

Culver Community Schools Corporation

Mrs. Karen Shuman, Superintendent

www.culver.k12.in.us

700 School Street
Culver, IN 46511-0231
Phone (574) 842-3364
Fax (574) 842-4615

Aubbeenaubbee Township – Fulton County
North Bend Township – Starke County
Tippecanoe Township – Pulaski County
Union Township – Marshall County

REQUEST FOR PROPOSAL FOR LEGAL SERVICES FOR THE PERIOD BEGINNING January 1, 2024

I. GENERAL INFORMATION.

A. Purpose. This request for proposal (RFP) is to contract for legal services to be provided Culver Community Schools Corporation Board of Trustees beginning January 1, 2024.

B. Who May Respond. Only attorneys who are currently licensed to practice law in Indiana.

C. Instructions on Proposal Submission.

1. Closing Submission Date. Proposals must be submitted no later than **4PM on December 17th, 2023.**
2. Inquiries. Inquiries concerning this RFP should be mailed to:

Karen Shuman
Superintendent,
700 School Street,
Culver, IN 46511

Or emailed to: kshuman@culver.k12.in.us

3. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Culver Community Schools Corporation.
4. Instructions to Prospective Contractors. Your proposal should be addressed as follows:

Jack Jones
School Board President
700 School Street,
Culver, IN 46511

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It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
TIME _____ Date _____
SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by Culver Community Schools Corporation, by the date and time specified above. Late proposals will not be considered.

5. Right to Reject. Culver Community Schools Corporation reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
6. Notification of Award. It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be a one year fixed price contract with option for renewal.

D. Description of Entity. Culver Community Schools Corporation is a small, rural school corporation serving four townships in four counties. Culver Community Schools Corporation has an annual education and operations budget of approximately 12.4M dollars and is governed by a seven (7) member Board of Trustees, which meets twenty (21) times per year. Culver Community Schools Corporation employs 228 people.

II. SCOPE OF SERVICES. The Offeror shall be readily available to perform the following legal services, as requested by the Superintendent and/or Board of Trustees:

SERVICES:

1. Available for contact from school administrators and board members as needed.
2. Provide periodic updates to administration, staff and board members on pertinent laws, changes in laws and current court decisions pertinent to school operations.

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3. Prepare legal opinions on education-related legal questions at the request of the Board or Superintendent
4. Advise the Board and Superintendent of legislative changes that require action in policies, guidelines, or practices.
5. Attend board meetings as requested.
6. Act as counsel for the Building Corporation Board (Bonding Authority)
7. Cooperate with other attorneys and law firms for specialized matters
8. Develop Superintendent Contracts.
9. Review, draft, and negotiate contracts and leases
10. Advise on individual labor and employment matters
11. Advise on responses to subpoenas, court orders, and requests for information from third parties
12. Defend lawsuits, administrative claims, or other legal claims
13. Conduct litigation as necessary
14. Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, Culver Community Schools Corporation will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour.

Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall, as a minimum, include the following;

- A. Legal Experience. The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients.
- B. Organization, Size, Structure, and Areas of Practice. If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).

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C. Attorney Qualifications. The Offeror should have experience in the areas of educational law, government grants and contracts; labor and employment; and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation.

Descriptions should include:

1. Professional and education background of each attorney.
2. Overall supervision to be exercised.
3. Prior experience of the individual attorneys with respect to the required experience listed above.

Only include resumes of attorneys likely to be assigned to the representation. Education, position in a firm, years and types of experience, and continuing professional education will be considered.

D. Price. The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. Culver Community Schools Corporation reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION

A. Evaluation Procedure and Criteria. Culver Community Schools Corporation Board of Trustees appropriate staff will review proposals and make recommendations for final approval. The Board of Trustees may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual identified to work on this matter.
3. The Proposer's experience with similar clients and legal matters.
4. Cost.

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5. Interviews, if conducted.

B. Required Format for Proposals. All proposals must follow the required format.

1. Attorney Qualifications section should be attached
2. Font Size: 12
3. Times New Roman
4. Double-spaced
5. Margins: 1” minimum on the top, bottom, and sides of all pages
6. All pages must be numbered; double-sided printing is acceptable
7. If emailed, must be PDF

C. Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **4:00 p.m. on December 17th, 2023**.