



PALO ALTO UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS
For
LEGAL SERVICES FOR
SPECIAL EDUCATION & STUDENT SERVICES

Request for Proposals Issued: February 8, 2016
Deadline for Submittal of Proposals: February 26, 2016; 4 p.m.

Request for Proposals for legal services for
Special Education and Student Services

Palo Alto Unified School District Request for Proposal

I. INFORMATION TO THE PROPOSER

A. REQUESTER'S ADDRESS AND RECIPIENT OF PROPOSAL

1. Name and address of the local educational agency:
Palo Alto Unified School District
25 Churchill Avenue
Palo Alto, CA 94306
2. Name, title, address, and telephone number of person to whom questions concerning the proposal should be directed:

Cathy Mak
Chief Business Officer
Palo Alto Unified School District
25 Churchill Avenue
Palo Alto, CA 94306
Telephone: 650-329-3808
Email: cmak@pausd.org
3. Number of sealed proposals required:

One original, four (4) copies
4. Name and address of requester:

Cathy Mak
Chief Business Officer
Palo Alto Unified School District
25 Churchill Avenue
Palo Alto, CA 94306
Telephone: 650-329-3808
Email: cmak@pausd.org
5. Date and hour by which proposal must be received:

Friday, February 26, 2016 at 4:00 PM
6. Proposals will become a part of the requester's official files without obligation on the requester's part.
7. All proposals received are public records.

II. BACKGROUND

The Palo Alto Unified School District (PAUSD) is a suburban Silicon Valley school district. The District has two high schools, three middle schools, and twelve K-5 elementary schools. Its fall 2016 enrollment was 12,488.

III. NATURE OF SERVICES REQUIRED

The Palo Alto Unified School District utilizes the services of a variety of legal firms. 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:

- Special Education and Student Services

Firms that demonstrate expertise, and are subsequently designated, will be utilized. One or more firms may be engaged for all or part of the fee services.

The overall objective of this *Request for Proposal* is to permit firms the opportunity to submit their relevant school district legal experience, client references, and proposed schedule of charges for consideration.

The District's expectation is to obtain the services of a firm with the highest quality of knowledge and service in the field of Education law and that our work will be addressed by experienced attorneys. The District will reserve the right to choose attorneys from competitive firms to address issues that are unique or require specific knowledge or experience. Compensation will be a consideration but will be evaluated as delineated in paragraph VII.

IV. GENERAL INSTRUCTIONS

Interested firms are invited to submit one original signed (by authorized representative) un-bound proposal, and four (4) copies. The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:00 p.m. on Friday, February 26, 2016, to the following address:

Cathy Mak
Palo Alto Unified School District
25 Churchill Avenue
Palo Alto, CA 94306

The sealed envelope shall be marked on the outside lower left corner with the words "Legal Services RFP". It is the firm's responsibility to ensure that their response is received prior to the scheduled closing time for receipt of proposals. No proposals will be accepted after the deadline.

This Request for Proposal does not commit PAUSD to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District.

Requests for Information

Questions related to this RFP should be submitted in writing to Cathy Mak, Chief Business Officer, at cmak@pausd.org no later than Friday, February 19, 2016. Specify "RFP for Legal Services" in the subject line. Responses to all questions received will be emailed to all potential applicants.

V. SCOPE OF WORK

The District is inviting proposals for legal services regarding the following areas:

- Provide advice, consultation and representation in connection with the placement of special needs students, including participation in mediations, hearings and representation in related administrative and judicial proceedings.
- Provide such other services as are inherent in matters related to the provision of services to special needs students.
- Provide advice, consultation and representation on student matters, including mediations, hearings and related proceedings.
- Other services as requested.

VI. CONTENTS FOR PROPOSALS

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.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 90-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

B. Description of Firm

This section should provide an overview and history of your firm, and its practice in California, as well as the type of legal services for which your firm is submitting a proposal, and the approach that will be used in meeting the needs of the District. Please also include what areas of law are firm specialties.

C. Description of Experience

Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the District to benefit from that expertise. Include at least two (2) school districts with similar demographics, along with the name(s) of individuals familiar with your work at school districts and submitted as references, that can be contacted by District staff.

D. Team

Please provide the names and resumés of staff who would be working with the District. Specifically discuss the individual(s)' experience in providing legal and advisory services to an organization and program similar in size and scope as specified in this RFP. Please indicate who the primary contact will be and who will be responsible for the day to day work with the District.

E. Fee Schedule

Describe in detail all fees to be charged, including hourly rates for each level of service. Describe how you might adjust your fees for subsequent years of the contract. Describe in detail, charges for travel, telephone calls, and any other expenses to be separately billed. Indicate how billings are specific for each area/case. Also, identify billing increments (i.e. 1/10 hour, ¼ hour etc.)

F. Miscellaneous

Please provide the following additional information:

- Include a sample billing statement.
- List any additional services that your Firm provides, but which were not listed in the Request for Proposals.
- Provide details of any litigation against your Firm within the last five (5) years.
- Copy of Firm's Professional Liability Certificate of Insurance.

VII. SELECTION CRITERIA

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

- Background and experience in providing work as identified in the Scope of Services section of this RFP.
- Qualifications of personnel.
- References of work done of similar nature.
- Costs, including hourly rates for all levels of service and personnel, travel time costs, and costs for support services of word processing, copying etc.

Upon evaluation of all submitted proposals, a limited number of Firms deemed most qualified to provide the requested legal services may be invited to present their qualifications and respond to questions from panel members. The panel may include, but will not be limited to, Board of Education members, Superintendent, Cabinet members, and others qualified to rate providers.

All firms shall be notified of the results in writing after the conclusion of the selection process.