

Stockton Unified School District

**REQUEST FOR PROPOSAL  
RFP #24.001**

For:  
**LEGAL SERVICES**



**Proposal Release Date**

Wednesday, August 16, 2023

**Proposal Submittal Due Date and Time**

Friday, September 8, 2023, 2:00 PM

## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Stockton Unified School District of San Joaquin County, California, acting by and through its Governing Board, hereinafter referred to as the DISTRICT, will receive up to, but no later than 2:00 p.m. on the 8th day of September, 2023, sealed proposals for:

### **RFP #24.001 Legal Services**

Proposals will be received on or before the time and date stated above at the offices of:

Stockton Unified School District  
Purchasing Department  
2141 Robindale Ave.  
Stockton, CA 95205

Proposals not received in the Purchasing Department by the specified date and time will be returned unopened. Facsimile (FAX) and/or electronic copies of the proposal will not be accepted. Contracts will be awarded at a later date.

Each proposal must conform and be responsive to all pertinent Bidding and Contract Documents. Copies may be obtained from <https://www.stocktonusd.net/Domain/155> or the Purchasing Department office. The contract will be awarded to the most responsible, responsible bidder or bidders based on the criteria noted in the proposal. The District reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The contract will be awarded based on a review and analysis of the proposals that determines which proposal or proposals best meet the needs of the District. Following the review and analysis of all responsive proposals, the District will make a recommendation to their Board of Education at its regularly scheduled meeting.

All questions regarding this RFP must be submitted by 2:00 p.m. on August 30, 2023. Send all questions to Tony Lopez, Purchasing Manager at [tonylopez@stocktonusd.net](mailto:tonylopez@stocktonusd.net) reference RFP number "24.001" in subject line of email. No questions will be answered after the above listed date and time: telephone and fax questions will not be answered. Responses to all questions will be posted at <https://www.stocktonusd.net/Domain/155>.

Advertisement Dates: August 16, 2023 and August 23, 2023

**Stockton Unified School District**  
**REQUEST FOR PROPOSAL (RFP) FOR LEGAL**  
**SERVICES**

**I. OBJECTIVE**

The Stockton Unified School District Board of Trustees invites interested law firms and individuals to submit written proposals to provide legal services to the District Governing Board. The Stockton Unified School District (“District”) utilizes the services of legal firms for various issues and advice. It is the intent of the District to continue this practice and to develop a list of firms qualified to provide such services in the areas of: General Legal Counsel, Human Resources, Employee Relations/Negotiations, Charter Schools, and Special Education. Firms that demonstrate expertise, and are subsequently designated, will be utilized. One or more firms may be engaged.

The overall objective of this Request for Proposals is to permit firms the opportunity to submit their relevant school district legal experience, client references and proposed schedule of charges for consideration. The Board of Trustees is interested in selecting a firm to serve as General Legal Counsel and may select other firms to perform services in other areas.

**II. BACKGROUND and OVERVIEW**

The Stockton Unified School District is the 17<sup>th</sup> largest school district in the State of California and provides TK-12 education services to over 39,000 students. The District also has Pre-School and Adult School programs, and is the Charter Authority for 11 active Charter schools. The Board of Trustees is interested in selecting a firm to serve as General Legal Counsel and may select other firms to perform services in other areas.

**III. INSTRUCTIONS**

Interested firms are invited to submit one original signed proposal and four (4) additional hard copies. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 2:00 p.m. on the 8th day of September, 2023 to the following address:

Stockton Unified School District  
Purchasing Department  
2141 Robindale Ave.  
Stockton, CA 95205

The sealed envelope shall be marked on the outside with the words “RFP #24.001 Legal Services”. It is the proposer’s sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Stockton Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The Board of Education further reserves the right to accept the proposal, or proposals, and waive minor inconsistencies that it considers to be in the best interests of the Board and District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

**A. SCOPE OF SERVICES**

The increasing complexity of school district operations requires the frequent procurement of legal services. Consequently, the Board of Education will retain an attorney or law firm as General Legal Counsel with the understanding that the Board of Education may choose to use other law firms or attorneys for additional legal services depending upon the nature and circumstances of the legal matters to be addressed.

It is the intention of these specifications that the law firm hereunder could be engaged to provide one, or a variety of services, including but not limited to the following items:

- **Administrative Contact** - Available for telephone and individual conferences with the Board of Education and Administrators. Counsel is expected to respond, at least verbally, to be followed in writing, within a maximum of twenty-four hours when an inquiry is made by the Board or Administration;
  - Attend all meetings of the Board of Education and attend meetings with committees or third parties upon request;
  - **Document Preparation** - Prepare all legal documentation as requested;
  - **In-service Education** - Prepare and present as requested in-service programs for administration, staff and board members on pertinent problem areas in school law;
  - **Information** - Provide periodic updates on administrative practice and board policies, including the review of important decisions and attorney general's opinions;

