



REQUEST FOR PROPOSALS

FOR

LEGAL SERVICES

Request for Proposals Issued: May 8, 2014

Deadline for Submittal of Proposals: June 6, 2014

Request for Proposals for Legal Services

I. OBJECTIVE

The Sacramento City Unified School District (District) utilizes the services of a variety of legal firms. It is the intent of the District to continue this practice and to develop a list of firms qualified to provide such services in the areas of: General Legal Counsel, Human Resources, Employee Relations/Negotiations, Facilities, Special Education and Charter Schools. Firms that demonstrate expertise, and are subsequently designated, will be utilized. One or more firms may be engaged.

The overall objective of this Request For Proposal is to permit firms the opportunity to submit their relevant school district legal experience, client references and proposed schedule of charges for consideration.

Background

The Sacramento City Unified School District is the 12th largest school district in California and one of the 100 largest in the United States, serving over 43,000 students on over 75 campuses. Neighborhoods served range from leafy affluent areas around the Capitol to federal housing projects. 72% of SCUSD students qualify for a free or reduced-price lunch; at 26 schools, 90-100% of students meet this federal poverty threshold, in part because Sacramento's unemployment rate hovers around 8.3% – almost 2% higher than the national average.

II. INSTRUCTIONS

Interested firms are invited to submit one original signed proposal and six additional (6) hard copies. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Friday, June 6, 2014 to the following address:

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words “Legal Services RFP”. It is the Proposer's sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing to Kimberly Teague, Contract Specialist, at kimt@scusd.edu no later than Wednesday, May 21, 2014. Specify "RFP for Legal Services" in the subject line. Responses to all questions received will be posted on the Districts website.

III. SCOPE OF SERVICES

The District is seeking proposals for legal services in the following areas (your proposal must indicate whether you are proposing to serve in all areas, only as General Counsel, or only as special counsel for services "B" through "F"):

- A. General Legal Counsel – The District currently employs one full-time attorney who will assist the General Counsel. The General Counsel will provide consultation, advice and opinions to the Superintendent, Key Personnel, and the Board, will attend Board Meetings as requested, and will coordinate the involvement of other specialist counsels, when required, and if appropriate.
- B. Human Resources
- C. Employee Relations Negotiations
- D. Facilities
- E. Special Education
- F. Charter Schools

A. GENERAL COUNSEL

- Provide advice and consultation with the Board of Education, the Superintendent and Key Personnel in connection with their general and specific powers and duties.

As requested:

- Be physically present on days of Board meetings and as needed.
- Attend all Board of Education Meetings.
- Provide advice with respect to all Constitutional questions.
- Provide advice and consultation with respect to issues related to the Brown Act and California Public Records Act.

- Assist in the development of employment contracts upon request.
- Provide advice, consultation and representation on student matters, including hearings and related proceedings.
- Provide advice and consultation with respect to school board elections and ballot measures.
- Provide such other services as are inherent in matters relating to the operation of a school district.
- Provide information on new federal and state laws that may impact the District operation and advise appropriate action.
- Assist the District in developing contract templates for outside services as needed.
- Review contractual agreements as requested.

B. HUMAN RESOURCES

As requested:

- Provide advice, consultation and representation of the District with respect to the employment, discipline and dismissal of certificated and classified employees.
- Provide advice, consultation and representation on issues involving District employees relative to: legal qualifications; teaching credentials and certificates, and other required licenses; proposed reductions in force and related seniority and tenure questions; various forms of leaves of absence; substitute and part-time employees; and matters related to compensation.

C. EMPLOYEE RELATIONS/NEGOTIATIONS

As requested:

- Provide advice, consultation and representation on all matters related to certificated and classified collective bargaining and related negotiated agreement development.
- Provide advice, consultation and representation on grievances and actions taken to PERB, hearings, etc.
- Provide such other services as are inherent in matters related to employee relations and negotiations.

D. FACILITIES

As requested:

- Provide advice, consultation and representation related to real property matters, including acquisition, disposition, environmental impact reports, leasing and construction of facilities, as well as contract and bidding requirements.
- Provide advice, consultation and representation related to facility measures, such as General Obligation Bonds, Mello Roos taxes, etc.
- Provide advice and consultation related to formation and responsibilities of facility related committees, such as the Bond Oversight Committee.
- Provide such other services that are inherent in matters related to school facilities.

E. SPECIAL EDUCATION

As requested:

- Provide advice, consultation and representation in connection with the placement of special needs students, including participation in hearings and representation in related administrative and judicial proceedings.
- Provide such other services as are inherent in matters related to the provision of services to special needs students.

F. CHARTER SCHOOLS

As requested:

- Provide advice, consultation and representation related to charter school matters, including public hearings, processing charter petitions, the approval or denial of petitions, revocation of petitions, Proposition 39 facility requests, conversion and start-up requirements, calculation of pro-rata share fees, administrative service fees, and appropriate monitoring procedures.
- Provide such other services as are inherent in matters related to charter schools.

IV. CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents' qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 60-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

B. Description of Firm

This section should provide an overview and history of your firm, and its practice in California, as well as the type of legal services for which your firm is submitting a proposal, and the approach that will be used in meeting the needs of the District. Please also include what areas of law are firm specialties.

C. Description of Experience

Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the District to benefit from that expertise. Include at least two (2) school districts with similar demographics, along with the name(s) of individuals familiar with your work at school districts and submitted as references, that can be contacted by District staff.

D. Team

Please provide the names and resumés of staff who would be working with the District. Specifically discuss the individual(s)' experience in providing legal and advisory services to an organization and program similar in size and scope as specified in this RFP. Please indicate who the primary contact will be and who will be responsible for the day to day work with the District.

E. Fee Schedule

Describe in detail all fees to be charged, including hourly rates for each level of service. Describe how you might adjust your fees for subsequent years of the contract. Describe in detail, charges for travel, telephone calls, and any other expenses to be separately billed. Indicate how billings are specific for each area/case. Also, identify billing increments (i.e. 1/10 hour, ¼ hour etc.)

F. Miscellaneous

Please provide the following additional information:

- Include a sample billing statement.
- List any additional services that your Firm provides, but which were not listed in the Request for Proposals.
- Provide details of any litigation against your Firm within the last five (5) years.
- Copy of Firm's Professional Liability Certificate of Insurance.

V. SELECTION CRITERIA

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

- Background and experience in providing work as identified in the Scope of Services section of this RFP.
- Qualifications of personnel.
- References of work done of similar nature.
- Costs, including hourly rates for all levels of service and personnel, travel time costs, and costs for support services of word processing, copying etc.

Upon evaluation of all submitted proposals, a limited number of Firms deemed most qualified to provide the requested legal services may be invited to present their qualifications and respond to questions from panel members. The panel may include, but will not be limited to, Board of Education members, Superintendent, Cabinet members, and others qualified to rate providers.