



REQUEST FOR PROPOSALS (RFP)

Corporate Counsel Legal Services

Partnering with St. Joseph County

Issue Date: July 7, 2026

Questions Due: July 24, 2026 – 5:00 p.m.

Responses to Questions Posted: July 31, 2026

Proposal Due: August 14, 2026 – 2:00 p.m.

Proposal Review: August 17–28, 2026

Interviews (if necessary): Week of August 31, 2026

Recommendation to the Board of Commissioners: September 2026

Board Approval: October 2026

Transition Period: October – December 2026

Agreement Effective: January 1, 2027

Letter from the County Administrator

Dear Prospective Proposer,

Thank you for your interest in serving as Corporate Counsel for St. Joseph County.

St. Joseph County is seeking more than legal representation—we are seeking a trusted advisor.

Our Corporate Counsel serves as an extension of our leadership team, working closely with the Board of Commissioners, County Administrator, and other elected offices and County departments to provide practical, timely, and thoughtful legal guidance.

We value attorneys who are responsive, approachable, collaborative, and experienced in municipal government. We appreciate legal advice that is understandable, solution-oriented, and recognizes the operational realities of county government.

The purpose of this Request for Proposals is to conduct a periodic review of Corporate Counsel services and identify the firm best suited to serve the County moving forward. While experience and qualifications are essential, we also value communication, responsiveness, professionalism, and a commitment to building long-term relationships.

Our expectation is that Corporate Counsel becomes a trusted resource—someone who understands our organization, helps us navigate complex issues, and works collaboratively with County leadership to find practical solutions while appropriately managing legal risk.

Thank you for your interest in partnering with St. Joseph County. We look forward to learning more about your firm, your team, and your approach to serving local government.

Sincerely,

A handwritten signature in cursive script that reads "Teresa Cupp".

Teresa Cupp

County Administrator/Controller
St. Joseph County

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Executive Summary

St. Joseph County, Michigan is seeking proposals from qualified law firms to serve as the County's Corporate Counsel beginning January 1, 2027.

The County is interested in securing legal services that provide responsive, practical guidance on the broad range of issues facing county government. The selected firm should demonstrate a thorough understanding of the legal and operational environment of local government, while delivering timely and well-reasoned counsel, and support the County's ongoing legal needs through consistent and effective service.

Corporate Counsel serves as legal counsel to the Board of Commissioners, County Administrator, Elected Offices, and County departments on a wide variety of legal matters, including labor and employment law, municipal governance, human resources, contracts, procurement, and other issues affecting County operations.

The selected firm will work collaboratively with County leadership while coordinating, when appropriate, with counsel appointed through the Michigan Municipal Risk Management Authority (MMRMA), bond counsel, and other special counsel retained by the County.

The County's objective is to establish a long-term professional relationship with a firm that demonstrates:

- Extensive experience representing county or municipal governments.
- Strong labor and employment law expertise.
- Practical, solution-oriented legal advice.
- Responsive and accessible client service.
- Clear communication with elected officials and staff.
- A commitment to understanding County operations and becoming a trusted advisor.

Proposals will be evaluated using a qualifications-based selection process that emphasizes experience, responsiveness, communication, service philosophy, and overall value. While fees will be considered, the County's selection will not be based solely on cost.

The anticipated agreement will become effective January 1, 2027, following approval by the St. Joseph County Board of Commissioners.

St. Joseph County appreciates your interest in serving as Corporate Counsel and looks forward to reviewing proposals from firms committed to providing exceptional legal services in support of effective local government.

1. Background

St. Joseph County currently retains Corporate Counsel to provide legal services in support of the Board of Commissioners, County Administrator and County departments.

The County also utilizes other legal resources depending on the nature of the matter, including counsel appointed through the Michigan Municipal Risk Management Authority (MMRMA) for insured claims, bond counsel for financing matters, and special counsel retained for specific legal matters when appropriate.

Corporate Counsel is one component of the County's overall legal services structure and is expected to work collaboratively with other legal professionals when appropriate.

