



**SOUTHEAST IOWA LINK (SEIL)
MENTAL HEALTH AND
DISABILITY SERVICES REGION**

**DES MOINES, HENRY, JEFFERSON,
KEOKUK, LEE, LOUISA, VAN BUREN
& WASHINGTON COUNTIES**

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

FOR THE PERIOD OF
7/1/2022 TO 6/30/2023

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Ryanne Wood

Chief Executive Office

Southeast Iowa Link Mental Health and Disability Services Region

PO Box 937

Keokuk, Iowa 52632

(319) 524-1052

rwood@southeastiowalink.com



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I. GENERAL INFORMATION.

- I. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided for the Southeast Iowa Link Mental health and Disability Services Region for the period beginning 7/1/2022 and ending 6/30/2023.
- II. **Who may Respond.** Only attorneys who are currently licensed to practice law in Iowa and maintain an office within the eight county region of Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Van Buren, and Washington counties, or law firms including such attorneys, may respond to this RFP.
- III. **Instructions on Proposal Submission.**
 - i. **Closing submission date.** Proposals must be submitted no later than 5:00 p.m. on May 16, 2022.
 - ii. **Inquiries.** Inquiries concerning this RFP should be mailed to:

Ryanne Wood, CEO
Southeast Iowa Link Mental Health/Disability Services Region
PO Box 937
Keokuk, Iowa 52632

Or emailed to: rwood@southeastiowalink.com

- iii. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to the RFP will be the responsibility of the Offeror and will not be reimbursed by Southeast Iowa Link Region (hereafter "SEIL").
- iv. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Ryanne Wood, CEO
Southeast Iowa Link Mental Health/Disability Services Region
PO Box 937
Keokuk, Iowa 52632

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
5:00 p.m. May 16, 2022
SEALED PROPOSAL For Legal Services



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Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by SEIL, by the date and time specified above. Late proposals will not be considered.

- v. **Right to Reject.** SEIL reserves the right to reject any and all proposals received in response to the RFP. A contract for the accepted proposal will be drafted based upon factors described in this RFP.
 - vi. **Small and/or Minority-Owned Businesses.** Efforts will be made by SEIL to utilize small businesses, woman and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of a “small business” as established by the Small Business Administration (13 C.F.R 121.201).
 - vii. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within two (2) weeks of the closing date for the receipt of proposals. The SEIL Governing Board is expected to award a contract with the successful Offeror on June 8, 2022. 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. It is expected that the contract shall be an hourly fee-for-service contract ending on 6/30/2023 with an optional renewal each year for an additional fiscal year, upon agreement by both parties.
- IV. **Description of Entity.** SEIL is voluntarily joined together to form a public body corporate and politic and separate legal entity under Iowa Code Chapter 28E, and amendments thereto, known as the Southeast Iowa Link Mental Health and Disability Services Region. The undersigned counties are political subdivisions and constitute “public agencies” as defined in Iowa Code section 28E.2. The initial member counties include: Des Moines County, Henry County, Jefferson County, Keokuk County, Lee County, Louisa County, Van Buren County, and Washington County. The member counties have entered into a 28E Agreement to create a mental health and disability services region as established by Senate File 2315, Division IV, Section 32 and signed into law on May 25, 2012 (creating a new Iowa Code Section 331.438B), to provide local access to mental health and disability services for adults to engage in any other related activity in which an Iowa 28E organization may lawfully be engaged.

SEIL’s mission is to collaborate with people to provide welcoming integrated and individualized services that create opportunities to improve lives.

- II. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the Chief Executive Officer and/or Governing Board.
- Review, draft, and advise on contracts and leases
 - Advise on employment matters
 - Review personnel, fiscal and other policies
 - Review and advise on governmental agreements
 - Review and advise on legislative matters/Code that may impact the Region



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- Attend Governing Board 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

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, SEIL will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, 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.

- III. **PROPOSAL CONTENTS.** The Offeror in its proposal shall, as a minimum, include the following:
- I. **Legal Experience.** The Offeror shall describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferable including governmental clients similar to SEIL who can attest to this experience. Experience should include the following categories:
 - Experience advising non-profit or governmental organizations
 - Experience advising clients conducting governmental or similar programs and services.
 - II. **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). Indicate, if appropriate, if the firm is a small or minority-owned business. Also include a copy of the Equal Opportunity/Affirmative Action Policy, if the firm has one.
 - III. **Attorney Qualifications.** The Offeror should have experience in the following areas: government contracts, mental health and disability service knowledge, and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:
 - Professional and education background of each attorney
 - Overall supervision to be exercised.
 - 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. Education, position in the firm, years and types of experience, and continuing professional education will be considered.
 - IV. **Price.** The Offeror's proposal price should include information on the retainer fee as well as the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies and faxes.
- IV. **PROPOSAL EVALUATION.**
- I. **Submission of Proposals.** All proposals shall include an original and 2 copies.



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II. **Evaluation Procedure and Criteria.** The SEIL CEO and executive management team will review proposals and make recommendations to the Governing Board for final approval. The CEO and/or Governing Board may request a meeting with qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- Proposed approach to scope of work.
- Level of experience of the individual(s) identified to represent the region.
- The Offeror's experience with similar clients and legal matters.
- Response from references.
- Cost.
- Interviews, if conducted.