

REQUEST FOR PROPOSALS

for Legal Services

for Marjaree Mason Center

October 2, 2023



SECTION I: ABOUT MARJAREE MASON CENTER

The Marjaree Mason Center (MMC) is a 501(c)(3) organization that, for over 40 years, has offered safe housing and support services to adults and their children affected by domestic violence in Fresno County. As the only comprehensive domestic violence services agency in Fresno County, the Marjaree Mason Center provides 24/7 crisis response, housing, legal advocacy, counseling and education to survivors, youth and those who have caused harm. The Center was founded in 1979 after the murder of Marjaree Mason, a native of Easton. A graduate of Washington High School and Reedley College, Marjaree lived in Fresno for 31 years and was well known in the community. MMC currently operates out of 7 locations with 100 employees. Last year, MMC served about 8,000 adults and children from Fresno County.

Marjaree Mason Center has a Board of 17 volunteer members who have oversight of the organization.

SECTION II: SCOPE OF WORK

The Marjaree Mason Center is seeking proposals from interested parties who are willing to support the work of the Board and the agency as a whole. We are seeking counsel from a licensed attorney, eligible to work in the State of California, who is familiar with non-profit law, Roberts Rules of Order, Bylaws compliance and contracts review.

- The selected legal counsel will agree to participate in all Marjaree Mason Center Board of Director meetings. Meetings are typically held on the last Thursday of each month from 7:30 – 9:30 a.m. The Board does not meet in July or November. The date in December is mid-month. The Board meets virtually for all meetings except for May, September and October.
- Helps the Board ensure they are properly following Roberts Rules of Order and answer questions about complying with processes and procedures, either during Board meetings, before or after.
- Annually review the agency Bylaws to ensure they are up-to-date and compliant with local, state and federal laws, and that they meet the objectives of the agency.
- Additionally, the Marjaree Mason Center is required to sign many contracts (government, private foundation, vendor, etc). The selected vendor will be able to review agency contracts, ensure that the Center's interests are protected, and that agency leadership is aware of any compliance expectations.
- Donated or reduced-fee time will be accepted.

SECTION III: TIME REQUIREMENTS

By responding to this RFP and submitting a proposal, the interested party is confirming that they are available to participate in all Board meetings. Although subject to change per Bylaw notification requirements, the Board-approved 2023 fiscal year Board meeting schedule is listed below:

October 26, 2023	7:30-9:30 am	In Person
November 2023	NO MEETING	
December 14, 2023	7:30-9:30 am	
January 25, 2024	7:30-9:30 am	
February 29, 2024	7:30-9:30 am	
March 21, 2024	7:30-9:30 am	
April 25, 2024	7:30-9:30 am	
May 30, 2024	7:30-9:30 am	In Person
June 27, 2024	7:30-9:30 am	
July 2024	NO MEETING	
August 29, 2024	7:30-9:00 am	
September 26, 2024 (Annual Meeting)	7:30-9:30 am	In Person

SECTION IV: SUBMISSION INSTRUCTIONS

Submit completed proposals to Nicole Linder at RFP@mmcenter.org with the email subject line "Board/Corporate Legal Services".

Please include a list of qualifications, letter of interest and a fee schedule.

The deadline to submit a proposal is Wednesday, October 18, 2023.

SECTION V: REQUEST FOR INFORMATION OR QUESTIONS

Please direct all inquiries concerning this RFP to: Nicole Linder (RFP@mmcenter.org).

SECTION VI: EVALUATION

MMC reserves the right to reject any and all proposals and reserves the sole right at its discretion to accept any proposal(s) it considers most favorable to the interest of MMC and waive any and all minor irregularities in any proposal(s). MMC further reserves the right to reject any proposal(s) and seek new proposals through the issuance of a new or amended RFP if such action is deemed in the best interest of MMC.

The submission of a response shall be prima facie evidence that the Proposer has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the scope of work and the conditions under which the work is to be performed.

In evaluating the proposals submitted, MMC will apply the “Best Value” approach in selecting the Proposer to be awarded a contract for this service. Price is not the only criteria that will be used in the evaluation process.

The Board of Directors will review all submitted proposals and make a selection on October 26, 2023.