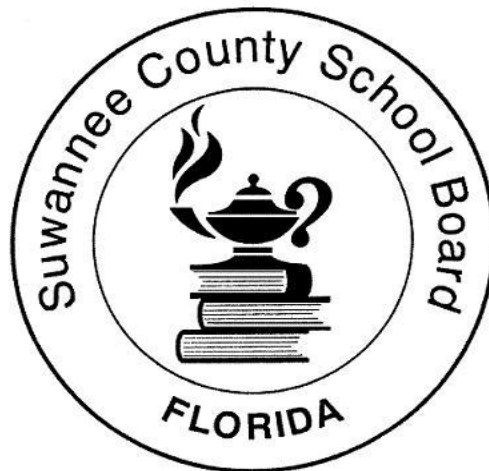


# School Board of Suwannee County, Florida

702 2<sup>nd</sup> Street, NW  
Live Oak, FL 32064



RFP # 10-215

Legal Services Board Attorney

**Submit Proposals in Person or by Mail to:**

RFP # 10-215

Vickie Music, CPA

Chief Financial Officer

School Board of Suwannee County, Florida

702 2<sup>nd</sup> Street, NW

Live Oak, FL 32064

Proposals Due No Later Than December 10, 2010, at 11:00 AM

**REQUEST FOR PROPOSALS (RFP #10-215)  
FOR LEGAL SERVICES BOARD ATTORNEY**

**I. ORGANIZATION**

The School Board of Suwannee County, Florida

**II. REPORTING RELATIONSHIP**

The School Board Attorney reports to the School Board of Suwannee County, Florida.

**III. SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, BACKGROUND**

The School Board of Suwannee County, Florida, system is a rural school district with eight (8) public schools, approximately 6,200 students, 389 teachers and a \$65,000,000.00 annual budget.

**IV. RESPONSIBILITIES OF THE POSITION**

The position involves the delivery of high quality legal services to the School Board. The work involves the review and interpretation of federal, state and local laws and regulations and legal advice and counsel as it relates to matters of school board attorney offering a full range of legal services to be expected by a growing, diverse public school system. The School Board Attorney is appointed by, and is directly responsible to, the School Board, and also works closely with the Superintendent and his administrative staff.

**V. PURPOSE**

The School Board of Suwannee County, Florida, is seeking proposals for the selection of a School Board Attorney.

**VI. SUBMISSION OF PROPOSALS**

Proposals must be submitted to:  
Vickie Music  
Chief Financial Officer  
School Board of Suwannee County, Florida  
702 2<sup>nd</sup> Street, NW  
Live Oak, FL 32064

Six (6) copies of the proposal must be received at the above address no later than **December 10, 2010, at 11:00 AM**. Proposals received after the 11:00 AM deadline will not be considered. Proposals must be enclosed in a sealed envelope clearly marked on the outside with the following:

***RFP #10-215 Sealed Proposal for Legal Services School Board Attorney***

Any questions concerning this RFP should be addressed to Vickie Music, Chief Financial Officer, in writing to the above address or via email at [vmusic@suwannee.k12.fl.us](mailto:vmusic@suwannee.k12.fl.us). Any changes to the RFP will be announced and posted on the District's website at:

<http://teacherweb.com/FL/SuwanneeCountyDistrict/SchoolHomePage/ap35.aspx>

## **VII. PROPOSED CALENDAR**

December 10, 2010	Due date for proposals at 11:00 AM
December 10, 2010	Proposal opening at 11:30 AM
December 11, 2010	Proposer packets distributed to board members for independent review and ranking 11:00 AM
December 14, 2010	Tabulation of Board member rankings for short-listing of top three (3)
December 16, 2010	Proposer Presentations and Interviews to begin at 9:30 AM
December 16, 2010	Selection of Proposer
December 16, 2010	Award of Request for Proposal #10-215

## **VIII. ELIGIBILITY**

1. Minimum qualifications include: a law degree from an accredited law school; admitted to the Florida Bar; five (5) years of experience in the practice of law; demonstrated skill and experience in Florida School Board law. Preferred qualifications include admitted to, or eligible for admission to, the trial bar of the United States District Court for the Middle District of Florida and the Eleventh Court of Appeals and experience in and knowledge of laws applicable to the primary practice area for which these services are being retained and laws applicable to K-12 school districts.
2. The Proposer must demonstrate an ability to meet the minimum performance criteria listed below:
  - General knowledge of school board policies; state, federal, and administrative laws relating to the area of School Board Attorney.
  - General knowledge of judicial proceedings, rules of evidence and methods of legal research.
  - General knowledge of local government law.
  - Skills in conducting research on complex legal matters and preparing sound legal opinions.
  - Ability to interpret and apply legal principles and precedents in resolving complex legal problems.
  - Ability to communicate clearly and concisely, orally and in writing.
  - Ability to participate in the preparation and presentation of civil litigation matters before County, State and Federal Courts.
  - Ability to participate in the preparation and presentation of civil litigation matters before the Division of Administrative Hearings.

