

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

Title: **Legal Services-Qualified Suppliers List**

Contract Period: August 1, 2021 through July 30, 2023 w/2-1 yr. options

Original Date of Issue: September 28, 2021

Date of Revision:

**RFP No: RFP-RC-2021-013**

Authorized Users: Law Department, Office of Aging

Address Inquires To:

Name: Sabrina Samuels  
Title: Purchaser II  
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Fax: 845-364-3809  
E-mail: samuelss@co.rockland.ny.us

**Description**

This contract is for the law department and Office of Aging for a qualified suppliers list for Legal Services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
<b>PLEASE SEE ATTACHED OFR COMPANIES THAT WERE NAMED TO THE QUALIFIED SUPPLIERS LIST.</b>			

**Using Departments:**  
**Purchasing Department will process any contract request for Services. Requisitions must be entered for all contract requests.**

**PURCHASING DIVISION**  
**RFP AWARD**  
**RFP-RC-2021-013**  
**Legal Services-Qualified Suppliers List**

<b>COMPANY NAME:</b> Alan B. Brill and Associates, LLC	<b>ADDRESS:</b> 20 Squadron Blvd. Suite 540	<b>CONTACT:</b> Alan B. Brill
<b>PHONE:</b> 845-357-0000	<b>FAX:</b> 845-357-7192	<b>EMAIL:</b> <a href="mailto:abllc@alanbbrill.com">abllc@alanbbrill.com</a>
<p>Senior Associate \$175/Hr; Junior Associate \$175/Hr; Law Clerk (unadmitted Law Graduates \$100/Hr            Law Clerk (Law Student \$75/Hr; Paralegals \$75/Hr</p> <p>Paying of all costs or disbursements incurred or advanced by our office in representing the County of Rockland under the terms of this agreement This includes, but is not limited to, court fees and expenses, experts, litigation costs, attendance at court conferences, conference report letters, attendance at depositions, deposition reports, research, preparation of motions, opposition to any motions, telephone calls, and preparation of pleadings.</p>		

<b>COMPANY NAME:</b> Catania, Mahon & Rider PLLC	<b>ADDRESS:</b> 641 Broadway Newburgh, NY 12550	<b>CONTACT:</b> Ari I. Bauer, Esq.
<b>PHONE:</b> 845-565-1100	<b>FAX:</b> 845-565-1999	<b>EMAIL:</b> <a href="mailto:abauer@cmrlaw.com">abauer@cmrlaw.com</a>
<p>Partners \$255.00/hr; Senior Associate \$225.00/hr; Junior Associate \$225.00/hr;            Law Clerk (Unadmitted Law Graduates) \$90.00/hr; Paralegals \$90.00/hr</p>		

<b>COMPANY NAME:</b> Harris Beach, PLLC	<b>ADDRESS:</b> 445 Hamilton Ave, Ste 1206 White Plains, NY 10601	<b>CONTACT:</b> Darius P. Chafizadeh
<b>PHONE:</b> 914-683-1212	<b>FAX:</b> 914-683-1210	<b>EMAIL:</b> <a href="mailto:dchafizadeh@harrisbeach.com">dchafizadeh@harrisbeach.com</a>
<p>Partners \$250/hr; Senior Associate \$250/hr; Junior Associates \$250/Hr., Paralegals \$125.00/hr</p> <p>Reimbursable Costs-The County will reimburse the firm for necessary expenses advanced on your behalf. They include travel, transcripts, long distance telephone calls, recording and filing fees, courier services, copying &amp; printing. Costs are billed without markup. Disbursements will be submitted with appropriate documentation to verify the expenditures.</p>		

<b>COMPANY NAME:</b> Law Office of David Parker PLLC	<b>ADDRESS:</b> 151 No. Main Street, Ste 300, New City, NY 10956	<b>CONTACT:</b> David Parker
<b>PHONE:</b> 845-368-0845	<b>FAX:</b> 914-297-6806	<b>EMAIL:</b> <a href="mailto:david@parkertrustlaw.com">david@parkertrustlaw.com</a>
<p><b>Only on for Elder Law</b></p> <p>Partners \$60.00/Hr</p> <p>Reimbursable Costs: Postage, 3<sup>rd</sup> Party Fees, Travel</p>		

