



REQUESTS FOR PROPOSAL
PLAINSBORO PUBLIC LIBRARY

Library Board Attorney

2020

Respond by: 11:00 a.m. – November 14, 2019
*Proposals received after such time and date
will be returned unopened.*

Respond to: Maryann Ralph
Library Director
Plainsboro Public Library
9 Van Doren Street
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Public Library is seeking professional services to carry out the duties of Library Board Attorney.

II. Scope of Work

The Library Board Attorney/Legal Firm shall be required to perform legal services for the Plainsboro Public Library's Board of Trustees, and the Library Director on an as-needed basis.

- Provide legal research and/or advisory opinions as needed;
- Review and/or draft all contracts, inter-Local and Inter-Agency agreements;
- Attend any meetings of the Plainsboro Public Library's Board of Trustees as directed;
- Be readily available for meetings with the Board President, representatives of the Board of Trustees and the Library Director upon request;
- Advise the Plainsboro Public Library's Board of Trustees of changes in county, state and federal law and regulations, as well as court decisions, which will impact the library;
- Review and advise for legal notices, resolutions, library policies and matters of governance;
- Review and advise with matters including, but not limited to procurement and service contracts, bid specifications, bidding matters, preparation and execution of contracts and contract disputes solution;
- Representation of the Board with respect to matters involving interface with the municipal governing body, including financial matters, jurisdictional matters, etc., and with state agencies as needed; and
- Provide assurance statements as required for financial audits, bonding matters and grant compliance.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm;
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Library;
- Demonstration of experience in carrying out the duties of a Library Board Attorney or related experience;
- References from relevant clients; and

- Knowledge of and familiarity with public libraries.

Each submittal shall include one (1) original and four (4) copies.

IV. Fees and Costs

Interested firms should provide a complete description and itemization of rates. Indicate all professional titles and classifications and associated hourly billing rates.

V. Selection Process

The Library Board will review the proposals and make a decision as to the recommended firm/professional. The decision will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services; and
- D. Familiarity with the community.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. Response/Inquiries

All submittals should be clearly labeled and forwarded to:

Maryann Ralph
Library Director
Plainsboro Public Library
9 Van Doren Street
Plainsboro, NJ 08536

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All inquiries should be directed to Maryann Ralph, at (609) 275-2899 or mralfh@plainsborolibrary.org