- Ability to establish and maintain effective working relationships with public officials, management, staff, subordinates and general public.
- Proven record of excellence in legal counseling and advising senior management or Boards.
- Proven experience in structuring, negotiating, and drafting documentation for complex transactions.
- Knowledge of institutional/corporate governance issues and concerns.
- Experience with Florida School Laws, including general knowledge of Florida Department of Education requirements and practices.
- Experience in, and familiarity with, a highly regulated industry/agency.
- Minimum of five (5) years practicing law in the United States.
- Strong management, legal analysis and writing skills.
- Ability to work with professional employees and lawyers.
- Understanding of the need for appropriate risk assessment and management on behalf of the Board.
- Knowledge of judicial procedures, rules of evidence and methods of legal research.
- Broad breadth of legal experience and/or able to surround oneself with counsel to handle complex cases in such areas as:
  - Florida school laws
  - Contract law
  - Constitutional law
  - Civil rights law
  - Local government agency laws
  - Administrative procedures act
  - Government contracts procurement process
  - Public records laws
  - Sunshine laws
  - Labor/employment/collective bargaining
  - Commercial
  - Real estate/construction law
  - Experience with regulatory compliance

## **IX. EVALUATION OF PROPOSALS**

All responsive proposals meeting the eligibility requirements defined herein shall be evaluated by the School Board. The selection will be based on the following:

- Responsiveness of the proposal in clearly stating an understanding of the work to be performed
- Demonstrated capabilities to perform the required services
- Past record and experience
- References
- Fee structure

## **X. GENERAL REQUIREMENTS**

**1. Waiver and/Or Rejection:** The School Board of Suwannee County, Florida reserves the right to reject any and all proposals in whole or in part; with or without cause, and to accept proposals, if any, which in its judgment will be in its best interest. The School Board will also have the option, should no RFP submittal meet its criteria, to hire an in house attorney of its choice.

2. **Addenda to This Request:** If addenda are issued to this request, changes will be announced and posted on the District's website as specified in Section VI of this RFP. Prior to submitting the proposal, it shall be the sole responsibility of each proposer to contact the District at the address or website described in Section VI of this request to determine if addenda were issued and, if so, to obtain such addenda.

3. **Cancellation:** The School Board may, during the contract period, terminate or cancel the services covered in this RFP with or without cause upon thirty (30) days written notice to the successful proposer.

4. **Information Not in RFP:** No verbal or written information that is obtained other than by information in this document or addendum to this RFP shall be binding on the School Board.

5. **Preparation Cost of Proposal:** The School Board of Suwannee County, Florida will not reimburse any proposer for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any proposer.

6. **Proposal Public Record:** Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Law.

7. **Conflict of Interest:** The award of this RFP is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the School Board of Suwannee County, Florida.

8. **Unrequested Solicitation.** Any solicitation of Board Members, Officers or any other employee of the District by the proposer may result in this proposal being denied consideration.

## **XI. INFORMATION TO BE INCLUDED IN THE PROPOSAL**

In order to maintain comparability and to enhance the review process, it is requested that Proposals are organized in the manner prescribed below.

1. **TITLE PAGE:** Show the RFP number and subject, the name of the proposer, local address, telephone number, name of contact person, and the date.
2. **TABLE OF CONTENTS:** Include a clear identification of the material by section by page number.
3. **LETTER OF TRANSMITTAL:** Limit to one or two pages:
  - a. Briefly state the proposer's understanding of the work to be done and make a positive commitment to perform the work.
  - b. Give names of the persons who will be authorized to make representations for the proposer, their titles, and telephone numbers.
  - c. Give the attorney's Florida Bar Number. If the Proposer is a firm, the Bar Number for each individual attorney must be listed.

**4. PAST RECORD AND EXPERIENCE**

- a. State whether the attorney or firm is local, regional or national.
- b. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
- c. Describe the attorney's or firm's experience in Florida school board attorney law.
- d. Describe any disciplinary action taken against the attorney, firm or individual associated with the firm by the Florida Bar.
- e. Give the names and addresses of at least three (3) school boards or other agencies for whom similar services have been performed within the last five (5) years and the date and the specific service rendered in each case.
- f. Professional resume of lead attorney to be assigned to School Board of Suwannee County, Florida, including past employment history.

**5. DOCUMENTS TO BE RETURNED (Signed and dated)**

- a. Invitation to Bid
- b. Public Entity Crimes Form
- c. Drug-Free Workplace Certification Form

**6. FEE STRUCTURE**