<b>COMPANY NAME:</b> Legal Services of the Hudson Valley	<b>ADDRESS:</b> 90 Maple Avenue, White Plains, NY 10601 <b>Site Location for services:</b> 7A Permlman Dr, Spring Valley, NY 10977	<b>CONTACT:</b> Rachel Halperin
<b>PHONE:</b> 914-949-1305	<b>FAX:</b> 914-949-6213	<b>EMAIL:</b> <a href="mailto:rhalperin@lshv.org">rhalperin@lshv.org</a> ; <a href="mailto:jlabrusciano@lshv.org">jlabrusciano@lshv.org</a>
Partners Atty in Charge \$60/Hr; Senior Associate \$60/Hr <b>Only on for Elder Law</b>		

<b>COMPANY NAME</b> Saretsky Katz & Dranoff, LLP	<b>ADDRESS:</b> 565 Taxter Road, Suite 210 Elmsford, NY 10523	<b>CONTACT:</b> Eric Dranoff
<b>PHONE:</b> 212-973-9797	<b>FAX:</b> 212-973-0939	<b>EMAIL:</b> <a href="mailto:edranoff@skdllp.com">edranoff@skdllp.com</a>
Partners \$195/Hr; Senior Associate \$175/Hr, Junior Associate \$175/Hr, Law Clerk (Unadmitted Law Graduates) \$75/Hr; Law Clerk (Law Student \$75/Hr; Paralegals \$75/HR Reimbursable Costs: Unusual photocopying, filing fees (typically waived for municipalities), calendaring expenses, invoices from investigators, experts, court reporters and records suppliers.		

<b>COMPANY NAME:</b> West Group Law PLLC	<b>ADDRESS:</b> 81 Main Street, Suite 510, White Plains, NY 10601	<b>CONTACT:</b> Teno A. West
<b>PHONE:</b> 914-898-2400	<b>FAX:</b> 914-898-2401	<b>EMAIL:</b> <a href="mailto:twest@westgrouplaw.com">twest@westgrouplaw.com</a>
Partners \$275/Hr; Senior Counsel \$275/Hr; Senior Associate \$275/Hr; Junior Associate \$2750/Hr; Law Clerk (Unadmitted Law Graduates \$90/Hr, Law Clerk (Law Students) \$90/Hr; Paralegals \$90/Hr Reimbursable costs Fees for ediscovery services. WGL will only seek reimbursement for non-routine copy projects, and only at cost.		



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## **STATEMENT OF OBJECTIVES**

### **Rockland County Law Department**

- The County reserves all rights to enter into contracts with as many proposers as the County determines necessary to ensure adequate legal representation on all matters. The County further reserves all rights to assign cases and work as the County deems appropriate. Award of a contract will not necessarily result in assignment of work. This contract will be for as needed services only as determined by the County Attorney.
- The County intends to retain the services of one or more qualified individuals or law firms to defend the County, its officers, agents and employees against claims and litigation in the areas of personal/bodily injury, mental hygiene law, property damage, civil rights, employment practices and similar areas of law.
- The successful proposer(s) will be required to work closely with the County Attorney, insurance carriers, claims managers and investigators assigned to each claim or case, as necessary, in the sole discretion of the County.
- The successful proposer(s) will be required to act as defense counsel to the County, its officers and employees, on all matters assigned by the County Attorney in connection with claims and litigation filed or threatened against the County.
- The successful proposer(s) will be required to coordinate services with the County's insurance carriers, claims managers, investigators, agents and the County Attorney.
- In accordance with County insurance contracts, the successful proposer(s) will be required to provide status reports on all claims, as well as complete any and all documentation, reports and records required, in form and content, by the County's insurance carriers. All reports and required documentation must be made available to the County, the County insurance carriers, and any claims management agency designated by the carriers. The successful proposer(s) will be required to keep the County and its insurance carriers adequately apprised in the discretion of the County of the status of claims as well as make settlement recommendations.
- The successful proposer(s) will be required to provide the County, its claims managers and insurance carriers with copies of all pleadings, documents and reports as the County may require.

