



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: John Hoatson, Town Clerk
Date: Thursday, November 9, 2023
Re: Town Attorney RFP Submissions

Commissioners,

The Town published RFP 2023-05 Town Attorney seeking proposals from firms seeking qualified firm(s) interested in providing legal services as a Town Attorney for a 24 month contact. The RFP was posted on the Town website, eMaryland Marketplace, and social media. The Town has received two submissions before the RFP submission deadline of Tuesday, November 7, 2023. by 5:00 PM.

Group	Location	Cost
Law Office of Kevin J. Best	Annapolis, Maryland	\$190 Per Hour Copying charges will be charged for large documents exceeding 20 pages at \$.10 per page
Levan Ruff, LLC	Annapolis, Maryland	\$250.00 Per Hour Until June 30 \$275.00 Per Hour July 1, 2024, Remainder of the contract

Attached to this memo are the full submissions received from the above firms. The Board of Commissioners will hold a closed session following the November Board Work Session on Tuesday, November 14, 2023 to discuss the RFP's. The Board could vote to select a firm at the November Regular Town Meeting on November 28, 2023.