

**School District of the City of Saginaw
Request for Proposals
Legal Services**

The School District of the City of Saginaw is seeking qualified attorneys or law firms to submit sealed proposals to provide the District with legal services. This request is to perform all work necessary and incidental to the tasks listed in this document. (See Scope of Services for further detail). The District Administration will select the attorney, firm, or firms that best meet the needs of the District and recommend that attorney, firm, or firms to the Saginaw Board of Education for approval.

Proposals must be submitted in an envelope or container clearly labeled "District Legal Services", and delivered to the attention of Tamara Johnson, Accounting Office, Saginaw Public Schools, 550 Millard St., Saginaw, MI 48607 **on or before 2:00 p.m. on Monday, September 20, 2010**. Proposals, or changes to proposals prior to bid opening, will not be accepted by telephone, email, or facsimile machine.

Fair Employment Assurance

Under the terms of Saginaw Board of Education policy 4900, all responses shall include an assurance of fair employment practices by the bidder. Policy 4900 reads as follows:

"Any contract to which the Board or District is a party shall contain a covenant by the contractor, and the subcontractors of the contractor, not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or handicap/disability. A breach of this covenant may be regarded as a material breach of the contract in the discretion of the Board." Approved by the Board December 13, 2006.

Overview of the Process

The time frame will consist of the District's evaluation of submittals, schedule of interviews of three (3) short-listed firms, refining the scope of services if required, final selection of the attorney, legal firm or firms, and submittal to the District Board of Education for approval. The District shall not be obligated to accept the lowest priced proposal, but will make an award to the attorney or legal firm or firms it believes is/are in the best interest of the District after all factors have been evaluated. It is estimated the entire process will take approximately 8 to 10 weeks following the deadline for submission of responses to this RFP. During this period the District will continue to utilize the services of existing legal counsel to the Board.

All questions must be in writing (either by mail or email) and directed to:

Tamara Johnson, Saginaw Public Schools, 550 Millard St., Saginaw, MI 48607.(tjohnson@spsd.net) Communication regarding this solicitation with other personnel in the District may result in your firm being declared ineligible to participate.

All costs directly or indirectly related to preparation of a response to the solicitation, any oral presentations required to supplement and/or clarify a proposal, and/or reasonable demonstrations which may be, at its discretion, required by the District shall be the sole responsibility of the Firm submitting a proposal.

THE SCHOOL DISTRICT OF THE CITY OF SAGINAW RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAIVE TECHNICALITIES AND MAKE THE AWARD IN THE BEST INTEREST OF THE DISTRICT.

SCOPE OF SERVICES

Various legal services required include but are not limited to:

1. Consultation with the Superintendent and Board of Education:
 - A. General District business consultation with the Superintendent, Assistant Superintendents, Division Directors, Department Managers, and the Board of Education.
 - B. Attend Board of Education meetings as requested by the Board President or Superintendent.
 - C. Attend special committee meetings and executive sessions at the direction of the Board President or Superintendent or designee.
2. General Matters:
 - A. Interpretation of the School Code and state aid legislation, preparation, revision, and/or review of resolutions and ordinances at the direction of the Board of Education and/or Superintendent or designee.
 1. Consultation with the Superintendent, Department Directors and various committees on proposed or revised policies.
 2. Review, prepare or revise policies at the direction of the Superintendent or designee.
 3. Review, arrange or prepare required notices at the direction of the Superintendent or designee.
 4. Prepare for and attend public meetings at the direction of the Superintendent or designee.

5. Review or prepare all documents for the purchase and sale of real and personal property at the direction of the Superintendent or designee.
 6. Review commercial and promotional sponsorship understandings.
 7. Assist as requested by the Superintendent in any fraud prevention investigation.
 8. Assist if requested by the Board President, Board Vice-President or Superintendent in the investigation of any complaints of Discriminatory Harassment of Employees or Applicants.
 9. Assist in the writing and review of District administrative rules if requested by the Superintendent or designee.
 10. Consultation with Special Education and Student Support Services Directors on special education legal matters, mediations, and due process hearings.
- B. Prepare or review all contracts or Professional Service Agreements not on the District's standard forms for the District at the direction of the Superintendent or designee.
- C. Other Duties:
1. Advise in matters of various advisory boards, standing or ad hoc committees at the request of the Board of Education.
 2. Represent the District in a court of law or other tribunal as directed by the Board of Education.
 3. Review and provide consultation to the District on various insurance matters.
 4. Represent the District on student scholarship matters.
 5. Assist and advise the Board in preparing all questions to be placed on the ballot for regular or special elections.
 6. Advise the District on Freedom of Information (FOIA) matters.
3. Labor Relations and Human Resources:
- A. Represent the District, as directed, in contract negotiation, mediation, arbitration and grievances.
 - B. Prepare for and attend, as directed, hearings before the MERC, the Unemployment Insurance Agency (UIA), Civil Rights Commissions, Labor Board, and other administrative bodies.