The purpose of this Request for Proposals (RFP) is to conduct a periodic review of Corporate Counsel services to ensure the County continues to receive high-quality legal representation, responsive client service, and overall value.

The issuance of this RFP should not be interpreted as dissatisfaction with the County's current legal counsel. Rather, it reflects the County's commitment to sound governance, responsible stewardship of public resources, and periodically evaluating professional services.

The County anticipates entering into a three-year agreement effective January 1, 2027, with the option to renew the agreement for up to two (2) additional one-year terms upon mutual agreement of both parties.

2. About St. Joseph County

County at a Glance

- County Seat: Centreville
- Population: Approximately 60,800
- Annual Operating Budget: Approximately \$25 million
- Approximately 300 full and part-time employees
- 7 Member Board of Commissioners
- Ten (10) collective bargaining units
- Corporate Counsel advises the Board of Commissioners, County Administrator, and all other County departments
- Legal services are coordinated, when appropriate, with MMRMA-appointed counsel, bond counsel, and other special counsel
- Current initiatives include the Centreville Courthouse Renovation, Strategic Plan implementation, labor negotiations, and ongoing organizational improvements

St. Joseph County is a full-service local government located in southwest Michigan. County government provides a broad range of public services through elected officials, appointed officials, and County departments.

Corporate Counsel serves as legal counsel to the Board of Commissioners, County Administrator and County departments on a wide variety of municipal, labor, employment, governance, and operational matters.

The County values practical legal advice that assists decision-makers in addressing issues proactively while balancing legal risk with efficient government operations.

The successful firm should demonstrate a commitment to learning County operations, developing long-term working relationships, and becoming a trusted advisor to County leadership.

3. Expectations of Corporate Counsel

The County seeks legal counsel that understands the unique legal and operational environment of county government and provides responsive, practical guidance to support informed decision-making. The successful firm will provide sound legal counsel while developing a thorough understanding of the County's operations, organizational structure, and commitment to public service.

The County expects Corporate Counsel to build relationships based on trust, accessibility, mutual respect, and open communication. The successful firm should demonstrate an appreciation for the unique challenges of local government and provide practical legal advice that supports informed decision-making while appropriately managing legal risk.

Corporate Counsel will work closely with the Board of Commissioners, County Administrator, and County departments on a broad range of legal matters. The County values attorneys who are responsive, collaborative, and able to communicate complex legal issues in a clear, practical, and understandable manner.

The successful firm will:

- Be ready to respond to urgent legal matters.
- Provide timely responses to routine legal questions.
- Offer practical, solution-oriented recommendations in addition to legal analysis.
- Assist the County in identifying and addressing legal risks before they become disputes.
- Develop a thorough understanding of County operations, policies, organizational structure, and strategic priorities.
- Build long-term working relationships with County leadership and department heads.
- Communicate legal concepts clearly and effectively to elected officials, administrators, and staff who are not attorneys.
- Present legal options and recommendations in a manner that supports sound business decisions while maintaining legal compliance.
- Attend Board of Commissioners meetings, committee meetings, labor negotiations, grievance hearings, arbitration proceedings, or other meetings when requested.
- Coordinate effectively with other legal counsel retained by the County, including counsel appointed through MMRMA, bond counsel, and special counsel.
- Demonstrate professionalism, integrity, sound judgment, and the highest ethical standards in all interactions.

The County recognizes that legal issues often involve operational, financial, and public policy considerations. Accordingly, Corporate Counsel should provide advice that is legally sound while recognizing the practical realities of county government and the County's responsibility to provide efficient, effective public services.

The County values attorneys who are committed to becoming an extension of the County's leadership team rather than simply serving as outside legal counsel.

4. Scope of Services

The selected firm will serve as Corporate Counsel for St. Joseph County and provide legal services on an as-needed basis. The scope of services described below is intended to identify the

types of legal matters the County routinely encounters; however, it should not be interpreted as an exhaustive list of all services that may be requested.

