



LIBRARY CENTER OF THE OZARKS

Request for Proposal

Library Center of the Ozarks (referred to as the “LCO”) hereby gives notice of their intent to engage an attorney or law firm to serve as outside legal counsel.

**200 South 4th St.
Branson, MO 65616
417-334-1418**

Deadline for Receipt: Tuesday, April 14, 2026

SECTION I: GENERAL INFORMATION

Respondents will be responsible for all costs incurred in preparing or responding to this RFP. LCO will select a respondent to provide the required services and enter a routine letter of engagement. The decision will be based upon the respondent's proposal, qualifications, and potential interviews.

LCO is a political subdistrict of the state of Missouri, and any information submitted is subject to release as provided for by Missouri Public Records Law.

SECTION II: BACKGROUND

In 2023, a tax levy was passed, creating serving the school districts of Branson and Hollister in Taney County. Located in the southwest part of the state, LCO has approximately 15 staff members, one branch location and online resources with a mission to provide resources to enrich the quality of life in the community from generation to generation. LCO is governed by a board of five trustees appointed by the Taney County Commission.

SECTION III: SCOPE OF WORK

As a not-for-profit political subdistrict, LCO desires legal advice on the following (not an all-inclusive list):

- Library law
- Employment law
- First Amendment law
- Real estate law
- Municipal law
- Missouri Sunshine law

SECTION IV: PROPOSAL FOR SERVICES

Proposal for services should include the following:

1. Method of billing and proposed rate, whether hourly, monthly fee, or retainer, for all services, including phone calls, email, written correspondence, and attendance at meetings
2. Scope of work/number of hours (if billing a monthly fee) and proposed rate for out-of-scope work

3. Preferred communication methods and expected response times
4. Preferred engagement terms, whether month to month, annual contract, etc.
5. Willingness to make legal memos/opinions public records
6. Statement of qualifications, as defined in Section V

SECTION V: STATEMENTS OF QUALIFICATION

Statements of qualifications should include the following:

1. General information regarding the respondent, including educational credentials and where licensed
2. The respondent's experience as outside counsel for political subdivisions (or subdistricts) of the State of Missouri
3. Availability of the respondent to attend Library Board meetings and to review meeting agendas
4. If responding as a firm, indication of the individual(s) primarily responsible for the engagement along with the name, credentials, and rates of those responsible for assisting with the engagement
5. Include a list of current clients and engagements focusing on any potential conflicts of interest
6. Any notable awards or certifications

SECTION VI: SUBMISSION REQUIREMENTS

The deadline for receipt of proposals is **Tuesday, April 14, 2026**

Please submit an electronic copy of the proposal in either DOCX or PDF file format to jobs@lcozarks.com with the Subject line "Proposal for Legal Counsel." Submissions may be mailed to the address below but will be converted to an electronic format. Mark the envelope in which the submissions are enclosed as "Proposal for Legal Counsel" and deliver to:

Nicholas Holladay
Library Center of the Ozarks
200 S 4th St.
Branson, MO 65616

Upon receipt, responses will be shared electronically with all individual trustees via library file sharing software or email.

It is the intent of this RFP to describe the required services in sufficient detail to secure comparable qualifications. Appropriate questions from firms that are intended to clarify the contents of this RFP must be submitted in writing and directed to Nicholas Holladay, at the address listed above or nholladay@lcozarks.com

SECTION VII: SELECTION CRITERIA

LCO will consider the following selection criteria to determine the most qualified consultant:

1. The specialized experience and technical competence of the respondent with respect to the described work.
2. The capacity and capability of the respondent to provide legal advice in one or all areas.
3. The past record of performance of the respondent with respect to such factors as quality of work and timeliness of response.
4. Proximity to and familiarity with the service area.
5. LCO will take the best qualified bid. The “best bid” will be determined by the selection criteria and may not necessarily be the “lowest bid.”