

# STAFFORD TOWNSHIP SCHOOL DISTRICT



Administrative Offices  
250 North Main Street  
Manahawkin, NJ 08050

[www.staffordschools.org](http://www.staffordschools.org)

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Superintendent

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*"BUILDING A BETTER WORLD ONE STUDENT AT A TIME"*

## **Request for Proposal Legal Counsel for Board Attorney Services**

### **RFP 21-03**

In accordance with N.J.S.A. 18A:18A-4 et. seq., the Stafford Township Board of Education is requesting Proposal from New Jersey licensed attorneys interested in providing the district with general legal services for the 2021 calendar year. The successful firm must have a minimum of five years' experience in the area of school law for a New Jersey Board of Education.

#### **Scope of Work**

The Stafford Township Board of Education is requesting proposals (RFP) from law firms or individuals licensed to practice law in the state of New Jersey that wish to provide general counsel and litigation services to the Stafford Township Board of Education as directed by the Board. The successful firm must have a minimum of five years' experience in representing boards of education in contractual matters; HIB and personnel matters; public contracts; intergovernmental contracts; federal and state agreements; risk management and workers' compensation matters; OPRA, HIPAA, and special education matters; and general litigation. Under Title 18a-18a-5 (1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

The Legal Counsel for Board Attorney Services fees must include proposed fees for the base calendar year 2021 and two optional years, 2022 and 2023. Optional years are to be approved annually at the Board's discretion. The proposed fees for the two optional years may be considered in awarding the RFP for the 2021 calendar year.

The successful firm shall provide the Stafford Township Board of Education with legal guidance relating to but not necessarily limited to:

1. Legal research and/or advisory opinions if needed;
2. Preparation and Representation of the Stafford Township Board of Education in all matters in Federal and State courts as well as administrative tribunals and forums;
3. Review and/or draft Board Resolutions and motions;
4. Review and/or draft all Contracts, Inter-Local and Inter-Agency Agreements;
5. Attend meetings of the Stafford Township Board of Education;
6. Be readily available for meetings with the President or Representatives of the Board of Education, the district administrators and officials upon request;
7. Advise the Stafford Township Board of Education of changes in State and Federal law and regulations, as well as Court decisions, which will impact the Board;
8. Any other matters as directed by the Stafford Township Board of Education;
9. Board Attorney shall be reserved on an as needed basis as determined by the Superintendent or Board of Education President.

**Term:** The term of the contract for this proposal shall be from January 1, 2021 – December 31, 2021.

**All proposals shall include the following minimum information:**

1. Description of Services  

Provide a description of all services to be rendered with a detailed explanation of how the services will be provided. By submitting a proposal, the Firm acknowledges that he/she fully understands the scope of work, activity and service.
2. Qualifications; Relevant Experience  

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.
3. Name of the individual(s) to be assigned to perform the tasks.
4. Professional licenses and certifications held by the individual(s) to be assigned.
5. Professional experience and education of the individual(s) to be assigned including a listing of experience with the Stafford Township Board of Education and/or experience with other New Jersey public entities.
6. A description of the support staff available to the individual(s) to be assigned.
7. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2021.
8. A list of four professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to your experience in the requested service.
9. A copy of the Certificate of Employee Information Report or Form AA-302 Initial Employee Information Report.
10. A copy of your Business Registration Certificate.
11. A description of any previous services to the Stafford Township Board of Education which provide the firm with a familiarity with the District.
12. Costs quoted to perform the specified services. PLEASE NOTE: These costs must be provided at the time of submittal.
13. Completed Vendor Documents including:
  - a. Affirmative Action Questionnaire
  - b. Non-Collusion Affidavit
  - c. Political Contribution Disclosure Form
  - d. Stockholder or Partnership Disclosure Affidavit
  - e. Vendor Questionnaire/Certification
  - f. Disclosure of Investment Activities in Iran
14. The Firm acknowledges that he/she has read this Request for Proposal has a full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. No facsimile or e-mail proposals will be accepted.
15. The Stafford Township Board of Education reserves the right to reject any or all proposals in whole.

