**Northern Kentucky Cooperative for Educational Services**

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

JULY 1, 2021 – JUNE 30, 2022

INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:

ANGIE PERKINS

CONTROLLER/BUSINESS MANAGER

Northern Kentucky Cooperative for Educational Services

5516 East Alexandria Pike

Cold Spring, KY 41076

859-442-8600

[Angie.Perkins@nkces.org](mailto:Angie.Perkins@nkces.org)

1. **General Information**

* Purpose. This request for proposal (RFP) is a contract for legal services to be provided for the Northern Kentucky Cooperative for Educational Services for the period of August 4, 2021 to June 30, 2022.
* Who May Respond. Only attorneys who are currently licensed to practice law in Kentucky and maintain an office in the Northern Kentucky area or law firms including such attorneys, may respond to this RFP.
* Instructions on Proposal Submission.
  + Closing Submission Date June 16, 2021 at 1 PM local time.
  + Inquires. Inquiries concerning RFP should be emailed to:

Angie Perkins

Controller/Business Manager

[Angie.Perkins@nkces.org](mailto:Angie.Perkins@nkces.org)

* + Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Northern Kentucky Cooperative for Educational Services.
  + Instruction to Prospective Contractors. Your proposal should be addressed as follows:

Northern Kentucky Cooperative for Educational Services

ATTN: Angie Perkins

5516 East Alexandria Pike

Cold Spring, KY 41076

It is important that the Offeror’s proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

*Request for Proposal Legal*

*(Date)*

*Sealed Proposal for Legal Services*

It is the responsibility of the Offeror to ensure that the proposal is received by the Northern Kentucky Cooperative for Educational Services by the date and time specified above. Late proposals will not be considered.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with Northern Kentucky Cooperative for Educational Services staff or members of the Board of Directors regarding this proposal. Failure to comply with this request will result in disqualification of the proposal.

* **Right to Reject.**  The Northern Kentucky Cooperative for Educational Services reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.
* **Minority-Owned Business.** Efforts will be made by the Northern Kentucky Cooperatives for Educational Services to utilize women, minority, and/or service-disabled veteran owned business.
* **Notification of Award.** It is expected that the decision selecting the successful Firm will be made within 4 weeks following the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals to this Request for Proposal will be informed, in writing, of the name of the successful Firm. It is expected that the contract be renewed annually which will require reauthorization by the Northern Kentucky Cooperative for Educational Services Board of Directors.

1. **Description of Entity.**  The Northern Kentucky Cooperative for Educational Services is a nonprofit organization which has been determined to be exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The organization currently serves 17 Northern Kentucky Public School districts in the areas of Professional Development. The mission of the Northern Kentucky Cooperative for Educational Services is to strategically leverage the united voice of the superintendents and public schools as we connect, grow and serve the region with vital services as we:

* provide target support services for educational professionals.
* enhance quality learning for students.
* model and support innovative instructional leadership practices.

III. **Scope of Services.**  Under the proposed agreement, Northern Kentucky Cooperative for Educational Services counsel will provide on a nonexclusive basis, the following services at an hourly fee rate for basic consultation on an as needed arrangement.

1. Provide legal advice, counsel, services and consultation to the Executive Director, Board of Directors and senior management team on a variety of civil assignments, including but not limited to: general nonprofit and Board governance law, labor law, general state and federal laws relating to grant and contract issues, public disclosure issues, discrimination law, property/real estate law, contract law and purchasing and procurement. The Cooperatives counsel’s advice includes methods to avoid civil litigation.

2. Answer requests for legal opinion, in writing and verbally. Prepares written legal opinions at the request of the Executive Director or the Board of Directors. Available to answer staff questions by telephone.

3. Appears before courts and administrative agencies to represent the Cooperative’s interests;

4. Works cooperatively with any special legal counsel retained by the Cooperative for special projects. Coordinates with other special counsel, as needed, to assure proper management of legal issues and proper coordination and transition of legal information among special counsel;

5. Assist the Board of Directors and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, and the appearance of prohibited transactions;

6. Assist Board of Directors and employees to understand the legal roles and duties of their respective offices and interrelationships with others;

7. Review contracts, leases and other documents for legal correctness and acceptability. Negotiates said contracts, leases and other documents upon request.

8. Review and redrafts various policies for legal correctness and acceptability. This would include by way of example, personnel manual, family medical leave, IT policy, etc.

9. Attendance at any meetings during the calendar year of any Board Committee, or Commission as requested. Attendance at other meetings when requested.

10. Performs other legal services and tasks, as requested.

11. Draft letters on behalf of the Cooperative upon request.

12. Consult with Board Members on topics unrelated to the Cooperative.

IV. **General Specifications**

The following provisions will also apply.

1. Timeliness of response and accessibility to Counsel is an important aspect of this service. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached by phone, cell phone or email. Responses before the end of business on the day the request is made is required.

2. Service response is also of high importance. When the Cooperative and/or Board of Directors requests legal services, Counsel should provide some estimated time of completion and keep the requesting party apprised of any delays or special considerations.

3. The service provider shall provide detailed itemized statements when requesting payment.

V. **Proposal Submission.** Proposals received after the deadline will not be accepted. It is neither the Cooperatives responsibility nor practice to acknowledge receipt of any proposal. It is the responder’s responsibility to assure that a proposal is received in a timely manner.

Interested firms shall submit fixed hourly fee prices for identified legal services. The fixed hourly fee price shall include all labor, materials, and equipment necessary for the performance of this contract. In addition, please provide a fee structure for an arrangement in which Board Members can utilize the Cooperative’s counsel for consulting services that may not pertain to the Cooperative, but rather their district.

The Cooperative expects all submitting firms to consent to the Scope of Work and General Specifications. Exceptions desired must be clearly noted in the proposal submission.

The Cooperative reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Northern Kentucky Cooperative for Educational Services.

VI. **Proposal Contents.** The Offeror, in its proposal, shall at minimum include the following:

1. Legal Experience. The Offeror should describe at least three references names, email addresses and telephone numbers. Experience should include:

a. Experience working with in Education

b. Experience advising clients conducting similar programs and government funded services.

2. Attorney Qualifications. The Offeror should have experience in the following areas: non profit, tax exempt organizations, government grants and contracts, labor and employment and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation.

3. Price. The Offeror’s proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research copies, and faxes. Also include a monthly flare fee that could be charged to advise on routine matters that may be handled over the phone or otherwise without extensive research or other legal work. Also include a price structure for consulting with board members on topics unrelated to the Cooperative. The Cooperative reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.