

GARY PUBLIC LIBRARY REQUEST FOR PROPOSALS
Legal Services for the period January 2012 through December 2014

Introduction

The Gary Public Library seeks proposals from law firms licensed to practice law in the State of Indiana that wish to provide general counsel and litigation services to the Board of Trustees of the Gary Public Library ("Board") as directed by the Board for a contract period beginning on January 24, 2012 and ending December 31, 2014. The successful firm must have significant experience in representing Indiana municipalities, including knowledge of the law and administrative code regulations governing libraries

The successful firm will provide the Board with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;
2. Represent the Library Board in library matters in federal and state courts and administrative forums;
3. Review, analyze and advise the Board on any legal matters before it;
4. Review the monthly library directors' report and advise the Board as to any legal issues;
5. Attend meetings of the Board or any additional meetings as requested by the Board;
6. Notify the Board of changes in the laws governing libraries or regulations, as well as Court decisions, that impact the Board; and
7. Any other matters as directed by the Board.

Professional Information and Qualifications

Each interested firm shall submit the following information:

1. Name and organizational structure of Firm;
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorneys will be assigned to work with the Library Board;
3. Areas of Practice;

4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
5. Experience related to representation of Indiana municipalities and library boards;
6. At least three (3) references, one (1) of which must have knowledge of your representation of an Indiana municipality;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services;
9. Proof of a minimum of \$1 million in malpractice coverage.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.
5. Insurance coverage

Submission Requirements

Proposals will be accepted by Ms. Dionne Knox in the office of the Library Director at Gary Public Library, 220 W. 5th Avenue, 2nd Floor, Gary, Indiana 46402 until Noon on January 20, 2012. Please submit one bound original and seven (7) bound copies of the proposal.