Corporate Counsel is expected to provide timely, practical, and well-reasoned legal advice while working collaboratively with County leadership to support effective decision-making and minimizing legal risk.

The scope of services described herein represents the County's typical legal needs; however, the selected firm should be prepared to provide advice on emerging issues affecting local government as they arise.

A. Labor and Employment Law

Provide legal counsel and representation on employment and labor relations matters, including but not limited to:

- Collective bargaining and contract negotiations for ten (10) collective bargaining units.
- Collective bargaining agreement interpretation and administration.
- Grievance review, response, and resolution.
- Arbitration proceedings, including Act 312 proceedings, when applicable.
- Employee discipline, suspension, and termination matters.
- Employment investigations.
- Personnel policy development and review.
- Employment law compliance, including the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Michigan Persons with Disabilities Civil Rights Act, Elliott-Larsen Civil Rights Act, and other applicable federal and state employment laws.
- Consultation regarding employee relations, workplace investigations, leave administration, and accommodation requests.
- Representation before the Michigan Employment Relations Commission (MERC), Equal Employment Opportunity Commission (EEOC), Michigan Department of Civil Rights, and other administrative agencies as needed.

B. Human Resources and Personnel Matters

Provide legal guidance to the County Administrator and Human Resources on matters including:

- Personnel policies and procedures.
- Employee performance and disciplinary matters.
- Employment agreements.
- Classification and compensation issues.

- Workplace investigations.
- Employee leave administration.
- Risk management strategies related to employment practices.
- Compliance with applicable employment laws and regulations.

Corporate Counsel should work proactively with County leadership to identify and address potential employment issues before they develop into formal disputes or litigation.

C. Municipal Governance

Provide legal advice regarding the operation and governance of county government, including:

- Open Meetings Act compliance.
 - Freedom of Information Act compliance.
 - Board of Commissioners procedures.
 - County policies and administrative procedures.
 - Resolutions and ordinances.
 - Ethics and conflict of interest issues.
 - Statutory interpretation.
 - Election-related legal issues affecting County government.
 - General governance questions involving elected officials, appointed officials, boards, commissions, and committees.
-

D. Contracts, Procurement, and Business Transactions

Provide legal review and drafting services related to County business operations, including:

- Professional service agreements.
 - Construction contracts.
 - Vendor agreements.
 - Intergovernmental agreements.
 - Grant agreements.
 - Procurement documents and requests for proposals.
 - Leases, licenses, easements, and other real estate agreements.
 - Memorandums of understanding.
 - Contract interpretation and dispute resolution.
-

E. Real Estate and Facilities

Provide legal assistance related to County-owned property and facilities, including:

- Property acquisition and disposition.
 - Easements and rights-of-way.
 - Real estate transactions.
 - Construction and capital improvement projects.
 - Environmental matters affecting County property.
 - Facility-related legal issues.
-

F. Litigation and Claims

Corporate Counsel may be requested to represent the County in litigation or provide strategic legal guidance regarding pending claims.

The County reserves the right to utilize counsel appointed through the Michigan Municipal Risk Management Authority (MMRMA), bond counsel, or other special counsel whenever doing so is determined to be in the County's best interest.

Corporate Counsel will be expected to coordinate effectively with other retained legal counsel to ensure consistent legal strategy and efficient management of County legal matters.

G. Training and Risk Prevention

The County values proactive legal counsel that helps reduce legal risk through education and training.

The selected firm should be available to provide training and educational presentations, as requested, on topics such as:

- Open Meetings Act.
- Freedom of Information Act.
- Employment law updates.
- Labor relations.
- Workplace investigations.
- Personnel policies.
- Board governance.
- Ethics and conflict of interest.

- Other legal topics affecting County operations.
-

H. General Legal Services

Corporate Counsel will provide general legal advice and consultation to the Board of Commissioners, County Administrator, Sheriff's Office, and County departments on a wide variety of legal and operational issues.

