Questions and Responses (RFP#3-2020 Legal Services)

1) **Question:** In addition to general legal counsel, does the District use special counsel?  
**Answer:** Yes, the District uses special legal counsel on occasion. Most frequently, the District first looks to general counsel but will defer to special counsel depending upon the capacity of general counsel and other possible considerations. Some recent examples of special counsel for the District include employment, election, real estate, and finance law.

2) **Question:** Is the District looking for a flat fee? Hourly Rate? Retainer? Retainer plus hourly rate? Is there a projected range?  
**Answer:** The District is open to proposals for fee structure. The District has worked both with flat fees, hourly fees, and combinations of the two. For example, an earlier contract for legal services included a flat fee for a certain level of service--including regular board meeting attendance and some supporting telephone consultation with an hourly rate for services beyond that. Another general counsel contract was strictly at an hourly rate.

3) **Question:** What was the District’s compensation arrangements with prior legal counsel?  
**Answer:** Last year, the District paid $7798 for general counsel and $9850 in 2018.

4) **Question:** The RFP calls for Commercial General Liability Insurance – we are puzzled as to why this would be necessary since as legal counsel we would not be building or constructing anything for the library. We do carry Professional Liability / Errors & Omissions insurance in the $2 mil / $2 mil policy amount and believe that would be what the Library is seeking rather than Commercial General Liability Insurance. Would that be correct?  
**Answer:** This is correct. The type insurance the District requires of the law firm should be stated as Professional Liability/Errors & Omissions not less than than $1 million.