

WEST DEPTFORD TOWNSHIP BOARD OF EDUCATION
999 Kings Highway
West Deptford, New Jersey 08066

NOTICE
REQUEST FOR PROPOSALS FOR
SCHOOL DISTRICT LEGAL SERVICES

The West Deptford Township Board of Education invites applications from interested school board attorneys to provide legal services as per the following:

The West Deptford Township School District is composed of approximately 2800 students in grades Pre-K to 12. The district serves West Deptford Township, in Gloucester County. The district also has multiple special education programs.

Award of Services

The Board of Education may award one contract for all legal services as listed below or may elect to award separate contracts in the following areas: general counsel, special education, and labor relations/personnel administration. Attorneys may submit proposals to provide services in one, two or all of the service areas listed.

Description of Services

The selected attorney(s) will provide legal services including, but not limited to the following:

Services to be included in each of the service areas:

1. Legal counsel and advice to the Board and Administration.
2. Timely advice and counsel on emergent matters. 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 the Administration.
3. Written legal opinions upon request.
4. Initiate and/or defend lawsuits as necessary and at the direction of the Board.
5. Prepare all necessary legal documents.
6. Attend meetings of the Board or its committees or third parties upon request.
7. Work cooperatively with legal counsels of insurance companies, consortiums, or other collective with whom the Board may be affiliated.
8. Represent the school district in all judicial and/or administrative proceedings within the specific service area in which the district or any of its board members, administrators, or agents may be a party of interest.
9. Provide written, timely notification to the Board of changes in school law or state regulations including court and administrative decisions that might impact upon the operation of the school district.
10. Conduct in-service programs on specified legal issues for appropriate staff members upon request.
11. Fulfill other legal duties as are commonly accepted and assigned.

Specific Service Areas (Attorneys may submit proposals to provide services in one, two or all of the service areas listed.)

A. General Counsel Services to be provided:

1. Review and advice for legal notices, resolutions, board policies, and matters of district governance.
2. Review and advice in matters of procurement and service contracts, bid specifications, bidding matters, contract preparation and execution, and remedies of contract disputes.
3. Provide advice and counsel on all matters related to regular students including discipline, attendance, adherence to rules and regulations, etc.
4. Represent the Board in matters involving interface with the municipal governing bodies including planning and adjustment boards, financial matters, jurisdictional matters, etc and with state agencies such as the EDA, DOE, and EPA as needed.
5. Provide assurance statements as required for financial audits, bonding matters, and grant compliance.

B. Special Education Counsel Services to be provided:

1. Review special education issues upon request and provide guidance to the Board and Administration.
2. Represent the district in mediation upon request.
3. Represent the district at all stages of due process beyond mediation including administrative law, commissioner, state board and court proceedings.
4. Service as the district's liaison to the legal representatives/advocates of parents.
5. Review special education contracts upon request.

C. Labor/Personnel Counsel Services to be provided:

1. Advise the board in all legal matters pertaining to collective bargaining, labor relations and personnel administration:
 - a. Review grievances with the administration and assist in the writing of administrative responses to grievances.
 - b. Represent the Board in all grievances at the Board review level and beyond.
 - c. Represent the Board in all arbitrations, administrative proceedings, court proceedings, etc. involving labor relations or personnel administration.
 - d. Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters.

Selection Criteria

The Board of Education will evaluate proposals using the following criteria:

1. Experience with New Jersey public school districts.
2. Availability of staff to meet the legal services needs of the district.
3. Recommendations from at least five current public school clients.
(form provided for contracts)
4. Fee proposal. (form provided)

Proposal

Each attorney is required to submit the following information in its proposal:

1. A list of all current New Jersey public school clients and length of service to each. Please identify the grade level of each school district.
2. A list of all New Jersey public school clients that have terminated services in the past two years.
3. Background information on the attorney/attorneys to be assigned to the West Deptford Township Board of Education.
4. Proposed fee structure.
5. Affirmative Action Statement. (attached)
6. New Jersey Business Registration Certificate.

Information beyond the minimum requirements may also be submitted.

All proposals are to be submitted in writing and received no later than April 11, 2024. Proposals are to be submitted to:

Mr. Steven Jakubowski
School Business Administrator/Board Secretary
West Deptford Township Board of Education
999 Kings Highway
West Deptford, New Jersey 08066

The Board of Education intends to appoint the successful firm by May 7, 2024. Services of the selected firm(s) will commence starting on July 1, 2024.

AFFIRMATIVE ACTION STATEMENT
Legal Service

The following questions must be answered by all prospective firms:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

(a) If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ No _____

(a) If yes, please submit a copy of such approval.

3. If the firm cannot present #1 or #2, the firm is required to submit a completed Employees Information Report (Form AA302) at the time of the award only.

EXHIBIT A

P.L. 1995, c. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation and gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:37-5.2, or binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies in the area, including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression,

disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA-302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be request by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Signature of Bidder

Contact Information

Public School Client Recommendation List

1. School District: _____
Grade Organization _____
Contact Name and Title: _____
Telephone Number: _____

2. School District: _____
Grade Organization _____
Contact Name and Title: _____
Telephone Number: _____

3. School District: _____
Grade Organization _____
Contact Name and Title: _____
Telephone Number: _____

4. School District: _____
Grade Organization _____
Contact Name and Title: _____
Telephone Number: _____

5. School District: _____
Grade Organization _____
Contact Name and Title: _____
Telephone Number: _____

Fee Structure

Legal Services

Please provide the hourly rate for services in each of the following categories:

General Counsel _____

Special Education _____

Construction _____

Court Time _____

Other (specify) _____

Please provide the hourly rate for the services of the following personnel:

Paralegals _____

Associates _____

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature: _____

Printed Name: _____

Title: _____