

Request for Proposal for Legal Services

The Wyoming-Erie Regional EMS Council (“WEREMSCO” or “the Council”) seeks to retain legal services. Specifically, WEREMSCO wishes to engage an attorney or firm to serve as General Counsel and provide legal guidance to support and inform its operation.

Qualified law firms or attorneys are invited to submit a proposal on or before 5 p.m. May 2, 2017. Selection of the winning proposal, if any, will be made at WEREMSCO’s regularly scheduled business meeting the evening of May 2, 2017.

Scope of Work

The attorney or firm selected as the winning proposal, if any, will provide guidance and support as requested to aid WEREMSCO in the discharge of its duties. The attorney or firm selected shall represent WEREMSCO in all legal matters related to the Council’s responsibilities pursuant to New York State Public Health Law Article 30 and other relevant laws and statutes.

The work includes the provision of legal opinion and guidance in the following areas: open meetings law; parliamentary procedure; general compliance; incorporation; business law; employment law; public finance law; public health law; by-laws, constitution, and matters of governance; and other subject areas as requested.

Conflict of Interest Disclosure

The attorney or firm shall disclose any prior or current representation of WEREMSCO or any apparent or existing conflict based on current or former client relationships. Attorneys and firms are encouraged, but not required, to include as part of any proposal a list of EMS agencies and providers they represent.

The Proposal

No specific form is required for a proposal. All proposals must include billable rates, stated separately for each attorney, paralegal, or professional to be assigned work on behalf of WEREMSCO. A proposal should address the attorney or firm’s experience and skill in the practice of public health law and other law as applicable to the above stated scope of work.

Evaluation of Proposals

Proposals will be evaluated and discussed by WEREMSCO on May 2, 2017 at its regularly scheduled business meeting. WEREMSCO reserves the right to reject any or all proposals. Proposals are to be addressed to WEREMSCO and submitted via electronic mail to babrauner@gmail.com prior to 5 p.m. on May 2, 2017. Questions about the proposal or process may be submitted by e-mail to babrauner@gmail.com.

Retention of the selected attorney or firm, if any, is conditioned upon the execution of a written contract or letter of engagement.