

REQUEST FOR QUALIFICATION

SCHOOL BOARD ATTORNEY

**Franklin County Board of Education
190 Kings Daughters Drive #300
Frankfort, KY 40601**

Released: 10/23/2020

Opening: 11/6/2020 at 2:00 pm local time

Closing time of proposal: 2:00 pm local time

Proposal specifications may be found on our website at franklin.kyschools.us

**Direct questions pertaining to the RFQ to Holly Adkins, Director of Human
Resources at holly.adkins@franklin.kyschools.us**

FRANKLIN COUNTY BOARD OF EDUCATION
NOTICE OF REQUEST FOR QUALIFICATION
FOR BOARD ATTORNEY

Date Due: November 6, 2020

Closing time of proposal: 2:00 pm local time

Pursuant to KRS 45A.295 et. seq., sealed proposals are requested for serving as the board attorney for the Franklin County Board of Education (the “Board”) to provide the Board with legal services including, but not limited to, retainer agreement (if applicable), hourly rate for attorney/partners/assistants/paralegals, reimbursement expectations (mileage), attendance at school board meetings, availability to staff and a general description of what your service to Franklin County Schools will entail. Please also include what districts are currently being served by your law firm and what makes your law firm specifically qualified to serve as legal counsel for the Franklin County Board of Education.

The objective measurable criteria to be used in evaluating the proposal shall include the following:

1. The number and identity of Kentucky school boards currently served by the law firm.
2. The services the law firm will be providing to the Board.
3. Three (3) references from clients of the law firm, preferably Kentucky school boards.
4. The law firm’s specialized or professional credentials.

All proposals must submit a copy of the declarations page of the errors and omissions policy providing current coverage.

The Board reserves the right to waive defects and informalities in proposals and reject all proposals.

Franklin County Board of Education (“the District”) will receive sealed proposals until the time and date shown on the cover page. Proposals may also be emailed due to COVID-19 to **holly.adkins@franklin.kyschools.us**. Delays in Delivery cannot be waived, regardless of the cause. Mail or deliver proposal to:

Franklin County Board of Education
ATTN: Holly Adkins

**190 Kings Daughters Drive #300
Frankfort, KY 40601**

Proposals should be clearly marked on the outside of the envelope as follows: **“Proposal – 2021 Board Attorney”**

Scope of Proposal/Specifications

The District requests proposals from qualified law firms licensed to do business in the Commonwealth of Kentucky to assist the District with legal services.

The contract will be for one year with the option of renewal for up to four (4) additional one-year terms on a year-to-year basis at the mutual agreement of both parties. It is in the District’s intent to select the best apparent qualified company or companies to provide these services.

Procurement Process

The issuance of this Request for Qualifications (RFQ) constitutes an invitation to submit a proposal to the District.

The District reserves the right to determine, in its sole and absolute discretion, whether any aspect of a submitted proposal in response to this RFQ sufficiently meets the criteria established, the right to seek clarification from any law firm, the right to negotiate with any law firm, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirety, the RFQ.

The District may, in its sole discretion, select more than one law firm to provide the contemplated services and may, in its sole discretion, reduce or expand the scope of requested services.

General Information

The cost of preparing responses to the RFQ will **not** be allowable as direct or indirect charges under any resulting contract. The District reserves the right to refuse or reject any or all proposals submitted under the RFQ. The District shall be free to accept whichever proposal it deems most advantageous.

None of the statements contained herein shall be construed to be a warranty or representation; the District, its officials, employees, agents and consultants shall not be liable to any persons for any statements herein.

Proposals submitted will be evaluated based on best apparent qualified considering the services needed by the District as outlined in the Request for Qualification. The District is under no obligation to contact for clarification, but reserves the right to do so.

The responder must insure its proposal to be complete and all required information is furnished including proper signatures, required responses, and other information outlined in the RFQ. Failure to do so may result in the disqualification of the responder's proposal.

The successful applicant(s) will be required to comply with all state and federal applicable fair employment and non-discrimination laws and regulations.

Terms and Conditions

Law firm must have and be able to provide documentation for all applicable local, state, and federal licensing.

Contract beginning and ending dates will be January 1, 2021 and ends on January 1, 2022.

Either party may terminate the agreement at any time without cause by giving the other party not less than ninety (90) days prior written notice of its intent to terminate.

Adjudication of disputes regarding submittal of proposals or compliance with regulation pertaining thereto shall be under the authority of the District.

No Board member, officer, or employee of the District shall benefit financially or materially from this agreement except as provided by applicable Kentucky Revised Statutes.

Issuance of this RFQ in no way constitutes a commitment by the District to award a contract or to pay any costs incurred in the preparation of a response to this request. The District will assure its best efforts to provide reasonable and timely resolution to questions of policy or procedures as they may affect this RFQ.

Kentucky school board legal service experience and qualifications are a major factor in the selection process. During the life of the contract, the law firm must insure that qualified, experience personnel service the contract.

Format and Content of Qualification for Legal Services

Proposals shall adhere to the following format:

- Cover page with firm's name, address, and telephone numbers
- Introductory letter from the firm's principal summarizing experience
- Firm's background, history, and staff
- List of staff and qualifications of staff that will be serving Franklin County Schools
- Responses to Mandatory Response Questions listed on final page

Submit a cover letter, which includes a summary of the firm's ability to perform the services and enter in a contract with the District. The cover letter must be signed by a person having the authority to commit the agency to a contract.

Please answer the Mandatory Response Questions below.

Mandatory Response Questions

Responses to the following questions are mandatory. You may respond to the questions below (and attach any necessary additional pages) or as part of your proposal. If you choose to respond within your proposal, you must have a section of your proposal clearly identified as **"Mandatory Responses to Questions"** and questions must be numbered and retyped exactly as below.

Your Firm's Name: _____ Preparer's Signature: _____

- 1. How many Kentucky public school boards do you currently service? What is the typical length of time you have worked with these public school boards?**

- 2. Please list the names, contact persons, and telephone numbers of at least three (3) Kentucky public school districts that you currently serve that we may call for references.**

- 3. What additional value-added services do you provide to your Kentucky public school boards clients at no additional charge?**

- 4. Are there other additional services you will provide for additional fees? What are they and what are the additional fees?**