### **Rockland County Office for the Aging**

- Provide legal assistance to Rockland County senior citizens age 60 and over with the greatest economic or social need.
- Conduct legal outreach and counseling to Rockland County senior citizens as required by the Director of the Rockland County Office for the Aging (RCOFA).
- Consult with and provide legal assistance and representation, as required, to individual senior citizens as referred to the Attorney by the RCOFA.
- Consult with the Director of the RCOFA monthly, to provide progress reports and summaries of the Attorney's current/ongoing activities.
- Attend staff meetings for the RCOFA as required by the Director.
- Participate in RCOFA events to educate residents regarding legal issues affecting older adults/elder law.



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- The provider, to the maximum extent feasible, will provide services to low-income minority individuals, older individuals with limited English proficiency in accordance with the need for services. Provider must maintain confidential client files open to a designee from the RCOFA and NYSOFA.

**Each Legal Assistance Provider shall:**

- Maintain client confidentiality and otherwise abide by the Lawyer's Code of Professional Responsibility as adopted by the New York State Bar Association;
- Work closely with the RCOFA;
- Adhere to the standards set forth in this document and any amendments thereto;
- Work with the RCOFA to develop a method for surveying client satisfaction and assure that the views of older persons are solicited and considered as to the operation of the program. Such method shall respect the client's right to confidentiality, results of client satisfaction survey must be submitted to RCOFA annually;
- Assist the RCOFA in developing and amending reporting instrument as necessary;
- Work with the RCOFA and obtain input from the State Legal Assistance Developer to assess and develop local program plans for reaching the target populations and addressing the case priorities;
- Provide effective, high quality administrative and judicial representation in the priority issue areas for eligible individuals, unless it can be demonstrated that another provider within the PSA is delivering the service in accordance with these Standards;
- Use Title III-B funds or other funds as contracted for from the RCOFA to maintain or increase, to the extent practicable, the level of legal assistance furnished to eligible individuals, and shall not use Title III-B funds to supplant funds from other federal or non-federal sources;
- Not condition the provision of Title III-B funded legal assistance to any person 60 years of age or older on their level of income or resources. The provider may only question the client about financial circumstances as a part of the process of providing legal advice, counsel, and representation, and for the purpose of identifying additional resources to which the client may be entitled, and to assist in targeting clients with greatest social and economic need;
- Give clients a voluntary opportunity to contribute to the cost of the services they receive and ensure privacy with respect to the client. The method of informing the client of the opportunity to contribute shall not discourage the utilization of the service by the contributor or other potentially eligible individuals;
- Not subcontract any interest or obligation arising under a Title III-B contract without written agreement of the RCOFA;
- Have 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;
- Provide complete, accurate programmatic and fiscal reports to the RCOFA in a timely manner and provide additional information as may be requested by the RCOFA while maintaining client confidentiality; and,
- Establish goals for the future of the Legal Assistance Program in consultation with the RCOFA and the Legal Assistance Developer.

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.



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#### 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.

Due recognition must be given to all applicable funding sources as well as the NYSOFA contribution policy on all printed 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. Suggested contributions level should equal the cost of the service for participants who self-disclose income at or above 185% of Federal Poverty Level.*

*Services are funded in part by the Administration on Community Living, New York State Office for the Aging and the Rockland County Office for the Aging”*

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.
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).



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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 two (2) references 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. 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);
14. Demonstrate the capacity to provide effective administration and judicial representation in the areas of law affecting older adults with economic or social need;
15. Demonstrate the capacity to provide support to other advocacy efforts (for example, the long-term care ombudsman program);
16. Demonstrate the capacity to deliver legal services to institutionalized, isolated and homebound older adults effectively; and
17. 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.
18. 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



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19. 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)).