

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Legal Services for Office for the Aging - QSL**

Contract Period: **July 1, 2026 through June 30, 2027 w/(4) 1-year options**

Original Date of Issue: 7/6/2026

Date of Revision: 7/9/2026

BID No: **RFP-RC-2026-012**

Catalog: **Special Request Contract**

Authorized Users: United States Agencies, Other States & Political Subdivisions Therein,
Local Governments, School Districts & Non-Profit Agencies

Address Inquiries To:

Name: Michele Phillips
Title: Purchaser II
Phone: 845-364-2984
Fax: 845-364-3809
E-mail: PhillipM@co.rockland.ny.us

Description

The Rockland County Office for the Aging is seeking qualified legal service providers to deliver legal assistance and representation to County residents age sixty (60) and older.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 26-012	0000023929	Legal Services of the Hudson Valley 3 Barker Avenue – 6 th Floor White Plains, NY 10601 Contact: Rachel Halperin rhalperin@lshv.org	914-949-1305 Fax: 914-683-2535
RFP 26-012-A	0000030457	Pressley, PLLC 300 Cadman Plaza West, 12 th Flr Brooklyn, NY 11201 Contact: Melissa Pressley mpressley@pressleypllc.com	929-232-3778 Fax: 929-232-3778

Edwin J. Day, County Executive
TITLE: Legal Services for Office for the Aging Qualified Suppliers List
RFP NUMBER:
 RFP-RC-2026-012

COST PROPOSAL TEMPLATE
Offeror Name: Legal Services of the Hudson Valley

As a Legal Services Corporation grantee, LSHV is required to request the full costs of operating a project from funders, including salary, fringe benefits, legal information and legal community education services, program costs, i.e. travel, legal research, parking, client court filing fees, additional programmatic other than personnel expenses, i.e. space and technology costs, appropriate portions of organizational operating costs, and administrative costs.

Hourly Rates

The 2026 all-in costs for the attorney-in-charge is expected to be \$243.34 per hour, staff attorney costs are expected to be \$153.46, and paralegal costs are expected to be \$118.47.

Title	Out-of-Court Work	In-Court Work	Reimbursable Costs
Partners Attorney-in-Charge	\$75.00	\$75.00	
Senior Associate Staff Attorney	\$75.00	\$75.00	
Junior Associate Paralegal	\$75.00	\$75.00	
Law Clerk (Unadmitted Law Graduates)			
Law Clerk (Law Student)			
Paralegals			

Retainer Description	Monthly Fee	Annual Fee
Provide a full description of proposed retainer agreement on a separate page.	N/A	N/A

Authorized Signature: Rachel Halperin Rachel Halperin, CEO

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

Edwin J. Day, County Executive

TITLE: Legal Services for Office for the Aging Qualified Suppliers List
RFP NUMBER:
 RFP-RC-2026-012

COST PROPOSAL TEMPLATE
Offeror Name: _____ PRESSLEY, PLLC

Hourly Rates

REVISED AS OF 7/2/2026

Title	Out-of-Court Work	In-Court Work	Reimbursable Costs
Partners	285/hour	285hour	
Senior Associate	200/hour	200/hour	
Junior Associate	125/hour	125/hour	
Law Clerk (Unadmitted Law Graduates)			
Law Clerk (Law Student)			
Paralegals	65/hour	65/hour	

Retainer Description	Monthly Fee	Annual Fee
Provide a full description of proposed retainer agreement on a separate page.	n/a	n/a

 Authorized Signature: _____ 

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified Suppliers List****RFP NUMBER:**
RFP-RC-2026-012**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this RFP is to inform the private sector of a potential business opportunity to establish a Qualified Suppliers List (QSL) and contract(s) for Legal Services for the Rockland County Office for the Aging on an as needed basis.

Firms named to the QSL will be contacted with case specific Scope of Objectives by the County's Authorized Department. At the time of request, Qualified Legal Firms will be required to respond with a written Expression of Interest for legal services and provide their unique perspective and methodology in handling the case. The Expression of Interest response may also include such additional services as the Proposer reasonably believes must be furnished to assist the County in handling the subject legal case.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Firms wishing to submit proposals to this Request for Proposal must provide a breakdown of hourly costs by various categories and skillsets as an example of the staffing level and type they have available. Hourly rates may be broken down for different types of work. Please provide both a full-day rate and half-day rate for expert testimony services.

After evaluation based on criteria indicated, firms will be placed on the Qualified Suppliers List based on specialties, knowledge, skill set experience and qualifications.