Services may include:

- Telephone and email consultations.
- Legal research.
- Written legal opinions.
- Attendance at meetings.
- Review of correspondence.
- Legislative interpretation.
- Strategic legal planning.
- Assistance with emerging legal issues affecting county government.

Corporate Counsel should be available to provide prompt advice on urgent matters and maintain regular communication with County leadership regarding ongoing legal issues.

5. Measures of Success

The County's goal is to establish a long-term professional relationship with a law firm that serves as a trusted advisor to County leadership. While technical legal expertise is essential, the County also values responsiveness, communication, collaboration, and practical problem-solving.

During the first year of the engagement, the County expects the selected firm to:

- Develop productive working relationships with the Board of Commissioners, County Administrator, Sheriff's Office, and County departments.
- Become familiar with the County's organizational structure, operations, policies, and strategic priorities.
- Demonstrate responsiveness to routine and urgent legal matters.
- Provide legal advice that is practical, understandable, and solution oriented.
- Help County leadership identify and manage legal risks before they become disputes.
- Work collaboratively with MMRMA-appointed counsel, bond counsel, and other retained legal professionals when appropriate.

- Provide guidance that balances legal compliance with the operational realities of local government.
- Demonstrate professionalism, integrity, sound judgment, and excellent client service in all interactions.
- Foster a long-term partnership built on trust, accessibility, and open communication.

The County believes successful legal representation is measured not only by legal outcomes, but also by the quality of the working relationship, responsiveness, and the firm's ability to support effective local government.

6. Our Commitment to Our Corporate Counsel

St. Joseph County recognizes that successful attorney-client relationships are built upon mutual trust, professionalism, communication, and respect.

The County is committed to fostering a productive and collaborative relationship with the selected firm by:

- Providing timely and accurate information necessary to render legal advice.
- Clearly communicating goals, priorities, and expectations.
- Respecting the professional judgment and ethical obligations of legal counsel.
- Encouraging open, honest, and constructive communication.
- Providing reasonable opportunities for counsel to become familiar with County operations, leadership, and organizational priorities.
- Working collaboratively to resolve issues in a practical, efficient, and cost-effective manner.
- Recognizing Corporate Counsel as a valued professional partner in serving the residents of St. Joseph County.

The County believes the strongest attorney-client relationships are built upon mutual respect, shared goals, transparency, and commitment to public service.

The County values legal counsel who become invested in the success of the organization and who strive to understand not only the legal issues presented, but also the operational challenges and public responsibilities facing county government.

7. Coordination with Other Legal Counsel

St. Joseph County utilizes several legal resources depending upon the nature of the legal matter. The selected firm will serve as Corporate Counsel but should recognize that certain matters may appropriately be handled by other legal professionals retained by or assigned to the County.

Corporate Counsel will be expected to coordinate and communicate effectively, when appropriate, with:

- Counsel appointed through the Michigan Municipal Risk Management Authority (MMRMA) for matters covered under the County's liability or risk management programs.
- Bond counsel retained for financing and municipal bond matters.
- Special counsel retained by the County for matters requiring specialized expertise or representation.
- Other legal professionals engaged by the County as authorized by the Board of Commissioners.

Selection as Corporate Counsel does not create an exclusive right to perform all legal services for the County.

The Board of Commissioners reserves the right to retain or continue utilizing other legal counsel whenever it determines doing so is in the best interest of the County.

Likewise, the County reserves the right to determine, on a matter-by-matter basis, whether existing legal matters should remain with current counsel through completion or transition to the selected firm.

Nothing contained in this Request for Proposals shall be interpreted as limiting the County's authority to retain legal counsel or obtain legal services as otherwise authorized or required by law.

The County expects all retained legal counsel to work cooperatively, share information as appropriate, and maintain a professional, collaborative approach that promotes the best interests of St. Joseph County.

8. Tell Us About Your Firm

In addition to seeking legal expertise, St. Joseph County is seeking a long-term professional partner. The County encourages firms to focus on the experience, philosophy, service approach, and qualifications of the attorneys who will actually serve St. Joseph County rather than providing extensive information regarding the firm's overall size or national practice.

