



## **New Hampshire City and Town Clerk's Association- Request for Proposals**

The New Hampshire City and Town Clerk's Association ("Association") is currently inviting proposals from attorneys or firms to represent the Association on legal matters.

Proposals are due no later than 2:00 PM on January 31, 2022. A contract may be awarded by the Association's Executive Board at a future regularly scheduled meeting.

### **SECTION 1 - GENERAL REQUIREMENTS**

A. Proposals must be submitted to the Executive Board Past President Sherry Farrell no later than 2:00 PM on January 31, 2021. Proposals are to be submitted to: [sfarrell@londonderrynh.org](mailto:sfarrell@londonderrynh.org). A respondent may attach any explanatory materials, brochures, or other documents supportive of its proposal.

B. All inquiries regarding this RFP shall be directed, via email, to the Executive Board, Past President Sherry Farrell [SFarrell@londonderrynh.org](mailto:SFarrell@londonderrynh.org). The Londonderry Town Clerk shall attempt to provide any assistance or additional information of a reasonable nature that might be required by interested respondents.

C. Executive Board may request additional information after the proposal acceptance.

D. Executive Board may request references from any respondent.

E. The New Hampshire City and Town Clerk's Executive Board reserves the right to reject any and all proposals, either in whole or in part; to waive any defects, informalities and/or irregularities in proposal responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful respondent; and to otherwise act as shall be determined by the Executive Board to be in the best interest of the Association.

### **SECTION 2 – INTENT AND SCOPE OF WORK**

In accordance with an affirmative vote at a prior Executive Board meeting, the Association has issued this Request for Proposal (RFP) in order to select and contract with one attorney or firm to assist with representation and/or legal guidance to the New Hampshire City and Town Clerk's Association as deemed necessary.

A) General Project Considerations: In developing their proposals, respondents should consider that the Association desires the following:

1. Representation of the Association as a whole.
2. Prior experience in municipal law and appellate advocacy preferred.
3. Review proposed legislation for the Executive Board.
4. Attend the NHCTCA Conference.



### SECTION 3 - EVALUATION PROCESS

All proposals will be evaluated by members of the Executive Board. A contract may be awarded by an affirmative vote by the Executive Board.

### SECTION 4 – SUBMISSION REQUIREMENTS

Each respondent's proposal shall include the following, indexed accordingly:

- A. Experience;
- B. Structure and basis of respondent's proposed representation;
- C. A sample fee agreement, and any policies applicable to the proposed representation such as file retention, cost reimbursement, etc.; and
- D. Policy declaration(s) showing proof of legal malpractice insurance.

FIRM: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_