

LEGAL SERVICES

REQUEST FOR PROPOSALS **SYNOPSIS**

The PLB is seeking proposals to contract with an individual(s) or firm(s) to provide legal services, as requested by the PLB, as uninvolved legal counsel. **The primary role of the legal firm will be to provide legal advice and opinions to the Board to assist them in their deliberations.** In addition, the legal firm will act as a professional advisor to the PLB on any legal matters that are requested by the PLB. The contract will be reviewed and/or renewed on an annual basis. Applicants are welcome to submit a proposal for all or a portion of the scope of work.

Closing Date: Submit an electronic copy in PDF format no later than **3:00 p.m. CST** on **Wednesday, July 8, 2015**

Submit To: jprage@plboard.com

Joyce Prage, CPA
Executive Director

To access the RFP or ask questions:

Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. Questions may be submitted on the PLB website.

- Go to www.plboard.com
- Click Request for Proposals on the right side of the web page
- To ask a question click [Ask Question](#)
- To review answers click [Review Answers](#)

All phone calls are referred to the website.



LEGAL SERVICES

REQUEST FOR PROPOSALS

I. Background

The Productive Living Board for St. Louis County Citizens with Developmental Disabilities (PLB) was established in 1979 when voters approved a special property tax to fund services for St. Louis County citizens with developmental disabilities. (Developmental disabilities include mental retardation, cerebral palsy, autism, epilepsy and learning disabilities related to brain dysfunction.) The PLB has an annual budget of \$20 million.

The PLB does not provide any services directly. Instead the PLB oversees the distribution of funds to 35 local agencies. These agencies provide residential and employment supports and services to approximately 4,300 individuals.

The Productive Living Board consists of a nine member Board whose members are appointed by the St. Louis County Executive and confirmed by the County Council to serve 3 year terms. A staff of 14 carries out the activities of the Board.

II. Statement of Purpose

The PLB is seeking proposals to contract with an individual(s) or firm(s) to provide legal services, as requested by the PLB, as uninvolved legal counsel. **The primary role of the legal firm will be to provide legal advice and opinions to the Board to assist them in their deliberations.** In addition, the legal firm will act as a professional advisor to the PLB on any legal matters that are requested by the PLB. The contract will be reviewed and/or renewed on an annual basis. Applicants are welcome to submit a proposal for all or a portion of the scope of work.

III. Scope of Work

- A. Review and advise Board on legal issues related to our enabling Legislation Sections 205.968 through 205.973 RSMo.
- B. Review and advise Board on policy issues.
- C. Provide legal opinions to the Board as requested.

- D. Review and advise Board on employment issues.
- E. Review and advise Board on other issues as requested.

IV. Instructions to Applicants

- A. **Proposal Content Requirements:** All proposals must be submitted in the following format and include all of the required information.
 - 1. Applicant Information: On a cover sheet to the proposal, provide the official name, address, phone number, and email address of the applicant, as well as the name of the principal contact person and the name and title of the person authorized to execute the contract.
 - 2. Scope of Work: Provide a comprehensive response to Section III. Scope of Work.
 - 3. Qualifications: Provide current resume(s) of the individual(s) who will provide legal services for the PLB.
 - 4. References: Provide a minimum of three references complete with personal contacts, phone numbers and addresses of organizations for which the applicant has performed similar services.
 - 5. Bid: Provide hourly rate(s) for the described services for the PLB's fiscal year (July 1, 2015 through June 30, 2016).
 - 6. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant and include the name, title, address, telephone number and email address of the individual(s) with authority to negotiate and contractually bind the individual/organization.
 - 7. Proposal Guidelines: Proposals must be completed within the guidelines of the RFP. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the PLB.

Closing Date: **Submit an electronic copy** in PDF format no later than **3:00 p.m.** on **Wednesday, July 8, 2015**. All proposals received will be considered in final format.

Electronic Copy: jprage@plboard.com

Joyce Prage, CPA
Executive Director

V. Review of Proposals

- A. The PLB's Administration Committee will review staff recommendations. A review team consisting of the Executive Director and two additional staff will evaluate all proposals.
- B. Prior to the award of the contract, the PLB's Administration Committee may request a meeting with those individuals/firms best representing the needs as described in this RFP.
- C. The PLB's Administration Committee will forward a recommendation to the full Board regarding which proposal should receive the award.
- D. A final decision on this matter is expected to be made no later than [September 14, 2015.](#)
- E. Proposals will be reviewed by the PLB in accordance with the following equally weighted criteria:
 - 1. The proposed approach to the scope of work.
 - 2. The level of experience of the individual(s) identified to provide the services identified in the scope of work.
 - 3. The individual's/firm's experience with similar organizations and services.
 - 4. The responses from references.
 - 5. The hourly rates.

VI. Conflict of Interest

- A. Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB or PLB-funded agencies. Any perceived or potential conflict of interest must be disclosed in the proposal.

VII. Contractual Agreement

- A. The PLB will issue a contract/letter of agreement with the selected applicant(s).
- B. The manner and time of payment will be addressed in the contract/letter of agreement.
- C. All individuals assigned to this engagement will be required to sign the PLB's Confidentiality Agreement.

VIII. Rights Reserved to the PLB

- A. The PLB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the PLB will be served.
- B. The PLB will have all ownership rights to all of the written materials resulting from this contract/letter of agreement, with the exception of any previously copyrighted materials.