



## Request for Proposals: Solicitor and Legal Services

### Overview

The **County Commissioners Association of Pennsylvania (CCAP)** is a non-profit organization founded in 1886 and serves as the unifying voice for each of Pennsylvania's 67 counties. CCAP invites qualified law firms or individuals to submit proposals to provide legal services and counsel to CCAP, its Board of Directors, and its member counties as needed. CCAP seeks a solicitor who understands county government, can advise the CCAP Board of Directors, and who will add value through training, presentations, and member support. While the engagement for this service will operate on a one-year basis with automatic renewal, it is anticipated that the term of service will continue through 2031 (in accordance with the next regularly-scheduled RFP).

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### Scope of Services

Proposers should describe their ability to provide the following services:

- **General legal counsel** to CCAP leadership and staff on matters affecting county government and association operations.
- **Guidance to the CCAP Board of Directors** on governance, policy, statutory interpretation, and risk management.
- **Representation or consultation** on county-related statutory, regulatory, and administrative matters.
- **Litigation support**, including the filing of amicus curiae briefs and other litigation needs.
- **Presentations and training** at CCAP conferences, workshops, and webinars on topics relevant to county officials.
- **Ad hoc support** for member counties, including model policies, template resolutions, and written legal guidance for common county issues.
- **Other value-added services** such as legislative monitoring, amicus participation, compliance audits, or discounted services for member counties.

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### Proposal Requirements

Proposals must be concise and organized in the order below. Each section should be clearly labeled and include the requested information.

#### 1. Firm or Individual Background

- **Name and contact information** of the firm or individual solicitor.
- **Firm profile** including size, office locations, and practice areas.

- **Years in practice** and date established.
- **Key personnel** who will work with CCAP, including titles, roles, and resumes for each.
- **Professional licenses and bar admissions.**

## 2. Experience Serving Counties and Local Governments

- **Summary of experience** representing or advising counties, county associations, or local governments. (No more than 300 words)
- **Examples of recent matters** (past five years) involving county clients, including scope, outcome, and client contact for reference. (No more than 300 words)
- **Relevant practice areas** e.g., municipal law, public finance, labor and employment, land use, procurement, open records, elections, etc. (No more than 300 words)
- **Sample deliverables** such as model ordinances, memos, or training materials. (Redact confidential information. Please provide no more than five examples)

## 3. Services for CCAP Board of Directors

- **Approach to advising a Board:** how counsel will support Board decision-making, prepare legal memoranda, and attend Board meetings. (No more than 300 words)
- **Confirm availability** for Board consultations and expected response times for urgent and routine inquiries. Please note: The Board of Directors generally meets five times per year as of this writing—January (Harrisburg), March (Harrisburg), June (location TBD), August (location TBD), November (Hershey).

## 4. Conference Presentations and Training

- **Willingness and ability** to present at CCAP conferences and regional meetings on a variety of legal topics.
- **Presentation topics** you can offer and sample session descriptions. Please note if any of these examples are or could be offered as CLEs for licensed attorneys. (No more than four examples)

## 5. Fee Structure and Billing

- **Hourly rates** for each attorney and paralegal who may reasonably work on CCAP matters.
- **Fee schedule** for common services (e.g., Board meeting attendance, drafting model policies, training sessions, etc.).
- **Alternative fee arrangements**, where available/applicable (flat fees, retainer, capped fees, discounted rates for member counties).

- **Billing practices**, including invoicing frequency, billing increments, travel expense policy, and dispute resolution for invoices.

#### 6. Value Added Benefits for CCAP Members

- **Programs or services** you will offer that provide additional value to CCAP and member counties (e.g., legal hotlines, template libraries, legislative tracking, court case tracking, CLE credits, pro bono hours, discounted rates for members, newsletters, article contributions to *County News*, etc.).
- **Partnerships or networks** that enhance your ability to serve counties.

#### 7. References

- **Three to five client references** from county governments or public-sector clients, including contact name, title, organization, phone, and email.

#### 8. Professional Responsibility and Insurance

- **Malpractice insurance** coverage limits and carrier.
- **Disciplinary history** for the firm or any proposed attorney in the last five years.
- **Conflicts of interest** disclosure and a statement confirming willingness to execute a conflict waiver if appropriate.

#### 9. Sample Engagement Terms

- **Proposed engagement letter or retainer agreement** including scope, termination, confidentiality, and indemnity provisions.

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#### Evaluation Criteria

Proposals will be evaluated on the following factors:

- **Relevant experience** with counties and local government.
- **Qualifications of personnel** assigned to CCAP.
- **Demonstrated ability** to advise the CCAP Board and present at conferences.
- **Fee competitiveness and transparency.**
- **Value-added services** and member benefits.
- **References and client satisfaction.**

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#### Submission Instructions

- **Proposal due date: September 4, 2026, at 12:00PM (Eastern Time)**

- **Format:** Submit proposals as a single Word file or PDF via email to [executivedirector@pacounties.org](mailto:executivedirector@pacounties.org). Include "CCAP Solicitor RFP" in the subject line.
  - **Maximum length:** 15 pages, excluding resumes and sample materials.
  - **Attachments:** Resumes, sample engagement letter, sample deliverables, and references should be appended as separate attachments.
  - **Questions:** Direct all questions in writing to **Executive Director Kyle C. Kopko, Ph.D., J.D.**, by **12:00 P.M. (Eastern Time) on August 21, 2026**. Answers to substantive questions will be shared with all prospective proposers.
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#### **Timeline**

- **RFP issued: July 31, 2026**
  - **Questions due: August 21, 2026 – 12:00 P.M. (Eastern Time)**
  - **Proposals due: September 4, 2026 – 12:00 P.M. (Eastern Time)**
  - **Finalist interviews or presentations: October/November 2026.**
  - **Selection announced: Week of November 23, 2026.**
  - **Anticipated start date: January 1, 2027**
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#### **Contracting and Term**

- Final contract terms will be negotiated with the selected proposer. Contracts will be on a one-year basis with automatic renewal, with the next anticipated RFP for solicitor services taking place in 2031.