

Clarkston Community Schools

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

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Clarkston Community Schools
REQUEST FOR PROPOSAL FOR LEGAL SERVICES

Part I - Information Provided by the Requester

A. Introduction

The Clarkston Community Schools Board of Education is seeking to contract for legal services for the Clarkston Community School District (“District”) beginning on or before July 14, 2025. Interested parties are requested to provide proposal information regarding their experience, qualifications, and fees.

B. Law Firm Qualifications

The purpose of the Request for Proposal (RFP) is to assess the overall expertise and efficiency of legal services available to Clarkston Community Schools. To this end, expertise, experience, qualifications of staff, quality of legal services, cost and commitment to the District will be the criteria for evaluation of proposals submitted.

C. Background Information about Clarkston Community Schools

Clarkston Community Schools operates 12 school buildings, serves over 8,000 students, and employs over 1,200 people. The District operates an extensive program that serves all of the community’s populations, including preschool, childcare, and adult classes, and operates a \$130,000,000+ budget. District employees are affiliated with the following unions:

1. Clarkston Education Association – MEA/NEA
2. Clarkston Paraeducators Association – MEA/NEA
3. Clarkston Custodial Association – MEA/NEA
4. Clarkston Transportation Association – MEA/NEA

D. Proposal Evaluation Criteria

The following criteria will be used to evaluate proposals. The sequence is not intended to indicate the order of importance or to be comprehensive.

1. Degree of expertise and experience in areas of the law affecting public school districts.
2. Reputation and ability to provide a broad range of legal services promptly and efficiently.

3. Commitment of time and resources to clients and communities they serve.
4. Compatibility of culture and philosophy with that of the District.
5. Cost.
6. References.
7. Accessibility of legal staff to District representatives, particularly during emergencies.

E. School District Contacts

Any questions regarding the RFP should be directed to:

Greg Need, President, Clarkston Board of Education
Dr. Shawn Ryan, Superintendent
Clarkston Community Schools
6389 Clarkston Road
Clarkston, MI 48346
(248) 623-5408
gneed@clarkston.k12.mi.us
spryan@clarkston.k12.mi.us

Part II - Information Required from Proposer

A. Proposer's Name and Address

Provide name of firm submitting proposal, office address, and when organized. Indicate whether the firm is a local, regional, or statewide firm. Indicate whether or not an office is in Oakland County.

B. Summary of Firm's Expertise

Provide a summary of expertise and experience in each of the areas listed below, as well as any other which you believe may be of benefit to the District.

1. Public School Legislation and Laws.
2. Freedom of Information Act.
3. Open Meetings Act.
4. Roberts Rules of Order.
5. Corporate and Municipal By-Laws.
6. Contract Negotiations and grievance resolution.
7. 501(c) (3) and other educational foundations.
8. MERC proceedings.
9. Employment policies.

10. Civil Rights and Affirmative Action.
11. Employee discipline.
12. Real estate.
13. Institutional agreements and contract law.
14. Creditor rights.
15. Intellectual property.
16. Litigation.
17. Charitable giving.
18. Taxation.
19. Employee benefits.
20. Student due process, discipline, and suspensions.
21. Law enforcement.
22. Bond counsel services.
23. Government regulations.
24. Environmental regulation.
25. Insurance.
26. Appropriate use policies.
27. Technology acquisition and ownership.
28. Student and employee privacy rights.
29. Special Education law and proceedings.

C. Individual Attorney Profiles

Indicate the type and number of staff you feel would be assigned to the School District. Provide concise resume of primary attorneys who would be servicing the District. Each resume should include at least two professional references with contact information. Include an assurance that your method of assigning work will ensure that the school district will be served by the same attorney for common legal issues. Please list any complaints filed against these primary attorneys with the State Bar of Michigan, the Attorney Grievance Commission, and the Attorney Discipline Board during the past 5 years, and describe each complaint and its current disposition.

D. Firm References

Submit a list of professional references and experience with similar clients, including contact information.

E. Firm Philosophy

Summarize the firm's culture and philosophy with respect to rendering legal services.

F. Fees and Billing

Submit information on how fees will be calculated and the level of detail provided with billings. The District may consider using a full-service law firm to handle nearly all of its legal services. Please indicate if your proposed fee structure incorporates cost savings to the District for such an arrangement.

G. Contract

Submit a copy of a suggested contract.

H. Insurance and Bonding

Submit a Certificate of Insurance showing evidence of the firm's Errors and Omissions Liability Insurance for limits of omissions liability of at least \$1,000,000 aggregate.

Part III - Timing Consideration and Administrative Details

A. Response to Request for Proposal

1. This Request for Proposal does not commit the District to award a contract, to pay any cost incurred in the preparation of a proposal in response to this request, or to procure or contract for services. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the District.

B. Schedule of Request for Proposal Process

The District anticipates the following schedule for the proposal process:

June 13, 2025	Proposals due by 12:00 p.m.
Week of June 16, 2025	Board Subcommittee reviews proposals/selects firms for interviews
Week of July 7, 2025	Firms interviewed by Board Subcommittee
July 14, 2025	Board action