- C. Consult with the Superintendent, Executive Staff, and Division/Department Heads as needed in labor and personnel matters.
- D. Prepare and review documents relative to employee garnishments and employee obligations.

4. Environmental Matters:

- A. Assist the District in obtaining representation related to environmental regulation.

MINIMUM QUALIFICATIONS FOR ATTORNEY TO BOARD OF EDUCATION

All successful candidates selected to serve as individual attorneys or as attorneys from legal firms assigned to work with the Board or administration shall, at a minimum, possess the following qualifications:

1. A Juris Doctor Degree from an American Bar Association accredited college or university.
2. A valid license to practice law within the State of Michigan.
3. Proven knowledge and ability to show verifiable experience in school law and school legal issues.
4. Considerable knowledge and experience in contract law.
5. Considerable jury trial and prosecution experience.

ELEMENTS TO BE INCLUDED IN PROPOSAL FOR SERVICES

At a minimum, the following information shall be included in the proposal for services:

1. Scope of services to be provided to the District (should be the same as those outlined under duties and responsibilities section of this RFP). Please note any deviations, additions, or deletions.
2. Background on the law firm, including areas of specialty, number of years in business, and other relevant information.
3. Complete professional resume(s) and five (5) work-related references (preferably school references) for the individual/individuals being proposed to serve as Board of Education Attorney or Board legal firm.
4. Synopsis of at least five (5) documented cases relevant to the District's Scope of Services argued by the proposed personnel and status of outcome.

5. A statement that the firm will provide to the School District of the City of Saginaw detailed billings, which break down legal services costs by staff member, legal issue, time spent on each issue, prosecution and defense time spent in district court, circuit court, and on general legal work, and other relevant billing detail. Billings shall be prepared and submitted to the District on a monthly basis.
6. A statement of the hourly fee schedule for providing legal services and all other fees, including travel and other expenses to include at a minimum: all administrative fees, copier and faxing; and clerical support costs required to perform the duties of Board of Education Attorney (fees to be reviewed on an annual basis).
7. A statement that the Board of Education Attorney will attend meetings of the Board of Education as requested by the Board of Education, Superintendent or designee.
8. A statement to the timeframe for the Board of Education Attorney to respond to legal questions.
9. A percentage profile of employees in the firm by ethnicity, sex, and handicap.
10. A statement of assurance that the employees of the attorney or legal firm and the firm itself are duly insured and protected as required by all laws and regulations of the State of Michigan including worker's disability insurance, protections provided by the Unemployment Insurance Agency, and liability or malpractice insurances.
11. A statement of consistency in the firm's assignment of attorney(s) handling Board of Education matters.
12. A signed and notarized familial relationship disclosure statement.

**School District of the City of Saginaw
Request for Proposals
Legal Services Information Form**

Attorney Name of Firm _____ Phone _____ Fax _____

Address _____

City _____ ST _____ Zip _____ Email _____

I. Offices

A. Office location where majority of work will be performed:

B. Name and address of parent firm (if applicable):

II. Personnel

A. Principal contact person of the practice or firm: _____

B. Proposed Personnel for Legal Services – For any of the various disciplines listed under “Scope of Service”, please name the specific personnel expected to be responsible and involved in each area of work. The individuals who will be named as Board of Education Attorney and Board of Education Assistant Attorney shall also be listed. Also, enclose a resume of each individual.

<u>Discipline</u>	<u>Name</u>	<u># Years of Experience in School Law</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Other Key Personnel:

D. Total number of personnel at office listed in 1 above: _____

E. Does your firm have adequate staff to handle an additional school district account?

Submitted with the assurance that this proposal will remain valid for at least sixty (60) days from the due date, by:

Name and Title _____ Date _____

Signature _____

