Bucks County Free Library

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Request for Legal Services Proposals

Addendum C

Questionnaire

*It is not required to use this form for submissions as long as all the information requested is provided.*

1. Provide a brief overview of your firm's history, including details of any parent company, subsidiary, or associated organization; the firm's key differentiators; scope of services; and years in business. Include information about your size, structure, areas of practice, and office locations.

2. Provide your 2021 financial report and any other evidence to ensure the Bucks County Free Library (BCFL) of your financial solvency. Address any impending changes in your firm that could impact delivery of services.

3. Describe any way in which your firm has participated with BCFL or could participate with BCFL in support of our mission as a public library. What makes your firm uniquely qualified to work on our account? Include information about your legal expertise in areas listed in Addendum A of this RFP.

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4. List your proposed service team who would handle BCFL legal issues. Include professional qualifications and educational backgrounds of the account executive and key personnel. Provide brief information about how their experience and expertise will benefit BCFL. Include information only about those who are likely to be assigned to the library's account.

5. Provide three current references for similar organizations with respect to size and complexity. For each reference please include the length of the relationship with your firm and the contact's name, title, phone number, and e-mail address.

6. Provide your proposed price. Include information on the hourly billing rates for each attorney, paralegal, or other staff who will be expected to work on this account. Provide rates for any additional expenses, if any, such as legal research, copies, faxes, courier charges, and travel time. BCFL reserves the right to negotiate on billing and fees.