

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
5735 47th Avenue
Sacramento, California 95824
(916) 643-2464

REQUEST FOR PROPOSALS

LEGAL SERVICES

DUE: June 10, 2011

Patricia A. Hagemeyer
Chief Business Officer
Administrative Services

Sacramento City Unified School District
Sacramento, California

LEGAL SERVICES

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I. PROPOSAL OBJECTIVE

OBJECTIVE:

The Sacramento City Unified School 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.

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II. INSTRUCTIONS FOR PROPOSING FIRMS

DISTRICT as used in these documents means the Sacramento City Unified School District.

A. PREPARATION OF PROPOSAL FORMS.

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- A.** General Legal Counsel – The DISTRICT currently employs one full-time highly experienced paralegal who will assist the General Counsel. The General Counsel will provide consultation, advise and opinions to the Superintendent, Cabinet and the Board, will attend Board Meetings, 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
- G.** Bond Counsel

B. HUMAN RESOURCES

- 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 leave; absence, substitute and part-time employment; and employee grievances.

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D. FACILITIES

- 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.
-

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F. CHARTER SCHOOLS

- 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.

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3. Firm's Staffing and Qualifications

- Indicate the name(s) of the person or persons who will be the primary contact(s) regarding each type of legal services as specified in the Request for Proposals. Provide a brief resume of the primary contact(s)' background, training, and experience. 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 Request for Proposals.
- Indicate the names of other attorneys who may be assigned to provide services. Include a brief resume of each individual's background, training, and experience.

B. AREAS OF EXPERTISE

1. Address each area of expertise for which you are submitting a proposal.

- Inservice Training: Address types of inservice training for the Board of Education and DISTRICT employees for which you have expertise.
- Litigation & Other: Describe how the Firm would respond to litigation, mediation, fact-finding and arbitration.

C. ADDITIONAL PROPOSAL REQUIREMENTS

1. Fee Schedule

- Describe in detail all fees to be charged, including hourly rates for each level of service. 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.)

2. Agreement Form

- Include a copy of your Firm's standard agreement covering legal services.
- Include a sample billing statement.

3. Exceptions

- Indicate if your Firm makes any exceptions to the requirements of this Request for Proposals. Indicate any proposed alternative requirements and the rationale.

4. Additional Information

- 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.

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V. PROPOSAL FORM

- A.** Pursuant to the DISTRICT’S “Request For Proposals” and the other documents relating thereto, the undersigned Firm, having become familiarized with the terms of the complete request, hereby proposes and agrees to be bound by all the terms and conditions of the complete contract if selected by the DISTRICT.
- B.** It is understood that the DISTRICT reserves the right to reject this proposal and that the proposal shall remain open and not be withdrawn for a period of ninety (90) days.
- C.** It is understood that the DISTRICT reserves the right to contract with other law firms for specific legal issues or cases.
- D.** If the Proposer is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the State of California, and that _____ , whose title is _____ , is authorized to act for and bind the corporation.
- E.** It is understood and agreed that, if requested by the DISTRICT, the Firm shall furnish a notarized financial statement, references, and other information sufficiently comprehensive to permit an appraisal of its current financial condition.

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F. The Proposer attests to having read and understood all documents contained and referenced to in this Request For Proposal.

G. The Proposer has submitted their Professional Liability Certificate of Insurance with a minimum of \$5.0 million dollars:

Amount: _____

Carrier: _____

Policy Expiration Date: _____

Includes Hold Harmless: Yes_____ No_____

CORPORATION

Business Address: _____

****Or local official empowered to bind the Corporation.**

Name: _____

Signed by: _____, Joint Venturer

Date: _____

Business Address: _____

If you are not a BT 1001 180.02 281.56-3(e1)30f* 0 Business as:
(signed)

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VI. INFORMATION REQUIRED OF PROPOSING FIRMS

A. GENERAL INFORMATION

The Proposer shall furnish the following information. Failure to comply with this requirement may cause its rejection. Additional sheets may be attached if necessary.

“You” or “your” as used herein refers to the Proposer’s Firm and any of its officers, directors, shareholders, parties or principals.

1. Firm name and address: _____

2. Telephone: _____

3. FAX: _____

4. Type of Firm: (check one)

Individual _____ Partnership _____ Corporation _____

Joint Venture _____ Association _____ Other _____

5. Names and titles of senior partners in the Firm:

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VII. GENERAL TERMS AND CONDITIONS

- A. NON-DISCRIMINATION.** The Firm agrees that it will not engage in nor permit unlawful discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, age, sexual orientation, marital status, or sex of such persons. Therefore, the Firm agrees to comply with applicable Federal and State laws including, but not limited to, the California Fair Employment Practices Act as set forth in Government Code Sections 12900 et seq and Labor Code Section 1735.
- B. PROHIBITED INTERESTS.** No officer, employee or agent of the DISTRICT who is authorized in such capacity and on behalf of DISTRICT to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving any agreement, shall become directly or indirectly interested financially in this Contract or in any part thereof. No officer, employee, or attorney of or for DISTRICT who is authorized in such capacity and on behalf of DISTRICT to exercise any executive, supervisory or other similar functions shall become directly or indirectly interested financially in this Contract or in any part thereof. Proposer shall receive no compensation and shall repay DISTRICT for any compensation received by the FIRM hereunder, should Proposer aid, abet or knowingly participate in violation of this Article.

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- C. INSURANCE.** The Firm shall maintain insurance with a minimum of \$5 million dollars to protect itself from claims under Workers' Compensation laws as required by Labor Code Section 3700 and for claims or damages for personal injury, including death and damage to property, which may arise from operations under the Contract. The Firm will be required to file with the DISTRICT current certificates of such insurance. Failure to furnish such evidence, if required by the DISTRICT, may result in the DISTRICT declaring the Proposer to be non-responsive or non-responsible.
- D. INVOICES AND PAYMENTS.** Unless specified otherwise, the Firm shall render invoices for services performed under the contract to the DISTRICT'S Legal Services Department. Invoices shall be submitted in a timely manner.