

**Request for Statement of Qualifications:
Legal Counsel and Board Attorney
Cass County Public Library
May 19, 2023**

Cass County Public Library (referred to as the "Library") hereby gives notice of their intent to engage an attorney or law firm to serve as outside legal counsel and Attorney to the Board of Trustees.

SECTION I: GENERAL INFORMATION

Respondents will be responsible for all costs incurred in preparing or responding to this RFQ.

The Library will select a respondent to provide the required services and enter a routine letter of engagement. The decision will be based upon the respondent's Statements of Qualification and interview.

The Library is a political subdivision of the state of Missouri and any information submitted to the Library is subject to release as provided for by Missouri Public Records Law. The Library will take reasonable efforts to protect any information marked "confidential," to the extent allowed by Missouri Public Records Law. As part of the RFQ processes, any confidential information must be submitted in a separate envelope, sealed, and marked "Confidential Information" and will be returned upon request, after the determination of a list of qualified respondents. It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosure. All other materials and documents submitted in response to the RFQ become the property of the Library and will not be returned.

SECTION II: BACKGROUND

Cass County Public Library is on the southern edge of the Kansas City metropolitan area, serving over 100,000 people in Cass County. There are 10 public school districts and 21 cities within the library district along with several other special districts (like mental health, community college, fire protection ambulance districts, etc.). CCPL provides library service through 8 branches including a genealogy branch and bookmobile, library by mail, and online resources. Cass County Public Library's mission is to provide informational, educational, and enrichment services and resources to the community through a comprehensive and efficient library system. The Library is governed by a board of five appointed trustees.

SECTION III: SCOPE OF WORK

As a not for profit political subdivision, Cass County Public Library desires legal advice on the following.

Note: This is not an all-inclusive list.

- Library law
- Employment law
- First Amendment law
- Real estate law
- Municipal law

SECTION IV: TENTATIVE SCHEDULE

The library will progress as quickly as possible. However, it is important to engage the correct respondent for the library's needs. Below is a tentative timeline of the process.

1. Post and distribute the RFQ: April 21, 2023 (re-posted and distributed May 19, 2023)
2. Entertain questions from potential respondents
3. End receipt of responses and review the responses: June 14, 2023
4. CCPL Board of Trustees and Library Director will interview the top respondents based on criteria found below: June 15, 2023 – June 21, 2023
5. Execute an engagement agreement based on the desired scope of work: June 21, 2023

If unable to successfully negotiate an engagement for any reason, an attempt will be made to engage the second most qualified respondent, and so on until the Library is able to successfully engage outside counsel.

SECTION V: STATEMENTS OF QUALIFICATION

Statements of qualifications should include the following:

1. General information regarding the respondent, including educational credentials and where licensed
2. The respondent's experience as outside counsel for political subdivisions of the State of Missouri
3. Availability of the respondent to attend Library Board meetings and to review meeting agendas
4. If responding as a firm, indication of the individual(s) primarily responsible for the engagement along with the name, credentials, and rates of those responsible for assisting with the engagement
5. Include a list of current clients and engagements focusing on any potential conflicts of interest

6. Past performance as reflected in evaluations of previous and current clients with respect to factors such as quality of work and meeting deadlines. The respondent should include a list of three relevant clients involving similar work. Descriptions should include the following:
 - a. Description of client (if unable to provide name) and location
 - b. Brief description of the scope of engagement
 - c. Other relevant information about the project and the firm's services
 - d. Any noteworthy activities associated with the engagement
 - e. Reference contact person and phone number (if possible)
7. Any notable awards or certifications

SECTION VI: SUBMISSION REQUIREMENTS

The deadline for receipt of firm qualifications and responses to RFQ is **WEDNESDAY, JUNE 14, 2023 at 5:00 pm.**

Please prepare and submit one (1) physical copy of the proposal. In addition, please submit an electronic copy of the proposal in either DOCX or PDF file format. The electronic copy shall be placed on a flash drive or disc and hand delivered, mailed with the hard copy, or sent via email. Mark the envelope in which the submittals are enclosed as “Qualifications for Legal Counsel” and deliver to:

Dan Brower
Cass County Public Library
400 E. Mechanic St.
Harrisonville, MO 64701

It is the intent of this RFQ to describe the required services in sufficient detail to secure comparable qualifications. Appropriate questions from firms that are intended to clarify the contents of this RFQ must be submitted in writing and directed to Dan Brower, at the address listed above or browerd@casscolibrary.org

SECTION VII: EVALUATION & SELECTION

The library administrative staff and Board of Trustees will review and evaluate the proposals in accordance with the evaluation criteria identified in Section VIII and rank the respondents in order of their qualifications. Factors to be considered relative to the qualifications of the respondent will include, but not be limited to: credentials, experience, and perceived capability to perform the work.

If the Library is unable to negotiate an engagement with any of the selected respondents, the library administrative staff shall reevaluate and compile a list of qualified respondents and proceed in accordance with the Library’s selection process.

The Library reserves the right to reject any and all qualifications, to waive any irregularities in the qualifications received, and to accept the submittal deemed most advantageous to the best interest of the Library.

Cass County Public Library is committed to equal opportunity. The library will not discriminate against any respondent because of race, color, religion, sex, or national origin. The library complies with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws.

Likewise, the respondent will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws.

As a political subdivision of the State of Missouri, any contract or engagement developing from this RFQ is subject to the laws and regulations of the State governing its contracts, choice of law, venue, and other similar parameters for political subdivisions including RSMO Sec. 285.530.2. Pursuant to that section, any subsequent engagement or contract is contingent on providing the Library with an affidavit affirming enrollment and participation in a federal work authorization program respective to the employees working in connection with the services to be provided to Cass County Public Library.

SECTION VIII: SELECTION CRITERIA

The Library will consider the following selection criteria to determine the most qualified consultant:

1. The specialized experience and technical competence of the respondent with respect to the described work.
2. The capacity and capability of the respondent to provide legal advice in one or all areas.
3. The past record of performance of the respondent with respect to such factors as quality of work and timeliness of response.
4. Proximity to and familiarity with the Library service area with special consideration for firms located within the library district.
5. The Library will take the best qualified bid. The “best bid” will be determined by the selection criteria and may not necessarily be the “low bid”.