Please organize your proposal using the sections below.

A. Firm Overview

Provide a brief overview of your firm, including:

- Firm history and background.

- Office locations.
- Number of attorneys and professional staff.
- Primary areas of practice.
- Experience representing counties, municipalities, and other public entities.
- Experience representing Michigan counties is preferred.

B. Proposed Legal Team

Identify the attorneys and other professionals who will primarily provide services to St. Joseph County.

For each individual, include:

- Name and title.
- Years of legal experience.
- Areas of practice.
- Municipal or county government experience.
- Years with the firm.
- Anticipated role in serving St. Joseph County.
- Whether work will routinely be delegated to associates or other attorneys.

The County encourages firms to identify a primary relationship attorney who will serve as the County's principal point of contact.

C. Municipal Experience

Describe your firm's experience providing legal services to county governments or other public entities.

Include experience involving:

- Labor negotiations and collective bargaining.
- Employment law and personnel matters.
- Grievance administration and arbitration.
- Human Resources.
- Board governance.
- Open Meetings Act.
- Freedom of Information Act.
- Contracts and procurement.
- Public construction.
- Real estate.
- General municipal law.

Please include representative examples of similar engagements.

D. Client Service Philosophy

Describe your firm's philosophy regarding client service.

Specifically address:

- How your firm develops long-term relationships with clients.
- How attorneys become familiar with a client's organization and operations.
- How your firm balances legal risk with practical governmental operations.
- How your attorneys communicate complex legal issues to elected officials and administrators who are not attorneys.
- What distinguishes your firm's approach to serving local governments.

E. Communication and Responsiveness

Describe how your firm ensures timely communication with its clients.

Please include:

- Typical response times for routine matters.
- Procedures for urgent or emergency legal matters.
- Availability outside normal business hours.
- Preferred methods of communication.
- Expectations regarding attorney accessibility.

F. Staffing and Work Management

Describe how legal matters are assigned within your firm.

Please explain:

- Which attorneys will perform day-to-day work.
- Circumstances under which work may be delegated.
- How your firm manages workloads to provide timely service.
- How the County will be notified if staffing changes occur.

G. Technology and Information Security

Describe your firm's use of technology in serving governmental clients.

Please address:

- Electronic document management.
- Secure communication methods.
- Cybersecurity practices.
- Protection of confidential information.
- Any use of artificial intelligence (AI) or technology-assisted legal tools, including the safeguards implemented to protect confidential client information, attorney-client privilege, and work product. Please indicate whether client information is used to train any AI platform or third-party application.

H. Fee Proposal

Provide a detailed fee proposal including:

- Hourly rates for all attorneys expected to serve the County.
- Hourly rates for paralegals and other professional staff.
- Administrative or support staff rates, if applicable.
- Billing increments.
- Reimbursable expenses.
- Annual rate adjustment practices.
- Alternative fee arrangements, if available.

Please identify any services included within the proposed rates and any services billed separately.

I. References

Provide at least three (3) governmental client references, preferably Michigan counties or other local units of government.

For each reference, include:

- Organization name.
- Primary contact.
- Title.
- Telephone number.
- Email address.
- Length of professional relationship.
- Description of services provided.

J. Conflicts of Interest

Identify any actual or potential conflicts of interest that may affect your firm's ability to represent St. Joseph County.

Describe any current or recent representation involving:

- St. Joseph County.
- County elected officials.
- County departments.
- Labor organizations representing County employees.
- Matters that could reasonably present a conflict of interest.

K. Value-Added Services

Describe any additional services your firm provides that may benefit the County beyond traditional legal representation.

Examples may include:

- Training for elected officials and department heads.
- Employment law updates.
- Open Meetings Act and FOIA training.
- Policy development assistance.
- Legal alerts or newsletters.
- Educational seminars.
- Other proactive services designed to reduce legal risk or improve County operations.