16. The Stafford Township Board of Education reserves the right to contact references provided with the proposal.
17. Include any additional information which you believe will be useful to the Stafford Township Board of Education in its selection process.

**Request for Proposal  
for  
Legal Counsel for Board Attorney Services  
2021 Calendar Year**

**(Return this page with your Legal Counsel for School Board Attorney Services Proposal)**

The School Board Attorney's staffing fee structure, hourly rates and other costs will be as follows:

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The School Board Attorney's agrees to do these services for the amounts quoted as follows:

School Board Attorney Services for 2021 Calendar Year                    \$\_\_\_\_\_

School Board Attorney Services for 2022 Calendar Year                    \$\_\_\_\_\_

School Board Attorney Services for 2023 Calendar Year                    \$\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title or Office \_\_\_\_\_

## **SUBMISSION REQUIREMENTS**

All responses to this Request for Proposal ("RFP"):

1. The deadline to submit all RFP packages is **Tuesday, December 15, 2020**. Responses to the RFP must be received **prior to 11:00 a.m.**, prevailing time on the date on which they are due. Submissions received after that date and time shall not be considered.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFP, RFP number, and the RFP due date on the outside of the envelope.
3. Responses which are to be hand delivered the day due must be taken and presented to the Board Secretary at the time the responses to this RFP are called for.
4. Responses to this RFP which are to be mailed, shall be mailed to:

Lourdes La Guardia, RSO, FSBO  
Business Administrator/Board Secretary  
Stafford Township Board of Education  
250 North Main Street  
Manahawkin, NJ 08050
5. The Board will not be responsible for late mail deliveries and no responses to this RFP will be accepted by the district if received after the time stipulated above.
6. An original and five copies of your response to this RFP must be submitted for your response to be deemed complete.
7. The School Board will consider the proposals at the December 17<sup>th</sup> Board of Education meeting; please note that the Board may schedule interviews prior to the Board meeting that evening.

## SELECTION CRITERIA

The selection criteria to be used in awarding a contract or contracts described herein shall include:

1. Proposed methodology:
  - Does the attorney's proposal demonstrate a clear understanding of the scope of services and related objectives of a Board of Education?
  - Is the attorney's proposal complete and responsive to the specific RFP requirements?
  - Has the past performance of the attorney's proposed methodology been documented?
  - Does the attorney's proposal reflect that the attorney is knowledgeable in the areas of law affecting the District, including but not limited to, procurement practices, employment matters and general litigation procedures?
  - Recent, current and projected work load of the individual or firm.
2. Cost criteria:
  - Cost of goods to be provided or services to be performed:
  - Relative cost: How does the fee schedule compare to other similarly scored proposals?
  - Full explanation: Are the fees and component charges adequately explained or documented?
  - Does the attorney have sufficient financial resources to meet obligations?
3. Proposal of the individuals who will perform the tasks and the amounts of their respective participation;
4. Experience in providing the professional services requested and references related thereto;
5. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the District;
6. Location (distance) of primary office in relation to the District Administrative Offices;
7. Thoroughness and completeness of the applicant's submittal.

The Stafford Township Board of Education reserves the right to reject any or all proposals and to waive any defect if it is in the best interest of the Board of Education. The contract, if awarded, shall be based on the proposal that is most responsive to the criteria set forth in the Request for Proposal. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within 60 days from the last scheduled date for receiving proposals.

The Board reserves the right to negotiate all the terms and conditions of a professional services contract with the successful firm or firms to obtain the most cost advantageous services for the District.

### **Lobbying Prohibited**

Neither you or any other agent nor representative of your company should initiate any communications to promote or advertise your proposal to any member of our Board of Education, staff or faculty, except in the course of inquiries, briefings, interviews or presentations.