

AMERICAN ACADEMY ALUMNI FOUNDATION

(A Corporation Limited by Guarantee and founded in 1973)

32 Gregory Afxentiou Avenue,
P.O. Box 40112, 6301 Larnaca, Cyprus
Telephone No: 24815400
Telefax: 24651046
e-mail: info@academy.ac.cy
www.academy.ac.cy

Monday, 6th April 2026

REQUEST FOR PROPOSALS

Retained Legal Advisory Services

1. Purpose

The American Academy Alumni Foundation is a private, non-profit educational institution in Larnaca (the “Foundation”), operating across pre-primary, primary, and secondary levels. It employs a large staff body and operates within a structured governance framework.

We invite proposals from qualified law firms for the provision of retained legal advisory services. The objective is to appoint a reliable, experienced external legal counsel to support the Foundation across its operational, employment, and governance matters.

2. Scope of Services

The legal counsel will provide ongoing support in the following areas:

2.1. Advisory Services (Covered by Retainer)

- Legal advice on the Foundation’s operations and compliance with applicable laws and regulations;
- Employment law advice, including staff relations and disciplinary matters;
- Drafting and review of letters, agreements and contracts;
- Advice on governance matters, including support to Management and Board;
- Advice on health and safety-related legal matters;
- Advice on GDPR matters;
- Attendance at meetings at the Foundation, as required.

2.2. Service Expectations

- Response times:
 - Urgent matters: within 24 hours
 - Standard matters: within 2–3 working days

- Availability for both written and verbal advice including issuance of formal legal opinions where requested
- A proactive approach in identifying and addressing risks

3. Estimated Annual Workload

Based on prior experience, the expected volume of work is:

- General legal advice: 4–6 cases per year
- Employment law matters: 5–6 cases per year
- Drafting/review:
 - Up to 10 letters
 - Up to 10 contracts
- Governance-related matters: 3–5 cases
- Health and safety matters: 5–6 cases
- Meetings at the Foundation: 4–6 per year

(These figures are indicative and may vary)

4. Contract Structure

The appointment will be based on:

- A retainer fee, covering the services listed in Section 2.1
- An hourly rate for:
 - Ad hoc projects
 - Complex matters
 - Litigation or court representation

5. Minimum Requirements

Bidders must:

- Be a registered law firm in Cyprus for at least 8 years
- Have a minimum of 8 years' relevant experience
- Demonstrate expertise in:
 - Employment law and relevant experience with trade unions
 - Corporate and governance advisory

6. Proposal Requirements

Submissions must include:

- Company profile
- Description of relevant experience
- CV(s) of the proposed lead lawyer and team
- Presentation of reputable clients or significant work carried out in the past year
- At least two references
- Financial proposal

- Brief note (max. 2 pages) outlining the bidder's understanding of the Foundation's needs and proposed approach.
- Presentation of a skeleton outline of how advice will be structured to the Board and Management.

7. Financial Proposal

The financial proposal must clearly state:

- Retainer fee (monthly or annual)
- Scope covered by the retainer
- Hourly rates (partner / senior associate/associate)
- Rates for litigation or specialised work

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and expertise – 35%
- Quality of proposed team – 25%
- Understanding of the Foundation's needs – 15%
- Value for money – 25%

The Foundation is not obliged to accept the lowest or any offer.

9. Contract Duration

The contract will be for one (1) year, with the option to renew.

10. Submission

- Deadline: 30th April 2026
- Submission method: via email to mmouktaris@academy.ac.cy
- Contact for clarifications: Mr. Marios Mouktaris 24746392.