



**NEW YORK STATE ASSOCIATION  
OF COUNTY HEALTH OFFICIALS**

*Leading the Way to Healthier Communities*

# **REQUEST FOR PROPOSAL FOR GENERAL COUNSEL / LEGAL SERVICES**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Sarah Ravenhall, Executive Director  
The New York State Association of  
County Health Officials, Inc.**

**8 Airport Park Blvd. Latham, NY 12110**

**[sravenhall@nysacho.org](mailto:sravenhall@nysacho.org)**

**I. GENERAL INFORMATION.**

A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to the New York State Association of County Health Officials, Inc. (NYSACHO) for the initial period of March 1, 2024-December 31, 2024. NYSACHO expects this agreement will extend beyond this initial period for additional years, assuming satisfaction by both parties is confirmed. Subsequent terms may be agreed upon by both parties assuming agreement by both parties.

B. **Who May Respond.** Only attorneys who are currently licensed to practice law in New York State and maintain an office in New York State, or law firm including such attorneys, may respond to this RFP (herein referred to as Offeror).

C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than 5:00 p.m. EST on Friday **February 16, 2024.**

2. **Inquiries.** Inquiries concerning this RFP to:

**Sarah Ravenhall**

**Executive Director**

**518-475-8905 CELL**

[sravenhall@nysacho.org](mailto:sravenhall@nysacho.org)

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by NYSACHO.

4. **Instructions.** Your proposal should be emailed to

[sravenhall@nysacho.org](mailto:sravenhall@nysacho.org)

It is important that the Offeror's proposal be submitted via email with the subject line containing "**Request for Proposal for Legal Services**". It is the responsibility of the Offeror to ensure that the proposal is received by the Conference at the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** NYSACHO reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

**6. Notification of Award.** It is expected that a decision selecting the successful Offeror will be made within two (2) weeks of the closing date for the receipt of proposals (2/2/24). Upon conclusion of final negotiations with the successful Offeror, all other submitted proposals in response to this Request for Proposal will be informed, in writing.

**D. Description of Entity.** Established in 2009 as a 501 3(c) by the Internal Revenue Service, NYSACHO, or the New York State Association of County Health Officials, is a membership association of the 58 local health departments in New York State. We advocate for local public health professionals, seeking to keep health services a priority in New York State's budget decisions and supporting media outreach for public education. Our mission is to support, advocate for, and empower local health departments in their work to promote health and wellness and prevent disease, disability and injury throughout New York State. NYSACHO is recognized as the collective voice leading policy, education, and advocacy to create healthy, safe communities in New York State.

**II. SCOPE OF SERVICES.** We are seeking a legal firm or representative to serve as general counsel to the Conference and its affiliated organizations. The Offeror shall be readily available to perform the following legal services as requested by the Executive Director and/or Board of Directors:

1. Inform NYSACHO leadership of upcoming changes to state and/or federal nonprofit or employer law via newsletters or email alerts
2. Attend Board of Directors, Executive and Governance Committee meetings
3. Review areas of public health law as directed to help assess the impact to local health departments
4. Conduct annual education for Board of Directors and Executive Committee
5. Assist with NYS specific 501(c)(3), (c)(4) and (c)(6) compliance issues
6. Advise on corporate and tax-exempt organization legal issues
7. Review personnel, fiscal and other policies, as well as corporate by-laws
8. Revise by-laws, shared service and operating agreements as necessary
9. Assist with bylaw amendments and resolutions
10. Advise on NYS government agency grant and contract issues
11. Advise on responses to subpoenas, court orders, and requests for information from 3<sup>rd</sup> parties
12. Defend lawsuits, administrative claims, or other legal claims
13. Review, draft, and negotiate significant contracts and leases
14. Advise on human resources and employment matters
15. Conduct litigation as necessary
16. Assist as necessary in restructure of operations for gained efficiencies & effectiveness
17. Other legal services as identified by association leadership

The offer shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

- III. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;
- A. **Legal Experience.** The Offeror should describe its legal experience, including the names, email and telephone numbers of at least two clients, preferably including clients similar to NYSACHO. Experience should include the following categories of examples:
    - 1. Experience advising nonprofit organizations including 501(c)(3), human resources and employment.
    - 2. Experience advising nonprofit organizations on sections of public health law.
    - 3. Experience advising clients on board governance and best practices.
  - B. **Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).
  - C. **Attorney Qualifications.** The Offeror must have experience in the following areas of New York state law: non-profit and tax-exempt organizations; government grants and contracts; labor and employment; general business operations and; public health law. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:
    - 1. Professional and education background of each attorney.
    - 2. Overall supervision to be exercised.
    - 3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation.
  - D. **Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses. Please indicate willingness to consider pro-bono or discounted or prorated for any services outlined in Section II. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. NYSACHO reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

**IV. PROPOSAL EVALUATION**

- A. **Evaluation Procedure and Criteria.** NYSACHO's Executive Director, Executive Committee members (President, Vice-President and Immediate Past President), Board of Directors and appropriate staff will review proposals and will schedule interviews with the top three offerors.

Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Offeror's experience with similar clients and legal matters.
4. Response from references.
5. Cost.
6. Interviews, if conducted.