



REQUEST FOR LEGAL SERVICES PROPOSALS

Bucks County Free Library  
150 South Pine Street  
Doylestown PA 18901  
[www.buckslib.org](http://www.buckslib.org)

1 August 2022

PROPOSALS DUE: NLT 3 p.m. local time 15 Sep 2022



## Overview

Bucks County Free Library (BCFL) invites qualified law firms to submit responses to a Request for Legal Services Proposal (RFP) to provide general legal services to BCFL. BCFL is not accepting proposals from sole practitioners. BCFL is accepting proposals only from law firms that have offices physically located in Bucks County, Pennsylvania.

The intent of this RFP is to contract for services beginning November 1, 2022. The initial term of the contract will cover the period November 1, 2022-November 1, 2023, with annual renewals at the Library Board's sole discretion.

Qualified law firms must be licensed to practice law in the Commonwealth of Pennsylvania; must have verifiable Pennsylvania experience in municipal, non-profit, and tax-exempt organizations, government grants and contracts, labor and employment, and general business operations; and must have familiarity with Pennsylvania library laws.

The law firm must have possessed a law license for a minimum of five years prior to the release date of this RFP and be in good standing with the Pennsylvania Bar Association.

The law firm must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.

The law firm must be in compliance with all applicable laws, rules, regulations, and ordinances of the County of Bucks, the Commonwealth of Pennsylvania and the United States.

Proposal deadline is 3:00 pm on 15 September 2022.

## **Schedule:**

RFP released 1 August 2022

Responses due not later than 3:00 pm on 15 September 2022

Interviews and Reference Checks: 16 September 2022-17 October 2022

Award and notification on or after 19 October 2022

Services commence 1 November 2022

## **General Terms & Conditions**

1. **Interested Parties:** All interested law firms are invited to submit proposals in accordance with the terms, conditions, and specifications contained in this document. An electronic version of this document can be accessed at: [buckslib.org/library-jobs/](http://buckslib.org/library-jobs/).



2. **Points of Contact:** Questions and requests for clarification regarding this RFP may be addressed, in writing, by regular mail or e-mail, to **Bucks County Free Library Board**, Bucks County Free Library, 150 South Pine Street, Doylestown PA 18036, ATTN: Legal Services, or **bcflboard@buckslib.org**, with the subject line ATTN: Legal Services. No communication from any source other than the points of contact shall be considered by the proposer/s as valid information with regard to these terms, conditions, and specifications.

All questions and requests for clarification will be responded to either in writing or by email to the originator.

3. **Tax Exemption:** BCFL, as a local government entity, is exempt from sales and use taxes. Following an award, an exemption certificate will be furnished by BCFL upon request.
4. **Expenses:** BCFL assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.
5. **Non-Discrimination:** The law firm agrees to not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
6. **Insurance Requirements:** The law firm agrees to maintain Professional Liability (Malpractice or Errors and Omissions) Insurance coverage throughout the term of its engagement and continuing for two (2) years after the term of the engagement. Limits shall be a minimum of \$2 million for each claim and \$2 million in the aggregate each policy period. Written evidence of such coverage must be provided to BCFL. The certificates of insurance shall be issued by a corporation licensed or authorized to do business in Commonwealth of Pennsylvania.
7. **Governing Law:** The laws of the Commonwealth of Pennsylvania shall govern any agreement executed between the successful proposer and BCFL. Further, the place of performance and transaction of business shall be deemed to be in the County of Bucks, Commonwealth of Pennsylvania, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the Commonwealth of Pennsylvania, and more specifically, Bucks County, Pennsylvania.

### Proposal Preparation

1. **Exceptions and Deviations:** Any exceptions to or deviations from these terms and conditions must be identified, in writing, on an attachment to the proposal submittal. BCFL reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the law firm.

