

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
OFFICE OF THE GENERAL COUNSEL

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TO: Interested Law Firms and Attorneys

FROM: Margaret Wu, Deputy General Counsel
Norman Hamill, Managing Counsel
Komal Chokshi, Senior Counsel
Benjamin Minkow, Senior Counsel

RE: Participation in University of California Professional Medical and Hospital Liability
Program Defense Panel for UC Los Angeles Medical Center – Application

DATE: December 14, 2018

Background

The University of California is a public corporation established under Article IX, Section 9 of the California Constitution and governed by The Regents of the University of California (see <https://regents.universityofcalifornia.edu>). The General Counsel and Vice President – Legal Affairs is a Principal Officer of The Regents and Chief Legal Officer of the University, responsible for all legal matters pertaining to the Corporation and the University.

The Office of the General Counsel in partnership with the Office of Risk Services oversees outside counsel and legal services required by the University's Professional Medical and Hospital Liability Program, providing for defense of the health system and healthcare employees in response to claims arising out of patient care. "UC Health" includes academic health centers at the Davis, Irvine, Los Angeles, San Diego, and San Francisco campuses, as well as a medical school at the Riverside campus. The University also has student health clinics at all campus locations as well as other healthcare types of services.

The Professional Medical and Hospital Liability Program now seeks applications from interested law firms to participate in our defense panel in Southern California for UC Los Angeles Medical Center. The purpose is to secure high-quality, cost-effective legal services from qualified law firms and attorneys who would be available for retention and assignment for individual claims and legal actions, and licensing board investigations.

Applications

Application materials are available online at <http://www.ucop.edu/general-counsel/index.html> and also attached. All applications must be submitted via email to PL_Defe.svimj5vaqp7l3tex@u.box.com, on or before **January 31, 2019**. Should you have any questions or encounter problems with submission of your applications, please contact Shari Guzman at shari.guzman@ucop.edu.

Only qualified firms located within the greater Los Angeles area should apply. Applications must document a firm's expertise and experience in medical and hospital professional liability matters in California. Other important considerations for our selection process include a demonstrated commitment to diversity, efficiency, and cost-effectiveness. The University of California serves one of the world's most diverse communities and draws its student body, its faculty, and its employees from a wide array of backgrounds, cultures, and experiences. Providing effective legal representation and advice therefore demands that the University's legal representatives and staff are capable of understanding and communicating with individuals from many backgrounds.

Interviews

Finalists will be invited to be interviewed in Los Angeles. Successful applicants will be provided the opportunity to participate in the Professional Medical and Hospital Liability Program Defense Panel, an approved list of firms and attorneys.

Questions

Komal Chokshi, Senior Counsel – komal.chokshi@ucop.edu or (510) 987-9714
Benjamin Minkow, Senior Counsel – benjamin.minkow@ucop.edu or (510) 987-0466
Shari Guzman, Legal Support Specialist – shari.guzman@ucop.edu or (510) 987-9441

cc: Johanna Klohn, Chief Risk Officer – UC Los Angeles Medical Center
Brenda Lillington, Program Manager – Professional Medical and Hospital Liability Program
Kim Yozgat, Executive Director – Professional Medical and Hospital Liability Program

**UNIVERSITY OF CALIFORNIA
PROFESSIONAL MEDICAL AND HOSPITAL LIABILITY PROGRAM
DEFENSE PANEL APPLICANT QUESTIONNAIRE**

For answers requiring more space than is provided, please use additional sheets and attach them to the questionnaire. All applications must be submitted via email to PL_Defe.svimj5vaqp713tex@u.box.com.

Name and Address of Firm (Please include phone, fax and website.):

General Information

(1) When was your firm founded?

Please state the composition of your firm as follows:

(2) Number of partners: _____

(3) Number of associates: _____

(4) Number of paralegals: _____

(5) Other employees: _____

(6) State the name of the attorney who you propose to be responsible for The Regents' account.

(7) Identify those attorneys and their status (i.e., partner, associate, etc.) who you propose would represent The Regents.

(8) Please attach CVs for all attorneys identified in response to question (7). Include relevant memberships and honors, such as ABOTA, the International Academy of Trial Lawyers, the American College of Trial Lawyers, etc.

(9) What is the annual minimum number of billable hours required of an associate in your firm?

(10) Does your firm have experience working with third party billing companies such as Quovant? If so, please list the billing company(s).

(11) What is your firm's approach to supervising and training associates?

(12) What types of tasks are assigned to paralegals within your firm?

(13) List the public entities and academic medical/hospital institutions you represent or have represented, and indicate the general subject areas or types of work and dates of such representation. Please identify which of these clients you have represented in medical/hospital professional liability matters.

(14) Please list the insurers you have worked for and the type of work (i.e. medical/hospital professional liability, general liability, employment practices liability) performed for each insurer.

(15) Has any member of your firm been named a defendant in a legal malpractice case? Please provide details.

(16) Has any member of your firm been disciplined or sanctioned by the State Bar? Please provide details.

(17) Does your firm presently have any potential conflict of interest if selected to represent the University?

Trial Experience

(18) For each attorney in your firm who you propose to represent The Regents, please identify the name and court for trials and binding arbitrations that he/she tried to conclusion. For each trial, please also provide the following information: the dates, length of the trial, party represented, first or second chair, area of emphasis of the case (i.e., hospital/medical professional liability, employment, general liability, etc.), and outcome.

(19) Do any of the attorneys who you are proposing to represent The Regents not want to participate in trial?

Diversity

(20) Provide the following information (you may attach your current NALP form to this application if all of the information requested is contained therein):

- Number of equity partners/members, non-equity partners/members, associates, counsel, non-traditional track/staff attorneys, and summer associates in total and in each NALP-designated population (gender identity, race/ethnicity, disability status, and openly LGBTQ) as well as for veterans.
- Number of new “homegrown partners” (i.e., associates who were promoted to partner within the past three years) in total and in each NALP-designated population (gender identity, race/ethnicity, disability status, and openly LGBTQ), as well as for veterans.
 - The name and contact information for your diversity chair.
 - Information about your firm’s recruitment methods.
 - Information about diversity fellowships or scholarships offered by your firm.
 - Information about any other initiatives sponsored or supported by your firm aimed at promoting diversity within your firm, both generally and in leadership positions.

• Information about any other initiatives sponsored or supported by your firm aimed at promoting diversity within the profession.

Other Experience

(21) Please list areas of practice other than professional negligence that your firm has engaged in within the past ten years (e.g. licensing board investigations and proceedings, sexual violence/harassment, battery, elder/dependent adult abuse, Riese hearings, EMTALA, civil rights violations, false imprisonment, hospital evictions, medically ineffective care/withdrawal of care, student athletics, healthcare privacy/data breach, etc.).

Information Security

(22) Describe your firm’s information security infrastructure including data security, document security, and safeguards against release of confidential information.

Additional Information

(23) Please provide any additional information about your firm, attorneys, practice, philosophy, and values that may be of assistance in evaluating your application to represent The Regents.

Date

Signature