

Rockingham County Commissioners' Office
94 North Road
Brentwood, NH 03833
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Proposal Submission Deadline:
09/23/2026 at 7:30 a.m.
Eastern Time
Proposal Opening is noted on
page 2.

REQUEST FOR PROPOSALS

LEGAL SERVICES FOR CIVIL MATTERS

AUGUST 2026

You (ORGANIZATION) are hereby invited to submit a proposal in accordance with the specifications outlined in this Request for Proposal (RFP). All necessary information required to complete your submission is contained within this document. Please refrain from adding our e-mail addresses to your marketing or distribution lists. Failure to comply may result in your domain being blocked, which could hinder the receipt of future proposals or communications from you.

Rockingham County, New Hampshire (Rockingham County) is a public entity composed of various departments, including general administrative offices, a nursing home, an assisted living facility, a correctional facility, facilities operations, and offices of Elected Officials such as the Commissioners, the Delegation, County Attorney, High Sheriff, Register of Deeds, and Treasurer.

QUESTIONS?

For questions specific to the product or service listed in this RFP, please direct inquiries to the contact listed in the upper-left corner of this page. For questions regarding the proposal submission process, please send an email to the RFP submission email listed below.

Please note: Any alteration or modification of documents or proposal forms downloaded from Rockingham County or Public Purchase is strictly prohibited. Such actions may result in disqualification from the proposal process.

INSTRUCTIONS

Proposals can be submitted through one of the following methods:

1. Hard Copy Submission

Submit two (2) copies, or one (1) copy along with a thumb drive, in a sealed envelope labeled **"RFP – LEGAL SERVICES FOR CIVIL MATTERS"**. Deliver to:

Rockingham County Commissioners
94 North Road
Brentwood, NH 03833

2. Email Submission

Email your proposal as a PDF attachment to rfp@co.rockingham.nh.us. Ensure that no submissions are sent to any other Rockingham County email address, as this may result in disqualification. File attachments must not exceed 20 MB in total. If your attachments exceed this limit, send multiple emails as needed. You will receive a confirmation email within one business day. If you do not receive confirmation, please contact the individual listed in the upper-left corner of this document.

3. Online Submission

Proposals may also be submitted online via Public Purchase. Account registration is free, but please allow 24 hours for activation. Visit the [Public Purchase: Rockingham County Home Page](#), or www.rockinghamcountynh.org/rfpbidding for more information and the submission link.

Submission must include:

- Organization legal name with DBA if applicable.

- Tax ID.
- Physical address and mailing address (if different).
- Organization representative name and contact information (phone, fax, and email).
- Itemized pricing (including shipping or freight, if applicable).
- Cut sheets, specifications, brochures, etc. for all products quoted, if applicable.
- Equivalents must be clearly identified, with all variations from the specification annotated and are subject to approval.
- Complete details about warranty and service availability.
- The proposed start and completion time schedule for after bid has been awarded.
- Insurance requirements, non-appropriations and indemnification obligations.

Proposal Openings

Authorization to open proposals will be given during the regularly scheduled Rockingham County Board of Commissioners meeting on 09/24/2026. Please note that proposals will not be reviewed during this meeting. Instead, they will be forwarded to the respective department that issued the RFP for thorough review after the meeting. Proposals will be awarded or rejected once Rockingham County has completed a comprehensive evaluation and comparison of all submissions.

Meetings are conducted in the Lobby Conference Room at the Rockingham County Municipal Building, located at 94 North Road, Brentwood, NH. Remote attendance is available via Zoom. To register for virtual access, please contact the Commissioners' Office at 603-679-9350 at least 24 hours prior to the meeting.

Please note that meeting schedules are subject to change. For the most up-to-date information, visit: www.rockinghamcountynh.org/events.

Proposal Award

Proposals will be formally awarded and publicly announced at a regular scheduled Rockingham County Board of Commissioners meeting. Following the announcement, formal notification of the award decision will be provided.

Pricing

Proposal prices must remain valid for a period of sixty (60) days from the proposal opening date and must remain firm once the proposal is awarded to the successful organization(s).

- Vendors holding a state bid/contract are encouraged to offer the corresponding pricing.
- If any variations, such as discounts or penalty clauses, may affect the proposed price, please specify them clearly in your submission.

Additional Materials

Organizations may be invited to participate in the final selection process following the review and screening of all proposals. This process may include providing additional information, such as cost adjustments or other clarifications, as requested by Rockingham County.

Performance Clause

In the event that the successful organization or Rockingham County defaults on any stipulations outlined the RFP, and such default is not corrected within thirty (30) days of receiving written notice, either party may opt to cancel the agreement.

Contractual Obligations

Should the proposal require contracts for the provision of materials, equipment, or services, the Rockingham County Board of Commissioners reserves the right to review and amend these contracts to ensure compliance with county legal requirements. All agreements or contracts requiring our signature must be submitted in Microsoft Word format to facilitate efficient review and tracking. All contracts must include Non-Appropriation and Indemnification clauses, as specified in the RFP. Sample language for these clauses is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance Requirements

The organization shall maintain insurance coverage throughout the duration of this proposal. Subcontractors engaged by the organization must also maintain the required coverage. Any requests for modifications to these insurance requirements must be submitted in writing with the proposal and will be subject to evaluation.