- **Policy Audit** - Upon request, audit board policy, administrative regulations, student and faculty personnel activities and provide policy update recommendations and policy drafting assistance;
- **Special Opinions** - Prepare legal opinions at the request of the Board and the Superintendent;
- **Education Law** - Matters pertaining to education law, specifically the laws affecting K- 12 education institutions; California state education law and other federal, state, and local laws pertaining to school districts; and common public education policies in the state of California. Monitor and review changes in public school law enacted by the legislature and advise the Board and the Superintendent of the legislative changes and necessary Board and administrative actions;
- **Labor Law** - Matters pertaining to collective bargaining and all applicable laws related to labor/management relations in the public-school setting;
- **School Employment Law** - Matters pertaining to non-collective bargaining and human resources law and policy including employee benefit issues;
- **Student Services** - Matters pertaining to student services including, but not limited to, special education, student discipline and residency;
- **Nonprofit** - Matters pertaining to both California education service agencies and education foundations;
- **Lawsuits** - Initiate and/or defend lawsuits as necessary and at the direction of the Board; advise the Board on pending litigation and potential litigation and obtain direction from the Board; and provide advice on actions to be taken by the Board and/or administration to avoid liability to the District; and
- **Miscellaneous** - Attend to other legal responsibilities and obligations of the Board, such as contracts and public bids, real estate/construction law, experience with regulatory compliance, constitutional law, special education, environmental issues, litigation, grievance hearings, disciplinary and contract non-renewal hearings and expulsion hearings.

## **B. SUBMISSION REQUIREMENTS**

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents' qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal. Qualified applicants should submit the following information no later than 2:00 p.m. on the 8th day of September, 2023. This submission, exclusive of any exhibits, should be in at least 12-point font.

- Statement of interest of why respondent would be the ideal candidate (maximum two pages).
- A resume (2-pages maximum) outlining the respondent's experience and qualifications. Please submit a resume for any person(s) who may be providing services.
- A response to each of the Evaluation Criteria described in section C.
- A Fee Schedule describing in detail all fees to be charged, including hourly rates for each level of service, charges for travel, telephone calls, and any other expenses to be separately billed.
- A minimum of three (3) professional references, which your firm has done business with in the last five years, that the District may contact in order to validate the respondents experience and trustworthiness.

C. EVALUATION CRITERIA

- A. Demonstrate that respondent is a current member in good standing of the State Bar of California.
- B. Possess at least 10 years of legal experience with at least 5 years of experience representing a public-school district in California in a manner that demonstrates the respondents' trustworthiness.
- C. Possess experience and ability to effectively work with and represent a publicly elected board.
- D. Possess experience responding to legal inquiries on behalf of public officials and personnel, or local government agencies and commissions.
- E. Possess experience providing counsel and advice to a public-school district on issues involving immunity, open meetings, open records, and FPPC Form 700 compliance.
- F. Possess experience in real estate law that directly involves governmental entities; including experience in right of way acquisition & eminent domain.
- G. Possess experience with construction contracts greater than \$10 million dollars for building public facilities.
- H. Possess employment law experience that includes representing the government during administrative personnel actions, adverse actions, grievances, and employee appeals.
- I. Possess experience appearing before administrative personnel boards: such as Department of Labor (DOL) and Equal Employment Opportunity Commission (EEOC).

**D. GENERAL TERMS AND CONDITIONS**

- A. There are no expressed or implied obligations for Stockton Unified School District to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFP.
- B. The District reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting a proposal.
- C. Parties submitting a proposal will be asked to provide proof of current professional responsibility insurance (also known as malpractice or errors and omission insurance) in a minimum amount of \$1 million prior to engagement and to comply with Rule of Professional Responsibility Rule 3-410 at all times while representing the district.
- D. By submitting a proposal, a party certifies that it has fully read and understood this RFP and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirement of the services to be provided and the conditions under which the services are to be performed.
- E. No proposals may be withdrawn or revoked for a period of 60 days after date of opening.
- F. Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to the District and will be considered a public record and subject to public inspection in accordance with California Government Code § 6250 through 6276.48 unless otherwise provided by law.
- G. The District's Board of Trustees reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in proposals, and to select the qualified parties. The District's Board of Trustees reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of the District.
- H. This RFP shall be governed in all respects by the laws of the State of California and the successful proposing parties shall comply with all applicable federal, state and local laws and regulations.
- I. By submitting their proposals, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any District employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- J. By submitting their proposals, all proposing companies certify that they are not currently barred from submitting bids or proposals on contracts by any agency of the State of California and the federal government, nor are they an agent of any person or entity that is

currently debarred from submitting bids on contracts by any agency of the State of California or the federal government.

E. TIMELINE

Stockton Unified School District reserves the right to change or alter the times and activities.

RFP issuance	8/16/2023
Deadline for Questions	8/30/2023
Answers to Questions Posted at <a href="https://www.stocktonusd.net/Domain/155">https://www.stocktonusd.net/Domain/155</a>	9/1/2023
Proposals due	9/8/2023

END OF DOCUMENT