

CENTRAL BUCKS SCHOOL DISTRICT

# Request for Proposals – Solicitor Services



**INVITATION** | The Central Bucks School District is seeking proposals from Pennsylvania licensed attorneys to serve as Legal Counsel to the Board of School Directors. The attorney(s)/solicitor(s) selected by the District will provide legal advice on matters before the Board, including, but not necessarily limited to, drafting the necessary legal documents, tax inquiries, navigating personnel/labor issues, drafting labor-management memorandums of understanding on various topics, reviewing vendor contracts and other proposals, and offering guidance on governance, committee structure, as well as federal and state compliance issues.

Legal firms may consider applying to serve the District's comprehensive legal needs as defined above or target their application to specific legal functions. Please note that at this time, the District is not accepting proposals for the following areas: Right to Know counsel, special education counsel, and technology counsel.

**LENGTH OF CONTRACT** | Legal representation is expected to begin on/around November 1, 2024, through June 30, 2026, with the option to extend services for additional years with the approval of the Board of School Directors.

**DESCRIPTION OF SERVICES** | The Central Bucks School District is seeking Pennsylvania-licensed attorneys to perform a range of legal assistance related to the successful operation of our organization. The successful candidate(s) must possess extensive experience with Pennsylvania school district policies and laws. Expected legal services include, but are not necessarily limited to, the following:

1. Serve as the Board's Solicitor and attend Executive Sessions and Board meetings.
2. Provide guidance and advice to the Board of School Directors and District Administration on all legal matters, as defined in the invitation section of this RFP.
3. Draft and review all necessary legal documents, agreements, and memorandums of understanding, including editing vendor contracts, preparing educational "white" papers on various topics, and providing analyses of various issues coming before and impacting the District.
4. Assist with drafting various Requests for Proposals (RFPs) for other consultants as may be necessary.
5. Facilitate and provide guidance related to the property tax assessment appeals process, including direct communications with the property owner for settlement discussions.
6. Assist with personnel matters, including employee discipline, termination, and labor negotiations, as requested.

7. Provide timely advice and counsel on all emergent matters. The attorney is expected to respond within a maximum of forty-eight hours when a formal inquiry is made.
8. Ensure the District legally complies with all state and federal rules and regulations. Any other legal duties as may be assigned by the Board of School Directors and District Administration.

**SELECTION CRITERIA** | The Board of Directors and District Administration will evaluate proposals using the following criteria:

1. Documented, successful experience providing legal advice and counsel to a Pennsylvania school district;
2. Availability of attorney/law firm to meet the legal service needs of the District, including the geographic location of the attorney/firm to allow local representation at Board meetings and other meetings as needed;
3. Recommendations from current public school entities;
4. Fee proposal and fee structure, including rates for attorney(s), associate(s), paralegal(s), and support staff.

**PROPOSAL REQUIREMENT** | Each attorney or law firm interested in responding is required to submit the following information in an electronic proposal format:

1. Background information on the law firm/attorney(s) to be assigned to the District, including legal education, date of bar admission, and legal practice areas.
2. A list of all current Pennsylvania public school clients and non-school clients and the length and type of services provided to each.
3. A list of any Pennsylvania public school client(s) and non-school client(s) who have terminated services in the last ten (10) years.
4. Information on any pending or legal action against the firm/attorney(s) within the last the (10) years, if applicable.
5. A description of what makes you or your law firm uniquely qualified to work with the Central Bucks School District.
6. A description of how legal services will be provided to the District as specifically as possible. Indicate if the District will be assigned an individual attorney. This individual's

functions should be clearly described, and any support personnel should also be identified, and their roles defined. The credentials and experience of all members of the proposed legal team should be included.

7. A description of two or more innovative ideas you may have to assist the District in operating more effectively and/or more efficiently.
8. A detailed/itemized fee schedule for each year of the contract, which includes:
  - a. a single hourly rate for all partners and a separate single hourly rate for all associates;
  - b. an hourly rate for clerical, paralegal or other professionals;
  - c. any retainer fees; and,
  - d. a schedule of all out-of-pocket disbursements which you anticipate will result in a charge to the District and the rate for each. Note that the District expects these reimbursable out-of-pocket charges to be charged at the firm's actual cost without additional markup.
9. Information beyond these minimum requirements may also be submitted.

**RFP SCHEDULE** | The timeline outlined below may be altered by the Central Bucks School District at its own discretion.

1. RFP Distributed – Wednesday, August 14, 2024
2. Electronic Responses Due – Friday, September 6, 2024, by 4:00 PM - Proposals are to be submitted electronically to Ms. Stephanie Radcliffe, Board Secretary (sradcliffe@cbsd.org).
3. Analysis of Responses, Contact with Firms, Potential Interviews – Monday, September 9, 2024, through Friday, September 27, 2024
4. Board Approval – October 8, 2024

**ADDITIONAL INFORMATION** | Please take note of the following information:

1. All proposals for services and related materials become the property of the Central Bucks School District and may be returned only at its discretion.
2. The Central Bucks School District is not obligated to accept any proposal or to negotiate with any respondent. All proposals are subject to the final approval of the Central Bucks Board of School Directors, which reserves the right to request additional

information/materials from any respondent and/or reject any or all proposals without cause.

3. The proposer will bear all costs directly or indirectly related to responding to the RFP.