1. Coverage Requirements

The organization must have professional liability/errors and omissions insurance with limits of no less than \$1,000,000 per occurrence. The insurance certificate and coverage must be issued by a carrier authorized to conduct business in the State of New Hampshire, with an A.M. Best Company rating of "A" or better.

2. Workers' Compensation Insurance

The organization shall carry workers' compensation insurance as mandated by the State of New Hampshire.

3. Comprehensive General Liability Insurance

The organization must maintain a comprehensive general liability insurance policy, including contractual liability coverage, with limits of no less than \$1,000,000 per occurrence.

4. Motor Vehicle Insurance

The organization must carry motor vehicle insurance, including coverage for bodily injury, property damage, and uninsured motorists, with a combined single limit of no less than \$1,000,000 per accident.

5. Insurance Certificate

The organization shall provide an insurance certificate confirming the required coverage. Certificates must be filed with Rockingham County and included with the proposal submission. A

30-day notice is required for cancellation or material changes to coverage, and notices must be sent directly to the Rockingham County Commissioners' Office, 94 North Road, Brentwood, NH 03833.

Notice

1. The Rockingham County Board of Commissioners reserves the right to accept or reject any proposals or parts thereof, select the proposal deemed to be in the best interest of Rockingham County, and waive any formalities in the bidding process.
2. Proposals are subject to public review and cannot include proprietary, confidential, or restricted information that conflicts with New Hampshire's Right to Know law.
3. The information provided in this RFP is solely for the purpose of preparing proposals detailing costs and services for Rockingham County. Organizations are expected to carefully review these specifications. Failure to meet specified conditions may result in invalidation.
4. Although believed to be accurate, the information provided herein is not warranted and should be verified independently.
5. Rockingham County reserves the right to award contracts to multiple providers.
6. All modifications to the specifications must receive prior approval from Rockingham County.
7. Any variations, including discounts or penalty clauses, that may affect pricing, must be clearly specified in the proposal.
8. Payment for satisfactory work completion or product delivery is subject to Rockingham County's standard accounts payable process.

Limitations

This Request for Proposal ("RFP") does not commit the County to award a contract or to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services. The County reserves the right to accept or reject any or all RFPs received as a result of this request, or to cancel this request in part or in its entirety, as may be in the best interest of the County.

DETAIL OF ITEM(S), SCOPE OF SERVICE(S), SERVICES

A. SPECIFICATIONS

(See Attachment 1)

ATTACHMENT I – SCOPE OF SERVICES

I. GENERAL

The County of Rockingham, New Hampshire (the “County”) seeks legal services for a two-year term with an option to extend one additional year. Scope areas include, but are not limited to, the following:

A. Civil Legal Counsel

- Statutory construction and interpretation
- Contract drafting, review, and negotiation
- Real estate transactions
- Eminent domain
- Financing, bonding, and related legal instruments
- Bankruptcy and creditors’ rights

B. Civil Litigation

- Representation in state and federal courts
- Administrative agency practice
- Defense of County agencies, officers, and employees

C. Regulatory compliance:

- Advising on all applicable federal and state laws
- Compliance reviews for County departments and divisions

D. Labor Relations & Employment Law

- Advising on employment policies
- Workplace investigations
- Grievance response
- Representation before the NH Public Employee Labor Relations Board (PELRB)
- Defense of employment claims and administrative actions

E. HR and Personnel Support

- Assistance with disciplinary actions
- Review and drafting of HR policies
- FMLA, ADA, wage and hour, benefit issues

F. Contract Development and Review

- Review of County-wide contracts, procurement agreements, vendor agreements, and intergovernmental MOUs

G. Risk Management & Claims Response

- Guidance on insurance matters, liability exposure, and risk mitigation
- Advising County officials during emergencies or crisis-related legal matters

II. SELECTION CRITERIA

- Qualifications and credentials of the attorney and staff
- Firm qualifications structure
- Demonstrated experience in all areas of the scope of services
- Ability to provide timely and cost-effective services
- Fee structure
- Conflicts of interest

III. CONTENT OF SUBMITTAL

Respondents must include:

- A. Experience and Past Performance.** The proposal should describe the experience of the attorney in handling civil matters.
- B. Qualifications and Key Personnel.** The proposal should identify and describe the qualifications of key personnel and team members to be involved in handling matters on behalf of the County.

- C. Fee Structure. The proposal should set forth the hourly rate of each attorney or non-attorney member of the firm who will be performing work for the County. Hourly rate for consultation services as outlined, guaranteed through October 31, 2028.
- D. Organizational Capacity and Management Approach. The proposal should demonstrate the Attorney's capacity to successfully apply and commit themselves to handling matters on behalf of the County and to providing advice and completing required services in a timely manner.
- E. Any Additional Information Demonstrating Suitability. The proposal should set forth any additional information about the attorney and the firm, which would be helpful in evaluating their qualifications and credentials.