The County encourages firms to highlight any innovative practices, technologies, or service models that distinguish their approach to serving local government clients.

9. Evaluation Process

The County will evaluate proposals using a qualifications-based selection process designed to identify the firm best suited to serve as Corporate Counsel for St. Joseph County.

Selection will not be based solely on hourly rates or the lowest cost proposal. The County seeks a firm that demonstrates the experience, responsiveness, communication, and practical judgment necessary to serve as a long-term legal partner.

The County reserves the right to:

- Reject any or all proposals.
- Request clarification or additional information from any proposer.
- Conduct interviews with one or more firms.

- Negotiate the final scope of services and fee structure.
- Waive minor irregularities or informalities in proposals.
- Select the firm determined to be in the best interest of the County.

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Maximum Points
Qualifications and experience of the proposed legal team	20
Experience representing Michigan counties and municipal governments	15
Labor and employment law experience	15
Client service philosophy, responsiveness, and communication	15
Understanding of county government and demonstrated ability to provide practical legal advice	10
Overall value of proposed services (not based solely on hourly rates)	10
Demonstrated commitment to continuity of service and long-term partnership	5
References and past performance	5
Value-added services and training opportunities	5
Total Possible Points	100

The County may also consider prior experience providing legal services to St. Joseph County, including responsiveness, professionalism, quality of legal services, and the overall working relationship, when applicable.

Following the initial evaluation, the County may invite one or more firms to participate in interviews before making a final recommendation to the Board of Commissioners.

The Board of Commissioners reserves the right to accept or reject any recommendation and to make the final selection in the best interest of the County.

10. Interview Process

The County may, at its discretion, invite one or more firms to participate in an interview as part of the evaluation process.

The purpose of the interview is to allow the County to better understand each firm's qualifications, communication style, service philosophy, and overall approach to serving St. Joseph County.

Interviews may include discussion of:

- The firm's approach to representing county government.
- Experience with labor and employment matters.
- Client communication and responsiveness.
- Staffing approach and attorney availability.
- Transition of ongoing legal matters, if applicable.
- Fee structure and billing practices.
- Other topics the County determines are relevant to the selection process.

Interviews may be conducted by the County Administrator and, at the County's discretion, the Chair of the Board of Commissioners or other representatives designated by the County.

The County reserves the right to make a selection without conducting interviews if it determines that interviews are unnecessary.

11. Schedule

The County anticipates the following schedule for the selection process. The County reserves the right to modify these dates as necessary.

Milestone	Date
RFP Issued	July 7, 2026
Deadline for Questions	July 24, 2026 – 5:00 p.m.
Responses to Questions Posted	July 31, 2026
Proposal Submission Deadline	August 14, 2026 – 2:00 p.m.
Proposal Review	August 17 – August 28, 2026
Interviews (if necessary)	Week of August 31, 2026
Recommendation to Board of Commissioners	September 2026
Board Approval	October 2026
Transition Period	October – December 2026
Agreement Effective	January 1, 2027

12. Proposal Submission Requirements

Proposals shall be submitted electronically in PDF format.

Proposals must be received no later than:

2:00 p.m. (Eastern Time)
August 14, 2026

Proposals shall be sent to:

Teresa Cupp

County Administrator/Controller
St. Joseph County

Email: cuppt@stjosephcountymi.gov

Questions regarding this Request for Proposals shall be submitted by email no later than **July 24, 2026, at 5:00 p.m.**

Questions should be directed to:

Teresa Cupp

County Administrator/Controller

Responses to questions that may affect the preparation of proposals will be provided to all known prospective proposers.

Late proposals may not be considered.

The County reserves the right to request additional information or clarification from any proposer after proposals have been received.

13. General Conditions

The following conditions apply to this Request for Proposals.

Right to Reject

The County reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with one or more proposers, or cancel this solicitation at any time if doing so is determined to be in the County's best interest.

Proposal Costs

All costs associated with preparing and submitting a proposal shall be the sole responsibility of the proposer.

