



Ignacio Community Library
470 Goddard Avenue
P. O. Box 886
Ignacio, CO 81137

Ignacio Community Library District, Colorado

Request for Proposals

Attorney Services

The Ignacio Community Library District is inviting proposals from qualified individuals and firms to provide Attorney services to the Library Board of Trustees.

The ICL Library Board Attorney shall be an attorney in good standing admitted to practice in Colorado and shall serve at the pleasure of five (5) members of the Library Board of Trustees. The ICL Library Board Attorney shall act as the legal representative of the Library District and shall advise the Library Director and ICL Board of Trustees in matters relating to their official powers and duties and perform such other duties as the Library Board may prescribe.

Scope of Services for the ICL Library Board Attorney

Includes but is not limited to:

- Work with Library Board Officials and staff on all legal issues.
- Draft and review contracts, ordinances, resolutions and other legal documents.
- Advise the Library Board on all matters of law and changes therein affecting the Library Board.
- Defend the Library Board in litigation. If outside counsel is retained, coordinate and manage the Library Board's interests with outside counsel.
- Assist in the negotiation of agreements between the Library Board and other entities, both public and private.

Proposal Format

The proposal shall be as brief as possible, but at a minimum, should include:

- Cover letter/Transmittal letter – this should be signed by the individual who will be responsible for providing ICL Library Board Attorney services to the Library Board. The proposal should discuss proposed fee arrangements, names of attorneys to be responsible for work, professional liability coverage to be provided, list of disciplinary proceedings against firm or responsible attorneys, potential conflicts of interest, municipal experience, references and other relevant information to assist the Library Board in making a selection.
- Qualifications of responsible staff.
- The Library Board reserves the right to negotiate compensation issues with the top candidate. If unable to reach a satisfactory conclusion, the Library Board may, at its discretion, negotiate with another candidate.

Proposals are due (6 copies) to the Ignacio Community Library District Library Director's office by 5:00 p.m. on Tuesday, April 1, 2014. The Library Board reserves the right to accept or reject any or all proposals and to waive any informalities or irregularities in any proposal.

- Please address proposals to:

Attention: Leslee Shell

Library Director

Ignacio Community Library District

PO Box 886

Ignacio, CO 81137

(Or hand deliver proposals to the Ignacio Community Library, 470 Goddard Ave, Ignacio, CO)