

Request for Proposal School District Legal Services

The Neptune City School District is comprised of one Elementary School with a total enrollment of 225 students, and an additional 124 students sent to various High Schools. The district has a budget of \$11+ million dollars. The Board of Education consists of a nine (9) member Board of Education, including one from the Neptune Township receiving school district. The Board typically meets the 3rd Thursday of each month and holds a combined workshop/public meeting.

Award of Services

The Board of Education may award one contract for all legal services or they may choose to award contracts in each of the areas as listed below.

Description of Services

The selected attorney(s) will provide legal services including, but not limited to the following.

Services to be included in **each** of the service area:

1. Legal counsel and advice to the Board and Administration
2. Timely advice and counsel on emergent matters. Counsel is expected to respond, at least verbally, to be followed in writing, within a maximum of twenty-four hours when an inquiry is made by the Board or the Administration.
3. Written legal opinions upon request.
4. Initiate and/or defend lawsuits as necessary and at the direction of the Board
5. Prepare all necessary legal documents.
6. Attend meetings of the Board or its committees or third parties upon request.
7. Work cooperatively with legal counsels of insurance companies, consortiums, or other collective with whom the Board may be affiliated.
8. Represent the school district in all judicial and/or administrative proceedings within the specific service area in which the district or any of its board members, administrators, or agents may be a party or have an interest.
9. Provide written, timely notification to the Board of changes in school law or state regulations including court and administrative decisions that might impact upon the operation of the school district.
10. Conduct in-service programs on specified legal issues for appropriate staff members upon request.
11. Fulfill other legal duties as are commonly accepted and assigned.

Specific Service Areas (Please submit proposals to provide services in all of the service areas or specify a service area if you are responding only to a specific area.)

A. General Counsel Services to be provided upon request:

1. Review and advice for legal notices, resolutions, board policies and matters of district governance.

2. Review and advice in matters of procurement and service contracts, bid specifications, bidding matters, contract preparation and execution, and remedies of contract disputes.
 3. Provide advice and counsel on all matters related to regular students including discipline, attendance, adherence to rules and regulations, etc.
 4. Represent the Board in matters involving interface with the municipal governing bodies including planning and adjustment boards, financial matters, jurisdictional matters, etc. and with state agencies such as the EDA, DOE, EPA, as needed.
 5. Provide assurance statements as required for financial audits, bonding matters, and grant compliance.
- B. Special Education Counsel Services to be provided upon request:
1. Review special education issues upon request and provide guidance to Board and Administration.
 2. Represent the district in mediation.
 3. Represent the district at all stages of due process beyond mediation including administrative law, commissioner, state board and court proceedings.
 4. Serve as the district's liaison to the legal representatives/advocates of parents.
 5. Review special education contracts.
- C. Labor/Personnel counsel Services to be provided upon request:
1. Review grievances with the administration and assist in the writing of administrative responses to grievances.
 2. Represent the Board in all grievances at the Board review and beyond.
 3. Represent the Board in all arbitrations, administrative proceedings, court proceedings, etc. involving labor relations or personnel administration.
 4. Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters.

Selection Criteria

The Board of Education will evaluate proposals using the following criteria:

1. Experience with New Jersey public school district.
2. Availability of staff to meet the legal services needs of the district.
3. Fee proposal. (form provided)
4. Interviews may be conducted with selected firms.

Proposal

Each attorney is required to submit the following information in its proposal:

1. A list of all current New Jersey public school clients and length of service to each. Please identify the grade levels of each school district and an approximate student count.

2. A list of all New Jersey public school clients that have terminated services in the past two-years.
3. Background information on the attorney/attorneys to be assigned.
4. Proposed fee structure.
5. Affirmative Action Statement (attached)
6. Business Registration Form (see attached letter)
7. Political Contribution Disclosure Form (see attached)

Information beyond the minimum requirements may also be submitted.

All proposals are to be submitted in writing and received no later than September 1, 2021. The Board will select viable candidates from pool of submissions and will schedule interviews with prospective candidates thereafter.

Ms. Yvonne Hellwig, Interim School Business Administrator/Board Secretary
Neptune City School District
Board of Education
210 West Sylvania Avenue
Neptune City, New Jersey 07753

The Board of Education hopes to appoint the successful firm for the January 6, 2022 Reorganization Board Meeting. Services of the selected firm(s) will commence immediately thereafter.

FEE STRUCTURE
Legal Services

Please provide the hourly rate for services in each of the following categories:

General Counsel _____

Special Education _____

Construction _____

Court Time _____

Other (specify) _____

Please provide the hourly rate for the services of the following personnel:

Paralegals _____

Associates _____