



PITTSBURG UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS

For

LEGAL SERVICES

Request for Proposals Issued: March 13, 2019

Deadline for Submittal of Proposals: Friday, April 12th, 2019; 4:30 p.m.

Pittsburg Unified School District Request for Proposal

It is the mission of Pittsburg Unified School District to inspire our students, to ensure they achieve equity in academic excellence and to bring students closer together through shared experiences in learning. We believe the cultural diversity of our community and youth are our greatest assets. We endeavor to bring our students to their fullest potential and to create lifelong learners who will contribute positively to the world.

The District serves approximately 11,400 students k-12, along with pre-k and adult education. PUSD student body is approximately 64% Latino, 16% African American, 5% Filipino, 5% White, 5% Other, 3% Asian, and 2% Pacific Islander. About 25% of our students are English language learners, about 11% are students with disabilities and about 71% receive free and reduce lunch. We have 8 elementary schools, 3 Junior High Schools, 1 Comprehensive High School, 1 Continuation School, pre-k and Adult Education Center. We employ about 1290 people.

Please see our website at www.pittsburg.k12.ca.us for more information about our amazing District, including our District Priority Areas, Our All of Our Student Succeeding Plan to support Students with Disabilities, our Bond and Facilities Projects, and our Budget. Highlights include an increase in our graduation rates of 20% over the last 5 years, the passage of 2 Bonds (2014, 2018) and a Parcel Tax (2017), a 20% increase in salary over 4 years for all employees, and a restructuring of services for our students with disabilities. Challenges include the budget reductions due to the State funding inadequacy and a recent decline in our enrollment.

Scope/Nature of Services

The Pittsburg Unified School District utilizes legal services in a number of areas. It is the intent of the District to continue this practice and to develop a list of firms qualified to provide services in the 5 areas of: General Legal Counsel, Human Resources, Employee Relations and Negotiations, Facilities, and Special Education. Firms may apply for any or all areas and the District may select one or more firms to provide services.

The intention of the Board of Education is to retain an attorney or law firm as General Legal Counsel with the understanding that the Board may choose to use other law firms or attorneys for additional legal services depending on the nature of the legal matter to be addressed. It is the intention that the law firm(s) could be engaged to provide one, or a variety, of services including but not limited to the following:

- Administrative Contact: available for telephone and individual conferences with Board of Education and Superintendent and Superintendent's designee.
- Education Law: monitor and review changes in public school law and advise the Superintendent and Board of legislative changes and any necessary Board and administrative actions.

- Labor: Collective bargaining and labor relations
- School Employment: human resources matters and employee benefits
- Special Education and Student Services: provide consultation, advice, legal representation in matters regarding placement of students, placement of students with disabilities, including participation in mediations, hearings, and representation in related administrative and judicial proceedings
- Facilities: lease agreements, construction, Bonds

Content for Proposals

Proposals are meant to give a clear overview of the expertise of the Firm in the areas for which it is applying to give services. Proposals should be organized as follows and be no longer than 5 pages in length (12 point; single page, single space):

A. Statement of Interest: please include why your Firm is interested in working with PUSD (one half page) and in what area (General Legal Counsel, Human Resources, Employee Relations and Negotiations, Facilities, and Special Education, or All). Please include the contact information (Name, Phone, Email) of the person from your firm authorized to speak about and/or negotiate a contract with the District and/or to answer any questions the District may have throughout the review process.

B. Description of Firm: Please provide an overview of your Firm, its history in California, and its experience in the areas identified in A.

C. Team: Please include descriptions or brief overviews of key personnel in the areas for which your Firm is applying.

D. Fee Schedule: Please describe in detail the fees to be charged, including hourly rates for each level of service; charges for calls, travel, copies, and other expenses separately billed. Please include a sample billing statement. Please include how you might adjust any fees for subsequent years of the contract or for a multiple year contract or for a single award versus partial service awarded contracts. In addition to or in lieu of any fee adjustment, please include any additional services; such as training/professional development time, you may include.

E. Miscellaneous: Please list any additional services that your Firm provides but which were not listed in the Request for Proposals or any other information you would like to include for consideration. Please include any additional services your Firm provides that are not listed in the RFP, any litigation against your Firm within the last 5 years, and a copy of your Firm's Professional Liability Certificate of Insurance.

Selection Criteria

A Selection Advisory Committee will evaluate those firms deemed to be the most highly qualified to perform the required services. The evaluation of proposals and basis of award will be based on the review and analysis of a number of factors, including, but not limited to:

- Background and expertise in providing the work identified
- Qualifications of personnel
- Costs, including hourly rate, travel time, support services

Upon evaluation of all submitted proposals, a limited number of Firms may be called upon to answer additional questions from the Selection Advisory Committee.

Submission:

Please submit one (1) original signed copy and four (4) additional hard copies to:

Pittsburg Unified School District: Legal Services RFP
Attention: Superintendent, Janet Schulze
2000 Railroad Blvd
Pittsburg, CA 94565

Proposals must be received by 4:30 on Friday, April 12th, 2019

General Terms and Conditions:

There are not expressed or implied obligations for Pittsburg Unified School District to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFP.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong to the District and will be considered a public record.