



New Hope-Solebury School District

REQUEST FOR PROPOSAL

LEGAL SERVICES

INTENT

New Hope-Solebury School District (the "District") is soliciting proposals from qualified licensed law firms to represent the district in basic legal matters and litigation, excluding litigation handled by attorneys selected by school district insurance carriers. The District anticipates entering into a three (3) year agreement with the selected law firm starting July 1, 2008.

QUALIFICATION REQUIREMENTS

Respondents to the RFP must meet the following minimum requirements:

1. Member in good standing of the Pennsylvania Bar Association and licensed to practice before the Supreme Court of Pennsylvania and Courts of the Commonwealth of Pennsylvania.
2. Member in good standing and licensed to practice before the United States District Courts of Pennsylvania and Third Circuit Court of Appeals.
3. Must have experience with Federal and State Education laws and have a minimum of five (5) years working with or for a Pennsylvania school district in all areas of service required herein.
4. Ability to provide same day response.
5. Assignment of a lead attorney with appropriate experience.
6. A minimum of three (3) attorneys with experience in education law.
7. Must have no conflict of interest in representing the New Hope-Solebury School District by also representing New Hope Borough or Solebury Township, or any party who has a pending claim against the District.

AWARD OF SERVICES

The Board of Education may award one contract for all legal services as listed below or may elect to award separate contracts in the following areas: general counsel, special education, tax, and negotiations/labor relations/personnel administration. Attorneys may submit proposals to provide services in one, two three or all of the services areas listed.

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 areas:

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. Advise School Board or administration if an in-service may be needed.
11. Fulfill other legal duties as are commonly accepted and assigned.



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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 education 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 PDE or EPA as needed.
5. Provide assurance statements as required for financial audits, bonding matters, and grant compliance.

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.

Negotiations/Labor/Personnel Counsel services to be provided upon request:

1. Serve as Chief Negotiator for the Board with the district's collective bargaining, labor relations and personnel administration.
 - a. Advise on proposed contract language and bargaining proposals.
 - b. Develop possible salary guides in accordance with Board guidelines.
 - c. Prepare final contract documents upon settlement and ratification of tentative agreements.
 - d. Review grievances with the administration and assist in the writing of administrative responses to grievances.
 - e. Represent the Board in all grievances at the Board review and beyond.
 - f. Represent the board in all arbitrations, administrative proceedings, court proceedings, etc. involving labor relations or personnel administration.
 - g. Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters.

Tax Attorney services to be provided upon request:

1. Assist district with IRS issues involving payroll.
2. Assist district and answer questions regarding potential tax consequences of payments and benefits.
3. Assist district in proper wording and determining legality for tax sheltered/deferred benefits in contracts or negotiations.
4. Advise and/or represent district in any issues relating to the Internal Revenue Code or related matters including state and local tax issues.



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SELECTION CRITERIA

The New Hope-Solebury Board of School Directors will evaluate proposals using the following criteria:

1. Experience with Pennsylvania public school districts.
2. Availability of staff to meet the legal services needs of the district.
3. Recommendations from at least five current public school clients. (form provided for contacts)
4. Fee proposal. (form provided)
5. Interviews may be conducted with selected firms.

PROPOSAL

Law Firm or Interested Attorneys are required to submit the following information in its proposal:

1. A list of all current Pennsylvania public school clients and length of service to each.
2. A list of all Pennsylvania public school clients that have terminated services in the past two years.
3. Background information including education, experience, and numbers of years in practice for all the attorney/attorneys to be assigned to New Hope-Solebury School District.
4. Proposed fee structure.
5. Affirmative Action Statement (attached)

Information beyond the minimum requirements may also be submitted.

All proposals are to be submitted in writing and received no later than May 30, 2008. Proposals are to be submitted to:

Gregory K. Hogg, Business Administrator
LEGAL SERVICES PROPOSAL
New Hope-Solebury School District
180 West Bridge Street
New Hope, PA 18938

The Board of School Directors hopes to appoint the successful firm as soon as possible. Services of the selected firm(s) will commence immediately thereafter.



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CONTACT INFORMATION
Public School Client Reference List

1. School District _____

of Students _____ Telephone # _____

Contact Name and Title: _____

2. School District _____

of Students _____ Telephone # _____

Contact Name and Title: _____



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FEE STRUCTURE

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

Service	Hourly Rate
General Counsel	\$
Special Education	\$
Negotiations	\$
Tax Attorney	\$
Construction	\$
Court Time	\$
Other (<i>specify</i>)	\$

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

Paralegals	\$
Associates	\$