

**NEW BEDFORD ACADEMY
REQUEST FOR PROPOSALS
LEGAL SERVICES
May 16, 2018**

I. ORGANIZATION

New Bedford Academy Board of Directors (NBA), 6315 Secor Road, Lambertville, MI 48144

II. REPORTING RELATIONSHIP

New Bedford Academy is a tuition-free Kindergarten through eighth-grade public school, authorized by Ferris State University. The New Bedford Academy Attorney reports to the New Bedford Academy Board of Directors.

III. RESPONSIBILITIES OF THE POSITION

The position involves the delivery of high quality legal services to the New Bedford Academy Board of Directors. 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 the Academy. The New Bedford Academy attorney offers a full range of legal services to be expected by a growing, diverse public school academy. The New Bedford Academy School Board Attorney is directly responsible to the New Bedford Academy Board of Directors, and also works closely with the Education Service Provider employed by the Board.

The New Bedford Academy Board of Directors meets monthly with meetings scheduled on the second Monday. Counsel is expected to attend New Bedford Academy Board of Directors meetings when requested. Legal representation may be required at special call meetings and student hearings.

IV. PURPOSE

The Board of Directors of New Bedford Academy is seeking proposals for the selection of a School Board Attorney.

V. SUBMISSION OF PROPOSALS

Proposals must be submitted to:

New Bedford Academy
6315 Secor Road
Lambertville, MI 48144

Eight (8) copies of the proposal must be received at the above address **no later than June 1, 2018 at 4:00 p.m. (Eastern)**.

Proposal received after this deadline will not be considered. Proposals must be enclosed in a sealed envelope clearly marked on the outside with the following:

“NBA Board Legal Services Response to Proposal, Name of Law Firm”

Any questions concerning this RFP should be addressed to Sidney Faucette in writing to the above address or via email at sidfaucette@schoolrescue.com. Any changes to the RFP will be announced and posted on the New Bedford Academy website at: www.newbedfordacademy.net

VI. PROPOSED CALENDAR

<i>May 16, 2018</i>	Advertisement starts. (New Bedford Academy website and Monroe Evening News).
<i>June 1, 2018</i>	Due date for proposals & proposal opening at 4:00 p.m. (EST).
<i>June 4, 2018</i>	Proposer packets provided to Board for independent review.
<i>June 11, 2018</i>	Anticipated Selection of Proposer and award of Request for Proposal

VII. ELIGIBILITY

1. Minimum qualifications include: a law degree from an accredited law school; admitted to the Michigan Bar.
2. Five (5) years of experience in the practice of law. Preferred skill and experience in Michigan School Board law.
3. Preferred qualifications include 3-5 years' experience in laws applicable to Pre-K-12 school districts and public school academies.
4. The Proposer must demonstrate an ability to meet the minimum performance criteria listed below:
 - a. General knowledge of school board policies; state, federal and administrative laws.
 - b. General knowledge of judicial proceedings, rules of evidence and methods of legal research.
 - c. General knowledge of local government law.
 - d. Skills in conducting research on complex legal matters and preparing sound legal opinions.
 - e. Ability to communicate clearly and concisely, orally and in writing.
 - f. Ability to participate in the preparation and presentation of civil litigation matters before County, State and Federal Courts.
 - g. Ability to participate in the preparation and presentation of student discipline/expulsion

- hearings.
- h. Ability to participate/advise on personnel concerns.
 - i. Ability to establish and maintain effective working relationships with public officials, management staff, and general public.
 - j. Experience in, and familiarity with, a highly regulated industry/agency.
 - k. Understanding of the need for appropriate risk assessment and management on behalf of the Board.
 - l. Breadth of legal experience and/or able to surround oneself with counsel to handle complex cases related to Michigan Public School Academies.

VIII. EVALUATION OF PROPOSALS

All responsive proposals meeting the eligibility requirement defined herein shall be evaluated by the New Bedford Academy Board of Directors for:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
2. Demonstrated capabilities to perform the required services
3. Past record and experience
4. References
5. Fee structure

IX. GENERAL REQUIREMENTS

1. Waiver and/or Rejection: The New Bedford Academy Board of Directors 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 New Bedford Academy Board of Directors will also have the option, should no RFP submittal meet its criteria, to hire an in-house attorney of its choice.
2. Conflict of Interest: All proposers must disclose with their proposal the name of any officer, director or agent who is an employee or affiliate of the New Bedford Academy or its Board of Directors.
3. Unrequested Solicitation. Any solicitation of New Bedford Academy Board Members, Officers or any other New Bedford Academy affiliate by the proposer may result in this proposal being denied consideration.

X. 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 Legal Services RFP, the name of the proposer, 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 Michigan Bar Number or if the Proposer is a firm, the Bar Number for the Lead 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.
 - c. Describe the attorney's or firm's experience in Michigan School Board Law.
 - d. Describe any disciplinary action taken against the attorney, firm or individual associated with the firm by the Michigan Bar.
 - e. Give the names and addresses of school boards or other agencies for whom similar services have been performed within the last five (5) years.
 - f. Submit a professional resume.
5. FEE STRUCTURE
6. REFERENCES
 - a. List a minimum of five (5) references, including the following information:
 - School Name
 - Address
 - School Contact: Name and Role
 - Email Address
 - Telephone Numbers: Office and Mobil