

ARKANSAS STATE HIGHWAY AND TRANSPORTATION  
DEPARTMENT

REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that the Arkansas State Highway and Transportation Department is seeking letters of interest from qualified, licensed attorneys with offices located within the State of Arkansas.

The work will generally consist of on-call legal services for employment law, including but not limited to the following: EEO and ADA requirements and complaints, employee grievances, personnel actions including promotions, disciplinary actions and terminations, and general personnel policy issues. The engagements will be on an as-needed basis for a period of one year with annual renewal possibilities in accordance with state procurement laws.

A letter of interest, together with primary contact information and your firm's qualifications and experience shall be submitted to:

Scott Bennett  
Acting Director  
Arkansas State Highway and  
Transportation Department  
P.O. Box 2261  
Little Rock, AR 72203

OR

Scott Bennett  
Acting Director  
Arkansas State Highway and  
Transportation Department  
10324 Interstate 30  
Little Rock, AR 72209

Five sets of responses must be received no later than 4:00 p.m. (CST) on Friday, September 23, 2011. Any responses received after this deadline will not be considered.

The selection of the firm will be based on your responses relating to experience, availability, and qualifications of your staff.

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibited discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to James B. Moore, Jr., Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: [james.moore@arkansashighways.com](mailto:james.moore@arkansashighways.com). This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.