BACKGROUND

The legal assistance program for the Rockland County Office for the Aging is an advocacy program providing legal advice and representation, including representation in court, to older adults with financial and social need who otherwise would not be able to obtain the services of an attorney. The role of the Title III-B legal assistance program is to identify and serve the civil legal needs of those older people who are most vulnerable due to social and/or economic circumstances, particularly those who are frail, isolated and/or minorities. This may be provided through legal information, legal community education and/or direct legal representation on matters affecting income security, health care, long term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination. Legal assistance providers help older adults to understand their rights, exercise options through informed decision-making and achieve optimal benefit from the support and opportunities promised by law.

The provider shall demonstrate experience in complying with New York State Office for the Aging Program Instruction 94-PI-52 and 10-TAM-02 Legal Instruction.

OPEN ENROLLMENT

This is an open enrollment contract. After the initial deadline date of this RFP, the Division of Purchasing reserves the right to solicit and add additional positions, services, and/or contractors to meet any unmet needs, as deemed by the Division of Purchasing, but not limited to:

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified Suppliers List****RFP NUMBER:**
RFP-RC-2026-012

- If/when all attempts to utilize awarded contractor(s) has been unsuccessful.
- If/when changing needs warrant a new expertise/specialty to be added.

Vendors will NOT be permitted to submit random proposals at their own discretion at any time to the Purchasing Division. The Division of Purchasing will only add qualified contractors after a thorough proposal review to cover any unmet need(s), as identified by the Law Department and Purchasing Division.

REFERENCES

Unless otherwise stated, proposal must include a minimum of three (3) current projects and two (2) past projects.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The County of Rockland's Department of General Services – Purchasing Division is the issuing office for this document and all subsequent addenda relating to it, on behalf of various Rockland County Departments. The reference number for the transaction is Solicitation # RFP-RC-2026-013. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of one (1) year with four (4) one (1) year options to renew.

The County of Rockland reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

HOW TO USE THE QUALIFIED SUPPLIERS LIST

Formal contracts are signed with suppliers that detail the services offered providing guaranteed not-to-exceed hourly rates by specialty. When a County Department needs project specific services of a firm on a Qualified Supplier List, they follow the following procedures:

CONTRACTING PROCESS

- *Projects valued up to \$35,000.00 may be assigned directly by the user department with a firm on the Qualified Suppliers List by issuing a purchase requisition and meeting the requirements as follows:*
 - “Buy direct” from any supplier on the Qualified Supplier List.
 - Document the reasonableness of price and that the proposal satisfies the procurement requirements.
 - Provide the Purchasing Division with complete backup concerning the suppliers contacted, bids/quotes received, and vendor selection.

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified Suppliers List****RFP NUMBER:**
RFP-RC-2026-012

- Enter a Purchase Requisition in Peoplesoft eProcurement and attach the complete scope of work for this project. The Purchasing Division will not issue a Purchase Order until all required documentation that justifies the request is received.
 - Proceed to work with supplier only after the department has received an official purchase order for the work specified.
 - ***A purchase order issued to a firm on the Qualified Suppliers list, with an original value of under \$35,000, will not be permitted to exceed the \$35,000 limit. If it is anticipated or should reasonably be known that the contract may need to be modified and exceed the \$35,000 competitive quotes as noted below shall be obtained.***
- *Projects valued at \$35,000.00 up to \$100,000*
 - The user department shall solicit written quotes referencing the original RFP # from a **Minimum of Three** suppliers under the applicable Qualified Supplier List.
 - Document the supplier selection process and detail the reasons for vendor selection.
 - Document the reasonableness of price compared to all quotes received.
 - Document that the proposed statement of work satisfies the procurement requirements.
 - Provide the Purchasing Division with complete backup concerning the suppliers contacted, quotes received, scoring of the offers and vendor selection.
 - Upon review and approval by the Purchasing Department, the Agency shall enter into a contract by submitting a DCE-100 contract request. A contract awarded based on quotes received from the user department with an original contract value of \$35,000-\$100,000, will not be permitted to exceed \$100,000. Upon contract finalization, the Department shall enter a purchase requisition to encumber the funds by the issuance of a formal Purchase Order.
 - Agency may proceed to work with supplier only after the department has received a final executed contract for the work specified and the issuance of a formal Purchase Order.
- *Projects valued in excess of \$100,000.00*
 - The user department shall submit to the Purchasing Department a detailed scope of work for the services needed. The Purchasing Department shall invite all firms (qualified to perform the scope of services) that appear on the Qualified Suppliers List to submit a quotation and proposal.
 - The County will enter into a separate contract for each project by submitting a DCE-100 contract request. Change orders to the original contract amounts will be limited based on the original value of the contract. A contract awarded based on quotes received by the Purchasing Division, with an original contract value of \$100,000 to \$250,000 will not be permitted to exceed \$250,000 and will require Legislative approval. Upon Legislative approval and contract finalization, the Department shall enter a purchase requisition to encumber the funds by the issuance of a formal Purchase Order.

