



# STAFFORD TOWNSHIP SCHOOL DISTRICT

Administrative Offices  
250 North Main Street  
Manahawkin, NJ 08050

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

George J. Chidiac  
Superintendent

Lourdes LaGuardia  
School Business Administrator  
Voice: 609.978.5700 x1032  
Fax: 609.597.4377

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

## **Request for Proposal Legal Counsel for Labor Relations RFP 20-10**

The Stafford Township Board of Education invites applications from interested School Board Negotiator Advisors to provide professional services as per the following:

### **Purpose & Intent**

The purpose of this Request for Proposal (RFP) is to solicit proposals to provide labor relations services to the Stafford Township Board of Education. Proposals are being solicited through a fair and open process. 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 pursuant to the evaluation criteria outlined in this request for proposals. All respondents agree, by submitting a response to the RFP, that the decision of the Stafford Township Board of Education is final. The Stafford Township Board of Education reserves the right to reject any or all proposals.

The Legal Counsel for Labor Relations fees must include proposed fees for the base year 2020-2021 and two optional years, 2021-2022 and 2022-2023. 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 2020-2021 school year.

### **Scope of Services:**

The Stafford Township School District consists of five schools. Grade levels are from Pre-K through grade 6. The Stafford Township Board of Education will enter into negotiations with at least one bargaining unit. The current contract for the Stafford Township Education Association will expire on June 30, 2020.

The Legal Counsel for Labor Relations will also be expected to be available upon request to provide advice to the Stafford Township Board of Education's negotiating team during non-business hours and may include attendance at meetings when requested.

The selected Legal Counsel for Labor Relations shall have proven experience with Public Employment Relations Commission Regulations, Department of Labor Regulations and Department of Education Policy and Regulations and will be expected to provide specialized professional services to the Stafford Township Board of Education during the negotiations process on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the foresaid professional and may include the following upon request

1. Serve as Negotiator Advisor for the negotiating team with the district's collective bargaining units;
2. Advise the negotiating team in all legal matters pertaining to collective bargaining, labor

relations and personnel administration:

- a. Advise on proposed contract language and bargaining proposals;
- b. Prepare and/or review scattergrams;
- c. Develop possible salary guides in accordance with negotiating team guidelines;
- d. Prepare final contract documents upon settlement and ratification of tentative agreements;
- e. Provide draft contracts;
- f. Additionally, the Labor Attorney may be called upon for collective bargaining disputes, labor investigations, grievances, and training.

### **Minimum Qualifications**

- The Negotiator Advisor focus has been and remains providing professional negotiating services to and advising New Jersey School Board of Educations.
- The Negotiator Advisor shall have at least seven (7) years' experience in representing school districts.
- The Negotiator Advisor shall have been engaged and continue to be engaged with specifically teacher negotiations over the last three years on a consistent basis.

### **Term:**

The term of the contract for this proposal shall be from July 1, 2020 through June 30, 2021.

### **Selection Criteria**

The Board of Education will evaluate proposals using the following criteria:

- Negotiation experience with New Jersey Public School Districts and outcomes.
- Interview with the districts negotiation team.
- Recommendations from at least three current public school clients.
- Fee Proposal.

### **Proposal (submit 5 copies)**

Each submission is required to include five (5) copies with the following information in its proposal:

1. A list of all current New Jersey public school clients and length of service to each.  
Please identify the grade levels and enrollment of each school district;
2. A list of all New Jersey public school clients that have terminated services in the past two years;
3. References from three current clients and one former client;
4. Background information on the attorney/negotiator to be assigned to the Stafford Township Board of Education;
5. A brief description of all negotiations they have participated in the last five years and the outcomes of those negotiations;
6. Proposed fee structure;
7. Response to Request for Proposal;
8. Affirmative Action Questionnaire or Affirmative Action Evidence stapled to Questionnaire;
9. Non-Collusion Affidavit;
10. Stockholders'/Partnership Disclosure Affidavit, and Ownership Declaration;

11. Vendor Certification;
12. Mandatory Affirmative Action Language;
13. Chapter 271 Political Contribution Disclosure Form;
14. Copy of New Jersey Business Registration Certificate;
15. Any other information deemed relevant by the firm.

For a proposal to be considered responsive, response must include all items listed in the Proposal section.

All proposals are to be submitted in writing and received no later than **March 24, 2020 by 11:00 a.m.**

Submit proposals to Lourdes LaGuardia, SFO, RSBO, School Business Administrator/Board Secretary, Stafford Township Board of Education, 250 North Main Street, Manahawkin, NJ 08050

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 your 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.

**Request for Proposal**  
**for**  
**Legal Counsel for Labor Relations Services**  
**2020-2021**

**(Return this page with your Legal Counsel for Labor Relations Services Proposal)**

The Labor Relations Services staffing fee structure, hourly rates and other costs will be as follows:

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The Labor Relations Attorney agrees to do these services for the amounts quoted as follows:

Labor Relations Attorney Services for 2020-2021 \$ \_\_\_\_\_

Labor Relations Attorney Services for 2021-2022 \$ \_\_\_\_\_

Labor Relations Attorney Services for 2022-2023 \$ \_\_\_\_\_

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, March 24, 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, and the RFP due date on the outside of the envelope.
3. Responses that 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 LaGuardia, 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 April and/or May 2020 Regular Board of Education meeting.

## 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.

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