>	<u>Hourly Rate Range</u>
Partners	[\$] to [\$]
Of Counsel	[\$] to [\$]
Associates	[\$] to [\$]
Paralegals	[\$] to [\$]
[Other]	[\$] to [\$]

Addendum C

Outside Counsel Billing Guidelines

These guidelines are intended to give structure and predictability to our relationship. From The University of Texas System's perspective, teamwork is the key to quality and cost-effective legal representation. The University of Texas System and The University of Texas System institutions (collectively, UT System) expect to be billed in accordance with the following Outside Counsel Billing Guidelines:

1. **Hourly Rates.** The hourly rates for each partner, of counsel, associate and paralegal working on UT System matters will be in accordance with the hourly rate ranges designated in the firm's Response to Request for Information or as agreed between UT System and the firm (not to exceed \$500 per hour).
2. **Billable Time.**
 - A. UT System will only pay for the services of attorneys, paralegals, patent agents, and technical specialists. All time must be billed in no more than quarter hour increments, and must reflect only actual time spent. Block billing will not be reimbursed. Time entries must note the date performed, identify the legal professional performing the task, describe the task(s) completed, show the time taken to complete each task, and state the applicable hourly rate. Tasks referencing correspondence and filings must describe the document received or authored. UT System expects to be billed for the actual time it takes to modify standardized forms, filings, and/or correspondence for use on the matter you are billing. We will not reimburse you for the time it originally took you to prepare them. UT System will not pay for review, execution, and processing of the standard Outside Counsel Contract. No formula or value billing is permitted.
 - B. UT System will not pay for attorneys or paralegals of the firm educating themselves, training, or doing work of a transient nature on a UT System matter. Each designated professional is expected to perform work of a type commensurate with his/her professional title. Without prior approval, UT System will not pay for more than one attorney or legal professional to perform any task. UT System will also not pay for duplicate review and/or analysis of documents or legal research. UT System's view is that the most efficient use of attorney time is to maintain continuous contact with the file so that it is not necessary to review the file to reacquaint themselves. Thus, repeated time spent reviewing the file should not be necessary and will not be reimbursed.
 - C. Legal research must be pre-approved by UT System. A request to undertake legal research should provide UT System with an estimate of either time or dollar amount to be expended. The need for legal research will be addressed on a case-by-case basis. In general, UT System should be paying outside counsel to apply their knowledge and expertise for which it was hired, not paying them to obtain that

knowledge. However, UT System understands that situations arise that justify research on how best to proceed in order to achieve a desired result.

- D. All conferences must describe the attendees and purpose of the meeting, and, if more than one firm member is in attendance, a justification for multiple attendees from the firm.
 - E. UT System will not pay for Administrative Staff, such as secretarial support, case clerks, and accounting and billing clerks, including but not limited to the following: overtime, file opening, file organization, docketing or other administrative tasks; preparation of billing, invoice review, budget preparation or communications regarding same or any other accounting matter.
3. Expenses. UT System expects you to anticipate and include expenses and disbursements as part of your overhead and, therefore, part of your basic hourly rate. Accordingly, UT System will not reimburse the firm for:
- A. Copying charges (routine, day-to-day);
 - B. Fax charges;
 - C. Routine postage;
 - D. Office supplies;
 - E. Local, long distance or cellular telephone charges;
 - F. Local travel (within 20 mile radius of office), including mileage, parking and tolls; and
 - G. All delivery services incurred by in-firm staff.

UT System will reimburse the actual cost for the following expenses:

- A. Pre-approved volume copying;
- B. Overnight courier charges and third party courier services, with an explanation of the nature and purpose of the charge (i.e., why the task was not completed in a timely manner to permit reduced rates); and
- C. Travel expenses as stated in the Outside Counsel Contract.

All other expenses must be included within the hourly rates of the firm unless they are truly extraordinary and UT System advance approval has been obtained prior to incurring the expense.

4. Invoices. UT System expects a firm's invoices to show the same high quality and care it takes with its legal work. Professional time and disbursements should be reviewed by the billing partner and those portions that are not necessary for the legal task(s) described should be deleted before the bill is submitted for payment.
- A. Invoices for legal services shall be submitted to the person designated in the Outside Counsel Contract, preferably in electronic form via email, within 10 business days of the end of the month in which legal services are rendered.
 - B. Each statement should indicate the UT System institution for which the legal services were performed and the Outside Counsel Contract number under which the legal services were performed.
 - C. Allowable costs and expenses should be billed in accordance with the guidelines set forth in paragraph 3 above and supported by attached copies of invoices for amounts in excess of \$50.00.
 - D. UT System prefers that, for each matter, fees and/or expenses in a given month totaling less than \$500.00 be held for billing until the total amount of fees and expenses for that matter is equal to or greater than \$500.00.
 - E. A summary sheet should be included indicating the total legal fees and expenses, the amount of the contract and the total legal fees and expenses invoiced to date.

It is the responsibility of the firm to monitor the total amount of fees and expenses invoiced under the contract. Once 75% of the contract amount has been invoiced and the remaining 25% will not cover the estimated legal fees and expenses for the remaining term of the contract, the firm should advise the UT System Office of General Counsel (OGC) in writing requesting an increase in the contract amount and stating the reason for the additional legal fees and expenses. An amendment will be prepared for signature by the firm, UT System and the Attorney General. Legal services rendered exceeding the contract amount are not allowed and will not be paid. It is the firm's responsibility to advise the Office of General Counsel prior to exceeding the contract limit.

UT System tracks the quality and cost effectiveness of each law firm on its approved counsel list and assesses the relative cost effectiveness of each firm by analyzing each firm's legal fees and expenses in light of the results achieved by each firm. Based on our continuous evaluation of a firm's services, UT System may increase or decrease the use of a firm. UT System may request invoice reductions, reimbursements, reassignment of firm personnel assigned to UT System matters, or new fee arrangements.

If you have questions regarding these guidelines or any outside counsel matters, please contact:

Barry D. Burgdorf
Vice Chancellor and General Counsel
The University of Texas System
201 W. 7th Street
Austin, Texas 78701
(512) 499-4462
bburgdorf@utsystem.edu