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified
Suppliers List****RFP NUMBER:**
RFP-RC-2026-012

- Projects valued in excess of \$250,000
 - For projects in excess of \$250,000, a project specific RFP shall be issued.

The County reserves the right to issue RFP's or quotes for any work if it feels it is in the best interest of the County of Rockland to do so.

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified Suppliers List****RFP NUMBER:**
RFP-RC-2026-012**STATEMENT OF OBJECTIVES****Rockland County Office for the Aging**

The Rockland County Office for the Aging is seeking qualified legal service providers to deliver **legal assistance and representation to County residents age sixty (60) and older**, with priority given to those with the greatest economic or social need.

The provider shall be responsible for delivering direct legal services and outreach, including but not limited to:

- Legal counseling and assistance to eligible seniors
- Representation on matters referred by the RCOFA
- Community education and outreach regarding elder law issues
- Participation in RCOFA meetings and events as requested
- Periodic consultation with the RCOFA Director and progress reporting as needed

The provider must ensure service accessibility for:

- Low-income individuals
- Minority older adults
- Individuals with limited English proficiency
- Socially isolated or homebound seniors

The provider shall maintain confidential client files, subject to review by authorized RCOFA and NYSOFA designees, consistent with ethical rules and program requirements.

Additionally, providers must comply with Title III-B Legal Assistance standards, including:

- Client satisfaction measurement and annual reporting
- Coordination with statewide legal assistance planning efforts
- Monthly programmatic and fiscal reporting due by the 5th of each month
- Policies regarding voluntary client contributions, ensuring no denial of service
- Appropriate recognition of all funding sources in outreach materials
- Approval from RCOFA must be granted prior to distribution of all promotional materials.

Proposer(s) must collect and maintain records for all clients served. Reports will be submitted to the RCOFA monthly for all units of service provided, including number of clients (total and unduplicated) type of assistance given, contributions, meetings, and outreach efforts. Reports are due monthly to the RCOFA by the fifth of the month for the previous month's service.

Client consent forms must be in place prior to obtaining information related to services.

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified Suppliers List****RFP NUMBER:**
RFP-RC-2026-012**Contributions/Due Recognition**

Provider will solicit voluntary contributions to those individuals served by the RCOFA funding and report to RCOFA monthly. Consumers of services must be informed of and provided with the opportunity to voluntarily contribute at least annually to the cost of the services funded by any program administered by or through NYSOFA or RCOFA. Consumers of services must be informed of the purpose for and use of contributions. No service recipient may be denied a service because of inability or unwillingness to contribute. Contribution letters and frequency of contribution requests must be approved by RCOFA in advance. Please see NYSOFA contribution policy.

Due recognition must be given to all applicable funding sources on all program, public information materials, or other printed/published materials and electronic marketing materials distributed to the public. Funding/Contribution policy should read as follows:

“Contributions are voluntary and confidential and are used to expand the services for which they are received. No one will be denied services because of an inability or unwillingness to contribute. ”—This program is provided by the Rockland County Office for the Aging and is funded , in whole or in part by the County of Rockland, the New York State Office for the Aging (NYSOFA) , and/or Administration for Community Living.

Program audits will be performed by the RCOFA at a minimum of bi-annually to assess compliance with regulatory standards.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Provide a statement of Proposer qualifications including:

1. If a firm, provide the name, a brief history and description of your firm. If an individual, describe relevant work experience and attach a resume.
2. Identify the professional staff members who will be involved in the County engagement, the experience, and the location of the office from which they would work.
3. Attorneys to be assigned to County work under this RFP must be admitted to all New York State Courts and the U.S. District Court, Southern District.
4. In the circumstance that the office location is not in the Metro New York area, identify the proposed methods to be employed to expeditiously address all elements of professional representation of the County.

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified Suppliers List****RFP NUMBER:**
RFP-RC-2026-012

5. Detail a proposed plan to address legal representation of the County in matters filed Outside New York State.
6. State the name and title of person(s) authorized to bind the Proposer, together with the main office address, and the respective telephone number (including area codes).
7. Detail Proposer's experience in relation to, as pertinent:
 - a. labor and employment law;
 - b. Retiree Health Benefits
 - c. legal services to municipalities and/ or their insurance carriers;
 - d. municipal defense litigation;
 - e. NYS Mental Hygiene Law and Assisted Outpatient Treatment Hearings;
 - f. Elder Law.