2. **Substantive proposals:** By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over BCFL.
3. **Indemnification:** The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless BCFL, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of BCFL, and further agrees to, and shall, defend, indemnify, and save and hold harmless BCFL, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the contractor's operations or performance in connection herewith.
4. **Date Schedule:** By submitting a proposal, the proposer guarantees that it will be able to comply with the overall elements of the services calendar.
5. **Continuity and Key Personnel:** BCFL prefers a single account relationship manager. By submitting a proposal, the proposer will make its best efforts to ensure that the key team member/s named in the proposal remain assigned to the BCFL account for the duration of the engagement. Any changes to the staffing of this engagement must be discussed up front with BCFL representatives.
6. **Submission Information and Documents:** The proposal must be comprehensive and address all elements requested. To assure that the information provided can be readily identified, the proposal must include, but not be limited to the submission of the following signed documents:

Addendum B - *PROPOSAL COVER SHEET*  
Addendum C - *QUESTIONNAIRE*

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFEP, and are capable of performing quality work to achieve BCFL's objectives.

7. **Signatures:** The proposal must signed by an officer of the proposing law firm.



- 8. Proposal Submissions:** No proposal will be considered unless it is complete. Proposals are due not later than 3 p.m. on 15 September 2022. Proposals delivered after that time may be received and read, but will not be considered and will be rejected for lateness.

US Mail:

Bucks County Free Library Board  
Bucks County Free Library  
150 South Pine Street  
Doylestown PA 18901  
ATTENTION: Legal Services

Electronic in PDF or Microsoft Word format:

[bcflboard@buckslib.org](mailto:bcflboard@buckslib.org)

In the subject line: ATTENTION: Legal Services

- 9. Confidentiality of Proposals and Information:** All materials submitted in response to this RFP become the property of BCFL and will be subject to Pennsylvania Right to Know/Open Records law. If proprietary information protected by Right to Know/Open Records laws is needed to support a proposal, it must be packaged separately and labeled "CONFIDENTIAL."

The law firm acknowledges that the law firm will, or may, be making use of, acquiring or adding to information about certain matters that may be confidential to BCFL, and are the exclusive property of BCFL, including, but not limited to legal documents and contracts, personnel and financial information, purchasing and internal cost information, operational manuals, IT schema and passwords, and other proprietary manners and methods of BCFL's business and operations. The law firm affirms to respect these confidential matters and only divulge these to others with the express written permission of authorized representatives of BCFL.

### Selection

- 1. Firm Selection:** BCFL intends to select only one law firm.
- 2. Right of Acceptance and Rejection:** BCFL reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of BCFL. BCFL is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for BCFL.
- 3. Basis of Award:** An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this invitation. The recommendations of this committee will be forwarded to the full Library Board for

approval and execution. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:

- a. Adequacy, completeness and responsiveness of the proposal
- b. Qualifications and experience of the firm submitting the proposal
- c. Nature of services offered
- d. Pricing
- e. Interviews, if conducted
- f. Commitment to community service and the public library as a valued institution
- g. Any other items deemed in the best interests of BCFL.

**Terms of Engagement**

1. **Agreement in Writing:** The successful firm must enter into a written agreement with BCFL.
2. **Period of Performance:** The initial term of the agreement will cover the period 1 November 2022-1 November 2023, with annual renewals at the Library Board's discretion.

If, in BCFL's sole discretion, the selected proposer has not executed the written agreement within a reasonable time after selection, BCFL reserves the right to rescind the award and select another law firm.

3. **Amendments to Agreement:** Parties hereto reserve the right to make amendments or modifications to the agreement by written amendment signed by both parties. No amendment shall be effective unless approved by BCFL.
4. **Termination:** The agreement will automatically terminate on the occurrence of any of the following events: bankruptcy or insolvency of either party, sale of the business of either party, failure to comply with federal, state or local laws, regulations or requirements, or by no later than 1 November 2023.

To the fullest extent permitted by the law, the law firm will agree to protect, indemnify, defend and hold BCFL entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, settlements, costs, and charges, which shall survive the terms of this agreement.