Negotiations

The County reserves the right to negotiate the final scope of services, staffing, fees, and contract terms with the selected firm prior to execution of an agreement.

Ownership of Proposals

All proposals submitted in response to this Request for Proposals become the property of St. Joseph County and may be subject to disclosure in accordance with the Michigan Freedom of Information Act.

Professional Services Agreement

The selected firm will be required to enter into a Professional Services Agreement approved by the St. Joseph County Board of Commissioners.

Conflict of Interest

Proposers shall disclose any actual or potential conflicts of interest that could affect their ability to represent St. Joseph County.

Insurance

The selected firm shall maintain professional liability insurance and any other insurance customarily maintained by firms providing legal services of similar scope.

Evidence of insurance shall be provided upon request.

Equal Opportunity

The County encourages participation by all qualified firms and will evaluate proposals without regard to race, color, religion, national origin, sex, age, disability, or any other protected classification.

Reservation of Rights

Nothing contained in this Request for Proposals shall obligate the County to award a contract or to enter into negotiations with any proposer.

The County reserves the right to make the award that it determines is in the overall best interest of St. Joseph County.

The County reserves the right to request best and final offers from one or more proposers.

APPENDIX A - Proposal Cover Sheet

Corporate Counsel Legal Services

St. Joseph County, Michigan

Firm Information

Firm Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Website: _____

Primary Contact

Name: _____

Title: _____

Telephone: _____

Email: _____

Proposed Primary Relationship Attorney

Name: _____

Title: _____

Years of Municipal Law Experience: _____

Years Representing Michigan Counties: _____

APPENDIX B - Fee Proposal

Please provide your proposed fee schedule below.

Position	Hourly Rate
Lead Attorney	
Additional Attorney(s)	
Associate Attorney(s)	
Paralegal	
Other Professional Staff	

Billing Practices

Billing Increment:

☐ One-Tenth Hour

☐ One-Quarter Hour

☐ Other _____

Annual Rate Adjustments

Describe your firm's approach to annual rate adjustments.

Reimbursable Expenses

Please identify any expenses billed separately.

Alternative Fee Arrangements

Please describe any alternative billing options your firm offers (monthly retainers, fixed-fee projects, blended rates, etc.).

Value-Added Services Included at No Additional Charge

APPENDIX C - Government References

Please provide at least three governmental references.

Reference #1

Organization:

Contact Person:

Title:

Telephone:

Email:

Years Represented:

Description of Services:

Reference #2

Organization:

Contact Person:

Title:

Telephone:

Email:

Years Represented:

Description of Services:

Reference #3

Organization:

Contact Person:

Title:

Telephone:

Email:

Years Represented:

Description of Services:

APPENDIX D - Conflict of Interest Disclosure

Please identify any actual or potential conflicts of interest that may affect your firm's ability to represent St. Joseph County.

Include any current or recent representation involving:

- St. Joseph County
- County elected officials
- County departments
- Labor organizations representing County employees
- Any matter that may create a real or perceived conflict of interest

If no conflicts exist, please indicate:

☐ No known conflicts of interest.

APPENDIX E - Proposal Certification

The undersigned certifies that:

- The information contained in this proposal is true and accurate.
- The proposer is authorized to submit this proposal.
- The proposer has reviewed the requirements of this Request for Proposals.
- The proposer agrees to negotiate in good faith if selected.
- The proposer understands that submission of a proposal does not create any contractual rights.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX F - Proposal Checklist

Before submitting your proposal, please verify that your proposal includes:

- ☐ Proposal Cover Sheet
- ☐ Firm Overview
- ☐ Proposed Legal Team
- ☐ Municipal Experience
- ☐ Client Service Philosophy
- ☐ Communication and Responsiveness
- ☐ Staffing Approach
- ☐ Technology and Information Security
- ☐ Fee Proposal
- ☐ References
- ☐ Conflict of Interest Disclosure
- ☐ Proposal Certification
- ☐ Any additional information the firm wishes the County to consider.