

SUMMARY: The Missouri River Regional Library requests proposals from private law firms to provide various legal services for the Library Board of Trustees and Executive Director.

AGENCY DESCRIPTION SERVICES REQUIRED

A. Review and/or draft contracts with investment consultants, custodians, investment managers and other service providers;

B. Provide advice on Human Resources and Employment issues;

C. Represent Missouri River Regional Library Board of Trustees and staff in litigation, as requested;

D. Provide advice on other various issues, including but not limited to: investment matters, real or potential conflict of interest situations, statute interpretation and legal interpretations as needed;

E. Provide such other legal services as may be requested by Missouri River Regional Library Trustees (MRRL) from time to time.

PROPOSAL CONTENTS:

Any firm responding to this RFP must submit its proposal via e-mail in one electronic document. An outline must be followed in order to facilitate Missouri River Regional Library Trustees (MRRL) review and evaluation of the responses received. A response to this RFP must include the following sections in the order listed:

1.Executive Summary 2. Firm's Detailed Cost Projection 3. Firm's Responses to the Questions set forth below.

RFP QUESTIONS:

A. Background: 1. Briefly describe your firm's background, size, and history pertinent to the requested services in this RFP. 2. Describe the relevant special services your firm provides, particularly those that may not be offered by other law firms. 3. Within the past three years, have there been any significant developments in your firm such as changes in ownership or restructuring? 4.How does your firm identify and manage conflicts of interest? 5. Are there any potential conflict of interest issues for your firm in servicing Missouri River Regional Library Trustees (MRRL) 6.If so, describe them. 6. Does your firm represent the board of trustees of any other library? 7.List any professional or personal relationships your firm's attorneys may have with the trustees and or staff members of Missouri River Regional Library (MRRL). 8. Please describe your firm's backup procedures in the event one attorney assigned to Missouri River Regional Library Trustees (MRRL) leaves the firm. Identify the key attorney who will be the primary contact and lead counsel in providing services to Missouri River Regional Library Trustees (MRRL), whose continuing status as such is an essential element of any contract.

B. References: Provide three client references for which your firm has performed work similar to that requested in this RFP. Provide each client's name, address and telephone number, and email address. Describe any other processes, and provide any additional information, that you believe to be relevant to this RFP and your capability to provide the services requested.

PROPOSAL SUBMISSION In order to be considered for selection, proposals must be received via e-mail by Claudia Young at, no later than 5:30 p.m., on Monday June 3, 2024. An email confirmation will be sent confirming receipt of the proposal. Proposals will be confidential during the selection process. Upon completion of the selection process, all responses, including that of the firm selected, will be a matter of public record. Agency contact and/or Prospective respondents who may have questions regarding this RFP may e-mail Claudia Young at youngc@mrrl.org.

The primary objective of the evaluation process is to select a firm/attorney that:

- clearly demonstrates a thorough understanding of the scope of the engagement and the specific responsibilities entailed;
- possesses adequate resources to handle assigned responsibilities and to handle extenuating circumstances that may arise;
- assigns highly skilled, experienced, diligent, responsive, and professional personnel to perform the required duties;
- maintains high ethical standards and reputation;
- is competitive in terms of fees; and
- has no conflict of interest existing between Missouri River Regional Library Trustees (MRRL) and other clients.