

Justin R. Kaiser

Superintendent

Beechwood Independent Schools

54 Beechwood Road

Fort Mitchell, KY 41017



September 9, 2025

Mr./Ms.:

Please find enclosed a Request for Proposals (RFP) document to serve as the legal counsel for the Beechwood Independent Schools Board of Education. Our district has long been recognized as one of the premier school districts in Northern Kentucky, consistently producing outstanding student outcomes and maintaining a firm financial status.

If interested, please email the enclosed, completed RFP to lori.reed@beechwood.kyschools.us in PDF format no later than 3:00 PM on September 19, 2025. On this date, all RFPs will be shared with the Board of Education for their consideration. It is currently the intention of the Beechwood Independent Schools Board of Education to enter into an agreement with new legal counsel at its special meeting on September 23, 2025.

Please direct questions pertaining to the RFP to Mr. Justin Kaiser, Superintendent at justin.kaiser@beechwood.kyschools.us.

Sincerely,

A handwritten signature in blue ink that reads "Justin R. Kaiser".

Justin R. Kaiser

Superintendent

Beechwood Independent Schools

wearebeechwood.

REQUEST FOR PROPOSALS



SCHOOL BOARD ATTORNEY

**Beechwood Independent Schools Board of Education
54 Beechwood Road
Fort Mitchell, KY 41017**

Released: 9/9/2025

Closing: 9/19/2025 at 3:00 pm EST

**Direct questions pertaining to the RFP to Justin Kaiser, Superintendent
at justin.kaiser@beechwood.kyschools.us.**

BEECHWOOD INDEPENDENT SCHOOLS BOARD OF EDUCATION

NOTICE OF COMPETITIVE SEALED EVALUATED BIDDING FOR BOARD ATTORNEY

Date Due: September 19, 2025

Closing time of bidding: 3:00 pm EST

Proposals are requested for serving as the board attorney for the Beechwood Independent Schools 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 Beechwood Independent 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 Beechwood Independent Schools Board of Education.

The objective measurable criteria to be used in evaluating the bids 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 especially as they relate to education law.

All bidders must submit with their bids a copy of the declarations page of the errors and omissions policy providing current coverage to the bidder.

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

Beechwood Independent Schools (“the District”) will receive **electronic PDF proposals** until the time and date shown on the cover page. Delays in Delivery cannot be waived, regardless of the cause.

Email the proposal in one PDF file to lori.reed@beechwood.kyschools.us.

The subject line of the email should contain **“Proposal – 2025 Board Attorney”**

Proposals will not be publicly read and will not be available for public review until all deliberations are concluded and contracts awarded after the September Special Board meeting, scheduled for 4:00 pm on September 23, 2025.

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 commencing October 1, 2025, 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 attorney or law firm to provide these services.

Procurement Process

The issuance of this Request for Proposals (RFP) 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 RFP 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 RFP.

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 RFP 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 RFP. 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 bidder considering the services needed by the District as outlined in the Request for Proposals. The District is under no obligation to contact bidders 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 RFP. 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

The 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 October 1, 2025 and ends on September 30, 2026.

Either party may terminate the agreement at any time without cause by giving the other party not less than thirty (30) 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 RFP 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 RFP.

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 ensure that qualified, experienced personnel service the contract.

Format and Content of Qualification for Legal Services

Proposals shall adhere to the following format:

- Emailed all in (1) PDF document
- Cover page with firm's name, address, and telephone numbers
- Introductory cover 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 Beechwood Independent 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 on the next page.

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 length of time you have worked with these public school boards?**

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

- 3. Will your fees be based on a monthly retainer or an hourly rate(s)? Please specify the amount(s) of each.**

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

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