Proposer's may identify which specific type of legal work they are submitting their proposal for. A firm or individual does not need to have experience in all areas detailed above.

8. Provide at least three(3) current references and two (2) previous contract references for services similar in nature and/or from municipalities for which the Proposer has performed services, including addresses and telephone numbers of contact persons.
9. Submit a statement indicating the workforce composition of the Proposer.
10. Provide any additional information that would distinguish the Proposer in its service to the County, if retained.
11. The proposer must disclose any and all conflicts of interest which could arise upon acceptance of a contract award. Additionally, should a conflict exist or arise in future, the Proposer must disclose the manner in which the conflict would be remedied in the event the the County awarded a contract to the Proposer.
12. Include resumes for all personnel and subcontractors to be assigned to this project.
13. Must provide evidence of license and good standing in New York State.
14. Demonstrate the ability to respond to the County's needs quickly.

Edwin J. Day, County Executive**TITLE: Legal Services for Office for the Aging Qualified
Suppliers List****RFP NUMBER:**
RFP-RC-2026-012

15. Have staff with expertise in specific areas of law affecting older adults in economic or social need (for example: public benefits, institutionalization, and alternatives to institutionalization);
16. Demonstrate the capacity to provide effective administration and judicial representation in the areas of law affecting older adults with economic or social need;
17. Demonstrate the capacity to provide support to other advocacy efforts (for example, the long-term care ombudsman program);
18. Demonstrate the capacity to deliver legal services to institutionalized, isolated and homebound older adults effectively; and
19. Demonstrate the capacity to provide legal assistance in the principal language spoken by clients in areas where a significant number of clients do not speak English as their principal language.
20. Have offices and/or outreach sites that are convenient and readily accessible to all older people in the community, including socially and economically vulnerable older persons, or is willing to travel to outreach sites designated by the RCOFA
21. If the provider of legal services is not a Legal Services Corporation (LSC) grantee, it is required to coordinate its services with those of the LSC grantee (see 94-PI-52) and is subject to the federal regulations applicable to LSC grantees to the extent determined appropriate by the Administration on Community Living (OAA §307(a)(11)).

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone: (845) 364-3820 Fax: (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM #2

RFP #: RFP-RC-2026-012

Legal Services for Office for the Aging Qualified Suppliers List

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

A pre-proposal meeting was held the following were in attendance. The following questions have been asked.

Claudia Moodie- Rockland County Purchasing Department
Tammy McDermott- Rockland County Office for the Aging
Cheryl Ward- Rockland County Office for the Aging
Joseph Lobello- Legal Services of Hudson Valley
Joanne Labrusciano- Legal Services of Hudson Valley

Questions #1: The required legal information and legal community education services listed on page 5 of the RFP, are those billable expenses on this contract?

Response #1: Yes, these are all requirements as part of the scope and can be billed at the hourly rate.

Question #2: Page 11, No. 13 is referring to providing the Organizations credentials or only showing the intended staff attorneys current license to practice?

Response #2: Yes, include a copy of valid license to practice in New York State.

Question #3: What type of documentation/description is required to provide evidence of the company being in good standing?

Response #3: This information can be provided in the form of a Certificate of Good Standing, Certificates confirming the attorney's are licensed to practice law, has required registrations, and has no disciplinary suspensions or disbarments.

Question #4: What is the value of the project as described on pages 6-8 of the RFP?

Response #4: This information is County use. These values do not indicate the usage these values indicate how using departments will need to use this contract.

Question #5: How many cases will be assigned under the project value?

Response #5: We can not determine bow many cases will be assigned but for historical data there were 340 cases from January 1, 2025-December 31, 2025.

Question #6: Will a married consumers of services constitute one unit for payment?

Response #6: All services are billed hourly per case it is not changed per person in any given case.

Question #7: What is the scope of representation? Litigation, Inception through trial, advice?

Response #7: This information is provided in the background on page 5 of the RFP.

Question #8: Is the representation in housing court? Will the representation include filing orders to show cause? Is there a maximum amount of fees paid for orders to show cause?

Response #8: Please see background for services. All rates are billed hourly.

Question #9: Are subpoena fees waived or will billing for subpoenas be awarded to the contractor?

Response #9: We currently do not pay any extra fees, all rates are hourly.

Question #10: Are expenses for process services paid under this contract?

Response #10: These services are not utilized under this contract.

Question #11: Who receives the voluntary contributions for consumers of services?

Response #11: Vendors solicit contributions which are then deducted from their monthly bill.

SIGNED:

Paul J. Brennan

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING**

ADDENDUM

3/9/26