



15001 Wells Port Drive  
Austin, Texas 78728  
(512) 989-3188, FAX (512) 989-3533  
staff@wblibrary.org  
www.wblibrary.org

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February 9, 2017

Request for Proposal for Legal Services

Wells Branch Community Library District (WBCLD)

Inquiries and proposals should be directed to:

Donita Ward, Library Director  
Wells Branch Community Library District  
15001 Wells Port Drive  
Austin TX 78728  
[director@wblibrary.org](mailto:director@wblibrary.org) (512) 989-3188

### **Submission Details:**

Proposals must be submitted no later than April 30, 2017. Only attorneys who are currently licensed to practice law in Texas or law firms including such attorneys, may respond to this RFP.

WBCLD reserves the right to reject any and all proposals received in response to this RFP.

### **Information about Wells Branch Community Library District (WBCLD):**

WBCLD is a Special Purpose District created by local election under Local Government Code Chapter 326. WBCLD is located in North Austin and serves a population of roughly 20,000 with services available to all residents of Texas. WBCLD is accredited by the Texas State Library and Archives Commission. It is governed by a Board of five elected Trustees who serve two-year terms and meet ten to twelve times per year in accordance with the Open Meetings Act. WBCLD has an annual budget of approximately one million dollars primarily collected from a 0.5% sales tax.

The mission statement of WBCLD is, "The Wells Branch Community Library enriches and engages our community with a friendly environment of information services and resources. Everyone is welcome to experience the joy of learning, the empowerment of literacy, diverse entertainment, cultural appreciation, lifelong curiosity, and continual growth opportunities." Primary services include traditional library circulation of books and media, technology offerings, literacy programs, databases and digital offerings, adult education and enrichment, public entertainment, and amenities for public use such as computers, office equipment, and project devices.

### **Scope of Services**

**Board of Trustees**

**President** *Faye Cormier*

**Vice President** *Wanda Holcombe*

**Secretary** *Matt Sims*

**Treasurer** *Jill Traffanstedt*

**Trustee** *Ralph Simon*

**Director** *Donita Ward*



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The Offeror shall be readily available to perform legal services, as requested by the Director and/or Board of Trustees, to include:

- Review, draft, and negotiate contracts and leases
- Advise on tax-exempt organization legal issues
- Advise on individual labor and employment matters
- Review personnel, fiscal and other policies, as well as by-laws
- Attend meetings as necessary
- Advise on responses to subpoenas, court orders, and requests for information from third parties
- Defend lawsuits, administrative claims, or other legal claims
- Conduct litigation as necessary
- Other legal services as needed

Offeror 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.

### **Proposal Contents:**

Describe legal experience, including the names and contact information of at least three clients. Experience should be with nonprofit, small government, or similar entities.

If the Offeror is a firm, it should describe the organization, size, structure, areas of practice, and location(s).

The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include education, professional background, and prior experience in similar representations.

The Offeror's proposed price should include information on the hourly billing rates of each person expected to work on the representation and changes for any other expenses, such as copies, research, and fax.

Offeror may include a flat monthly fee to maintain the relationship and advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. In this situation, a monthly statement would be necessary indicating what, if any, work was completed in that billing period.

### **Proposal Evaluation**

WBCLD Director and the President and Secretary of the Board of Trustees will review proposals as they are received and make recommendations to the full Board for final approval

**Board of Trustees**

**President** *Faye Cormier*

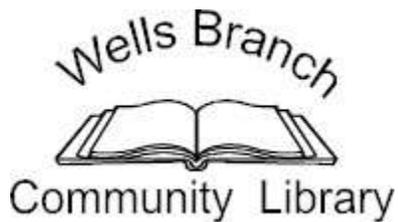
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in a regularly scheduled meeting. The Director may request a meeting with some qualified Offerors prior to final selection.

It is expected that a decision selecting the successful Firm will be made by June 1, 2017. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful consultant.

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