



SALIDA SCHOOL DISTRICT R-32-J

BOARD OF EDUCATION

Joe Smith, President

Jodi Breckenridge Petit, Vice-President, Carrie Mattix, Treasurer

Directors: Ben Hill, Matthew Hobbs, Mandy Paschall, Jenn Schuchman

Dr. David Blackburn, Superintendent

William Wooddell, Assistant Superintendent

REQUEST FOR PROPOSAL (RFP) FOR LEGAL SERVICES

Salida School District R-32-J

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. October 31st, 2022

Deliver 1 electronic copy via email in a .pdf format to:

David Blackburn, Superintendent

c/o Brett Pyle

Salida School District R-32-J

Salida, CO 81201

Phone (719)530-5206

bpyle@salidaschools.org

Project Schedule

RFQ/P Available

10/4/2022

RFQ/P Responses due

10/31/2022

District Background

Salida School District R-32-J is located in Salida, Colorado, in the Upper Arkansas Valley and serves the communities of Salida, Poncha Springs, and Howard. The district's current enrollment is approximately 1,300 pupils. The District has maintained a strategic plan with community check-ins of graduation expectations in 2017 and community values in 2018. That plan has guided the board of education in setting strategic priorities. The district has been named a District of Distinction 7 of the last 9 years. The district has won countless other recognitions, such as a Colorado Succeeds award. The District successfully led the community through an annexation ballot measure to bring in a new Colorado Mountain College campus to serve the greater Salida community. Simultaneous to launching that new higher education effort the global pandemic took over all operational concerns. The district is looking for new legal services as it stabilizes operations in a post-covid environment.

Invitation to Submit Proposals and Scope of Services

The Board of Education of Salida School District R-32-J 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.

SALIDA SCHOOL DISTRICT R-32-J

Submittal Requirements

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.

Evaluation of Proposals

Salida Superintendent and board members will review proposals received in accordance with the following criteria described:

- 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

Interviews, if conducted, will be scheduled after review of the proposals.

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 must be clearly marked with “Salida Legal RFP Inquiry”. Send all inquiries to:

Dr. Blackburn, Superintendent
dblackburn@salidaschools.org

Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the Offeror prior to the Proposal Submission Deadline. Proposal Submission Proposals shall be received on or before the proposal submission deadline as posted in this RFP. Late proposals will not be accepted. It is the responsibility of the Offeror to ensure that the proposal is received by Salida School District on or before the proposal submission deadline date and time.

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.

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 Salida School District, in the District’s sole discretion.

SALIDA SCHOOL DISTRICT R-32-J

Engagement Letter

Salida School District will engage the services of the successful Offeror(s) by executing a mutually acceptable engagement letter.

Multiple Awards

Salida 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.

RFP Cancellation

Salida School District reserves the right to cancel this RFP at any time, without penalty.

Incurring Costs

Salida School District is not liable for any cost incurred by Offerors prior to signing an engagement letter.

Rejection of Proposals

Salida 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.

News Releases

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

Reservation of Rights

Salida School District reserves the right to:

- reject any and all proposals received as a result of this RFP; 5
- 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.

Personal Interviews

Offerors may be invited by [District name] 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.

Board Approval

It will be necessary to receive approval from Salida Board of Education prior to execution of an engagement letter. The District will make efforts to obtain board approval as soon as reasonably possible.