

REQUEST FOR PROPOSALS FOR

LEGAL SERVICES

April 25, 2022

I. Introduction and Overview

The Mission of the Dolores RE-4A School District is to provide an educational foundation that fosters personal success for all students through an effective, innovative, and positive learning environment.

The Vision of the Dolores RE-4A School District is: Dolores students and staff thrive as a community of passionate learners inspiring each other in a respectful environment evidenced by creative learning, shared integrity, and unmistakable kindness.

Strategic Plan Action Areas:

Student SUCCESS!

Dolores School District students will meet or exceed the adopted school and district academic goals.

Student-Centered Culture

The Dolores School District will provide all students with a positive, *student-centered organizational culture*.

Student-First Financing

The Dolores School District will remain fiscally responsible and will maintain our facilities.

More can be found about the organization at: www.doloresschools.org

II. Invitation to Submit Proposals and Scope of Services

The Board of Education and Superintendent of Dolores RE-4A School District, located in Dolores, Colorado, is looking for competent representation to provide legal advice and representation on any legal issue affecting the District and as directed by the Board of Education and the Superintendent. The District is a legally constituted School District under Colorado law.

Areas of practice with relevance to the position include, but are not limited to: employment and personnel law; real property law; contract law and, most importantly, school law.

Legal counsel will not be asked to attend regular monthly Board meetings as a routine practice, but attendance at Board meetings may be required upon occasion. Attendance at Board meetings may be via telephonic conference or other electronic methods where all involved can participate and hear all the participants to minimize time and travel requirements.

Legal counsel will possess a Juris Doctorate and maintain Attorney licensure and registration with the State of Colorado. In addition, the District is a member of the Colorado Association of School Boards (CASB) and would require counsel to be a member of the Colorado Council of School Board Attorneys.

III. Proposal Requirements

A. Proposal Format

Proposals shall be in the following format and shall not exceed 5 pages:

- 1) Cover Letter - include the name, authorized representative, mailing address, email address, and telephone number of the Offeror.
- 2) Offeror Overview and Services – provide a brief description of the Offeror’s organization and experience. Explain the manner in which the Offeror proposes to provide the Services.
- 3) Attorney Qualifications - Identify the key attorney or attorneys that will provide the Services and provide a brief resume and/or summary of each team attorney’s qualifications and experience.
- 4) References – provide at least 3 references for which Offeror has performed similar services within the last 5 years. Include the entity name, contact person name and address, and a description of the services performed, for each reference.
- 5) Insurance – provide a certificate of insurance evidencing Offeror’s current professional liability coverage.
- 6) Fees – describe the hourly billing rates or alternative fee structures (flat rates, phone rates, etc.) and expenses (legal research, copies, printing, etc.) that Offeror proposes to charge for the Services.

B. Submission Procedures

- 1) All proposals shall be submitted in PDF format.
- 2) Proposals shall be submitted to Dr. Reece Blincoe at rblincoe@dolores.k12.co.us no later than 4:00 p.m. on May 16, 2022.

IV. Evaluation of Proposals

Dolores RE-4A Superintendent and appropriate staff will review proposals received in accordance with the criteria described below (in no particular order):

- Completeness of proposal and overall responsiveness to RFP
- Cost for Services contained in the Proposal
- Qualifications and experience of the attorneys providing the Services
- Quality of references
- Interview, if conducted
- Top three proposals will be reviewed by the Board of Education

V. RFP Administrative Information

A. RFP Contact

Please direct all communications regarding this RFP to:

Dr. Reece Blincoe, Superintendent, rblincoe@dolores.k12.co.us

Dr. Reece Blincoe is to be the **sole** point of contact and communication concerning this RFP.

B. Schedule of Activities and Timeline

ACTIVITY	DATE
1. Issuance of RFP.	April 25, 2022
2. Deadline for Offeror submission of written inquiries (no inquiries accepted after this deadline.) Reference Section V.C of the RFP.	May 9, 2022
3. PROPOSAL SUBMISSION DEADLINE	May 16, 2022, 4 p.m.
4. Evaluation of RFP responses	May 17-26, 2022
5. Interviews (if held)	May 31, 2022
6. Board Action	June 9, 2022
7. Engage services of successful Offeror/engagement letter execution	July 1, 2022

C. Inquiries

Offerors may make written inquiries via email concerning this RFP to obtain clarification of requirements. **Inquiries made in by mail, fax, in person or by telephone will not be accepted.** Inquiries shall not be accepted after the date and time indicated in the Schedule of Activities and Timeline. Inquiries must be clearly marked with “**DSD RFP No. 22-002**”. Send all inquiries to:

Dr. Reece Blincoe, Superintendent, at: rblincoe@dolores.k12.co.us

D. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the Offeror prior to the Proposal Submission Deadline set forth in the above Schedule of Activities and Timeline.

E. Proposal Submission

Proposals shall be received on or before the proposal submission deadline as indicated in the above Schedule of Activities and Timeline. **Late proposals will not be accepted.** It is the responsibility of the Offeror to ensure that the proposal is received by Dolores School RE-4A

School District on or before the proposal submission deadline date and time.

F. Addendum or Supplement to RFP

In the event that it becomes necessary to revise any part of this RFP, a modification notice will be issued by the District to the email supplied by the Offeror.

G. Selection of Proposal

As described within the RFP, the Superintendent, Board and/or appropriate staff will review and score offers submitted and make a recommendation for engagement of the successful Offeror(s). This selection will be for engagement of the Offeror(s) whose proposal(s) is/are determined to be most advantageous to Dolores School District, in the District's sole discretion.

H. Engagement Letter

Dolores RE-4A School District will engage the services of the successful Offeror(s) by executing a mutually acceptable engagement letter.

I. Multiple Awards

Dolores RE-4A School District reserves the right to award this RFP to multiple Offerors if determined by the District to be in the best interests of the District.

J. RFP Cancellation

Dolores RE-4A School District reserves the right to cancel this RFP at any time, without penalty.

K. Incurring Costs

Dolores RE-4A School District is not liable for any cost incurred by Offerors prior to signing an engagement letter.

L. Rejection of Proposals

Dolores RE-4A School District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the District.

M. News Releases

News releases pertaining to this RFP or any resulting engagement letter shall NOT be made without prior written approval by the District.

N. Reservation of Rights

Dolores RE-4A School District

reserves the right to:

- reject any and all proposals received as a result of this RFP;

- waive or decline to waive any informalities and any irregularities in any proposal or responses received;
- request clarification(s) of an offeror's proposal;
- adopt all or any part of an offeror's proposal;
- negotiate changes in the services to be provided;
- engage the successful offeror(s) for future services related to the Services set forth in this RFP based upon future needs as determined by the District;
- withhold engagement of one or more offerors;
- select the offeror it deems to be most qualified to fulfill the needs of the District. The lowest priced response will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable response.

O. Personal Interviews

Offerors may be invited by Dolores RE-4A School District to participate in personal interviews. Inability or refusal of an Offeror to participate in a personal interview may result in elimination of that Offeror from further consideration.

P. Board Approval

It may be necessary to receive approval from Dolores RE-4A Board of Education prior to execution of an engagement letter. The District will make efforts to obtain board approval as soon as reasonably possible.