



General Counsel

Request for Proposals (RFP)

Bid Issue: September 17, 2026

Bid Deadline: October 2, 2026

General Counsel

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The Omaha Municipal Land Bank (OMLB) is requesting proposals for a Contracted General Attorney ("Attorney") to serve as the chief legal advisor to the organization, providing legal counsel and strategic guidance to the Board of Directors, Executive Director and management team. The General Counsel is responsible for supporting sound governance practices, ensuring legal and regulatory compliance, managing organizational risk, advising on human resources matters, and supporting the organization's public-sector and nonprofit mission.

The Attorney shall conduct an independent review of OMLB's historical legal, governance, contracting, compliance, and operational records to identify and report any material legal risks, governance deficiencies, statutory or regulatory noncompliance, conflicts of interest, breaches of fiduciary duty, indications of fraud, misuse of public funds, improper procurement practices, or other actions that may expose OMLB to legal, financial, reputational, or operational risk. The Attorney shall provide a written findings and recommendations report detailing observations, risk levels, and recommended corrective actions.

Scope of Work

The Attorney shall provide legal services in the following areas:

Governance and Board Support

- Advise the Board of Directors and leadership regarding fiduciary duties, governance best practices, ethical obligations, and organizational accountability.
- Draft, review, and provide legal guidance on bylaws, board resolutions, committee charters, governance policies, and other corporate governance documents.
- Attend Board and committee meetings as requested and provide legal counsel regarding governance, compliance, and policy matters.
- Develop and deliver governance training for directors, officers, and senior leadership.
- Review and advise on conflicts of interest, ethics disclosures, and related governance concerns.

Nonprofit Compliance and Regulatory Oversight

- Monitor and advise on compliance with federal, state, and local laws applicable to nonprofit and quasi-governmental organizations.
- Conduct periodic compliance assessments and provide recommendations to address identified legal and regulatory risks.
- Draft and review organizational policies and procedures to support regulatory compliance and operational effectiveness.

- Provide legal guidance regarding tax-exempt status requirements, charitable activities, reporting obligations, and organizational compliance matters.
- Support leadership in responding to regulatory inquiries, audits, and compliance reviews.

Government and Public Sector Support

- Provide legal counsel regarding public-sector obligations, transparency requirements, public accountability standards, and governmental regulations.
- Draft, review, and negotiate memoranda of understanding, intergovernmental agreements, and other agreements involving public entities.
- Monitor legislative and regulatory developments and provide legal analyses regarding their potential impact on the organization.
- Advise leadership on matters involving governmental agencies, public funding sources, and regulatory authorities.
- Support the organization's engagement with public-sector partners through legal review and strategic counsel.

Contracts and Procurement

- Draft, review, negotiate, and manage vendor agreements, consulting agreements, professional services contracts, grant agreements, and other organizational contracts.
- Develop and maintain standard contract templates and contract management procedures.
- Provide legal guidance regarding procurement policies, competitive bidding requirements, and contract administration practices.
- Identify contractual risks and recommend mitigation strategies before execution of agreements.

Human Resources and Employment Law Support

- Advise management on employment law compliance, employee relations, workforce management, and workplace investigations.
- Draft, review, and update employee handbooks, personnel policies, employment agreements, and workplace procedures.
- Provide legal counsel regarding hiring, discipline, performance management, accommodations, leave administration, separation, and terminations.
- Conduct or oversee workplace investigations and provide findings, recommendations, and risk assessments.
- Deliver training to management and staff regarding harassment prevention, workplace conduct, employment law compliance, and related human resource matters.
- Advise on equal employment opportunity, wage and hour compliance, employee benefits, and related employment matters.

Risk Management and Ethics

- Identify, assess, and advise leadership regarding legal, operational, governance, and reputational risks.

- Conduct periodic legal risk assessments and recommend corrective actions and risk mitigation strategies.
- Review organizational insurance coverage and assist with claims management and risk-related matters.
- Advise on ethics programs, whistleblower compliance, internal investigations, and organizational accountability measures.
- Support crisis response planning and provide legal guidance during organizational risk events.

Litigation and Dispute Resolutions

- Evaluate claims, complaints, disputes, and legal risks and provide recommendations regarding appropriate courses of action.
- Manage litigation, administrative proceedings, investigations, and regulatory matters either directly or through outside counsel.
- Negotiate settlements and resolutions that protect the organization's interests and minimize risk.
- Provide regular updates to leadership and the Board regarding material legal disputes and litigation matters.
- Oversee and evaluate the performance of outside legal counsel and control legal expenditures.

Vendor Registration Required

Companies wishing to work with OMLB must be registered as a vendor. This page can be found at the following link on our webpage: <https://omahalandbank.org/get-involved/vendor-registration/>

Proposal Contents

Please include the following information in your proposal submission:

1. Description of your approach
2. Description of your team's capacity to deliver a high-quality product on time
3. Summary of deliverables
4. Estimated costs
5. 2-3 professional references and any samples of relevant prior work as appropriate. References should be provided with a current name, email, phone number, and year associated with the client.

Proposal Submission Deadline

Proposals should be submitted (PDF preferred) to info@omlb.org by **October 2, 2026**.

Bid Schedule

- **Issue Bid:** Thursday, September 17, 2026
- **Question Submission Date:** Friday, September 25, 2026
- **FAQ Answers Posted Online:** Monday, September 28, 2026
- **Proposal Deadline:** Friday, October 2, 2026

- **Award Selection:** Wednesday, October 14, 2026

Estimated Project Delivery Schedule

- **October 2026:** Sign Contract & Onboarding
- **October 2026:** Project Kickoff & Information Compiling
- **December 2026:** Project Draft Development
- **TBD 2027 - 2028:** Final Product Delivered

Questions

Please contact Andrea Purdy-Steenholdt, Deputy Director, at (402) 800-1236 or info@omlb.org with any questions. All FAQ will be posted on the website at omahalandbank.org/bidding.