

CONFIDENTIAL  
**Request for Proposal**  
**Legal Counsel—Labor and Employment Law**

Loretto Hospital  
645 S. Central Avenue  
Chicago, IL 60644 [www.lorettohospital.org](http://www.lorettohospital.org)

**I. Introduction**

The purpose of this proposal is to select legal counsel to advise on Labor and Employment matters for Loretto Hospital.

**II. Background**

Loretto Hospital is an acute care facility (157 beds) located in the Austin neighborhood on the west side of Chicago. The Hospital employs a full-time General Counsel and a full-time Vice President of Human Resources who is also the Chief Compliance Officer. The Hospital employs union members from three unions subject to collective bargaining agreements (CBAs).

Loretto is considering the use of outside counsel for labor-related matter and also for general employment matters as needed.

The following scope of services generally describes the need:

- **Designated representative and chief negotiator**  
Serving as the organization's designated representative and **chief negotiator** in labor negotiations, including collective bargaining, mediation, and related labor proceedings, as requested.
- **Third-party litigation representation**  
Acting as the organization's **registered representative** for third-party employment and labor litigation, including administrative agency matters (e.g., EEOC, NLRB, IDHR) and court proceedings, as applicable.
- **Proactive risk management and compliance**  
Anticipating labor and employment risks, advising on emerging regulatory changes, and helping address issues before they escalate into grievances, charges, or litigation.
- **Collective bargaining strategy and support**  
Assisting with bargaining preparation, proposal development, costing analysis, and negotiation strategy, including guidance on interest-based bargaining where appropriate.
- **Grievance and arbitration support**  
Evaluating grievance merit, advising on resolution strategies, drafting responses, and representing the organization in arbitrations when required.
- **Policy, contract, and practice review**  
Reviewing and updating employment policies, CBAs, handbooks, and disciplinary practices to ensure legal compliance, operational clarity, and defensibility.

- **Workplace investigations and high-risk employee relations matters**  
Advising on or supporting investigations involving discrimination, harassment, retaliation, or other sensitive matters, including discipline and termination decisions.
- **Training and leadership support**  
Providing practical training for leadership and HR on labor relations, supervisory rights, just cause standards, and effective union-management communication.
- **Strategic counsel during organizational change**  
Guidance related to restructurings, layoffs, acquisitions, or other operational changes with labor or union implications.

#### **IV. Proposal Instructions**

Proposals must include the following requested information. Responses should be submitted via email to Melinda Malecki (melinda.malecki@lorettohospital.org) and should be no more than 20 pages, including cover pages and any biographies or exhibits.

##### 1.0 Company Information

- 1.1 Provide a brief overview of your business, including ownership structure, organizational chart and number of attorneys.
- 1.2 Does your business provide any services or have any affiliations that provide services that could pose a conflict of interest to Loretto?
- 1.3 Describe your firm's experience providing Labor and Employment advice to hospitals including: (a) academic medical centers; (b) safety net hospitals; and (c) hospitals located in Cook County, Illinois.
- 1.4 What is your organization's policy / practice regarding diversity?

##### 2.0 Team Information

2.1 Provide the names of each individual who would be assigned to the account. Identify each individual's title, professional designations, function, number of years of industry experience, number of years of health care experience, number of years of experience at your firm, office location and hours you anticipate they would be dedicating to this contract. In addition to account executives, please also include technical representatives, individuals responsible for marketing the account, and others who would be actively involved.

2.2 Describe the team's experience with providing legal services to hospitals with scope, size, and complexity of Loretto, including: (a) academic medical centers; (b) safety net hospitals; and (c) hospitals located in Cook County, Illinois;

#### **V. Cost**

Provide a detailed description of the proposed compensation structure.

## **VI. Questions**

Please submit any proposal-related questions to Melinda Malecki, [melinda.malecki@lorettohosopital.org](mailto:melinda.malecki@lorettohosopital.org) by March 6, 2026.

## **VII. Final Evaluation and Selection**

A short list of candidates will be selected to make a presentation to supplement information obtained through the written proposal.

## **VIII. Proposal Timetable**

The timetable below sets forth the expected due dates for each event regarding this RFP process and our selection.

Proposal Distribution	February 25, 2026
Questions due to Loretto	March 9, 2026
Proposals due to Loretto	March 27, 2026
Finalist Selection	April 3, 2026
Finalist Q&A Presentation	April 10, 2026
Selection	April 15, 2026