

Request for Proposals

1. GENERAL

Objective/Purpose:

The Harford County Volunteer Fire and Emergency Medical Services (EMS) Association (Association) is seeking one or more attorneys to provide legal advice and to represent the Association on an as needed basis over the next three years.

Key Dates:

The deadline for response to this request for proposals (RFP) is midnight, April 1, 2017 and an agreement to be signed with the attorneys selected by June 1, 2017.

2. BACKGROUND

History:

The Association's long time and current attorney, John J. Gessner, PA, is retiring at the end of 2017. We are seeking a replacement to be in place no later than June 1, 2017 to allow for continuity between the outgoing and incoming attorneys.

3. SERVICE/WORK REQUIREMENTS

Expectations:

An attorney or attorneys to, on an as needed basis, review and provide legal guidance on agreements, contracts, and other documents which may bind the Association and/or its member companies. Examples include but are not limited to:

- a. County sponsored legislation affecting the fire/EMS service;
- b. County generated memoranda of agreement (MOU's) on financial, property and privacy practices;
- c. MOU's with other organizations (Maryland Institute for Emergency Medical Services System [MIEMSS], outside fire departments, Chief's Associations, etc.);
- d. Contracts with outside contractors;
- e. Legality and appropriateness of public information articles and announcements;
- f. Association by-law changes;
- g. Fire service standards and Standard Operating Guidelines (SOG's) for compliance and completeness;
- h. Volunteer compensation plans such as incentive programs.

In addition the attorney or attorneys shall provide legal representation in cases including, but not limited to, fire department/emergency medical services' litigation, employment discrimination, workers compensation, insurance coverage, products liability, and construction litigation.

Mandatory Requirements:

Proposals shall only be considered from attorneys who meet the following qualifications:

- a. Be licensed to practice law in Maryland;
- b. Be familiar with the legal requirements for fire and EMS systems;
- c. Have a general understanding of the Harford County government structure;
- d. Demonstrate the ability to respond quickly to requests, either in person or vis electronic means;
- e. Not be a member of a Harford County volunteer fire company.

Pricing:

Pricing shall include hourly rates for specific legal tasks described above for each category of attorney and/or paralegals that may be employed.

Experience/Qualifications Versus Pricing:

Experience/qualifications are more important than price. The Association has the right to reject any or all proposals.

4. SUBMISSION GUIDELINES

Profile/Qualifications/Experience

Offers shall identify relevant training, certification, qualifications and experience as well as management, administrative and financial capabilities that they consider appropriate to successfully undertake the proposed effort and meet all RFP objectives. Citations of specific cases involving fire and/or EMS services, especially volunteer, shall be included. If appropriate, a resume of each attorney or paralegal that may be assigned to assist the Association shall be provided.

Submissions

Proposals may be submitted electronically to reyre@hcvfa.org or mail to:

President
Harford County Volunteer Fire and EMS Association
2220 Ady Road
Forest Hill, MD 21050