

-- LEGAL NOTICE --

ADVERTISEMENT FOR PROPOSALS
FOR LEGAL SERVICES

2019-2020

RFP # 2019-04

The Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706, invites sealed proposals for providing LEGAL SERVICES 2019-2020 for the Hastings-on-Hudson Union Free School District.

Proposals will be received at the Office of the District Treasurer, Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706 until 10:00 a.m. on Wednesday, May 22, 2019, at which time all proposals will be opened.

Specifications may be obtained at the Office of the District Treasurer, located at the above-mentioned address or on the District website at www.HOHSchools.org. The Hastings-on-Hudson Union Free School District Board of Education reserves the right to reject all proposals and the right to waive any informality in proposals.

By: Maureen Caraballo
District Treasurer
Hastings-on-Hudson Union Free School District

Dated: May 10, 2019

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706
RFP #2019-04 – LEGAL SERVICES

REQUEST FOR PROPOSALS

RFP #2019-04

LEGAL SERVICES

DUE: WEDNESDAY, MAY 22, 2019 - 10:00 AM EST

Return to:
Maureen Caraballo
District Treasurer
Hastings on Hudson UFSD
27 Farragut Avenue
Hastings on Hudson, NY 10706

COMMENCING WITH THE 2019-2020 SCHOOL YEAR

A. Introduction

1. Purpose

This request for proposal is for the purpose of selecting a qualified and experienced legal firm to provide legal services to the Board of Education and School District for 2019-2020 and continuing thereafter as may be mutually agreeable.

This request for proposal also seeks a legal firm to serve as counsel and negotiator representing the Board of Education.

2. Brief Description of the School District.

a. Number of Schools- 3 (three), Grades K-12, Student enrollment -1712

b. Number of employees- 319, Full and Part-Time.

c. BOCES- Hastings-on-Hudson UFSD is a member district of the Southern Westchester Board of Cooperative Educational Services.

d. Type of Superintendency- Independent

e. Board of Education, Seven (7) members, Elected at large, Three (3) year terms

f. Management

-Superintendent of Schools, Dr. Valerie Henning-Piedmonte

-Assistant Superintendent of Curriculum & Instruction, TBD 7/1/19

-District Clerk, Jeanine Genauer

-Business Manager/District Treasurer, Maureen Caraballo

-Deputy Treasurer, Nick Macri

g. Budget

The 2018-2019 General Fund Budget is \$50,518,586 as approved by District voters in May 2018.

h. Current Legal Services

In 2018-2019 approximately 306 hours were utilized for General and Special Education legal Services covered by retainer, excluding both General and Special Education litigation. In 2017-2018, 273 hours were utilized. The 6 year average was 221 hours.

B. Scope

1. The legal firm will be expected to represent the School District and provide general legal advice to the Board of Education and administration in all matters as needed and possess demonstrated knowledge of:

- Laws of the State of New York
- Standards promulgated by the NYS Education Department
- Regulations of the Commissioner of Education
- Regulations of the Federal Government pertaining to Education
- New York State Civil Service Regulations
- Public Employee Labor Relations

2. The firm selected by the Board to negotiate collective bargaining agreements will be expected to advise and consult with the Board as required to plan, present and review proposals and to prepare associated documents as required. Further the firm selected will be expected to represent the Board at all levels and stages of negotiations as may be required during the process of collective bargaining.

C. Qualifications of Firms Staff

The District is keenly interested in the level and type of educational legal experience of the firm and those persons who will be assigned to work with and represent the Board. Brief resumes and listing of school district or governmental contacts to attest to their experience is expected. The Board of Education reserves the right to reject staff that they feel does not have appropriate experience or qualifications to provide the desired legal services.

D. Qualifications and Experience of the Firm

Firms submitting proposals should be of a sufficient size to ensure timeliness, stability and responsiveness during the year. Firms submitting proposals shall provide information about their size as well as their school district and local government experience. A listing of school district and local government references is required. The location of the office from which the work is to be done should be no more than 50 miles from the Hastings on Hudson UFSD.

E. Responsiveness and Time Requirements

1. General Legal Services
 - a. The Firm selected is expected to have qualified staff available by telephone for consultation during normal business hours.
 - b. The School District may require regular or periodic on-site consultation.
 - c. The School District is unable to predict the total amount of time that may be required of the firm. The firm selected will be expected to provide services

as required throughout the year. **Please refer to page 2, paragraph 1 for hours billed to date for 2018-2019.**

F. Preparation of Documents

The firm will be expected to prepare and make copies of documents as may be required on its premises and provide for delivery to the District.

G. Requirements for Proposals and Description of the Process

1. Response Submission

All proposals/engagement letters must be received by the District Treasurer no later than Wednesday, May 22, 2019 at 10:00 AM.

2. Mailing and Delivery Instructions

- Proposals will be accepted via fax, e-mail and mail
- Fax submitted to (914) 478-6219
- E-mail to CARABALLOM@HOHSCHOOLS.ORG
- Mail addressed to:

Maureen Caraballo, District Treasurer
Hastings-on-Hudson UFSD
27 Farragut Avenue
Hastings-on-Hudson, NY 10706

The envelope shall be labeled "Proposal for Legal Services."

3. Ownership of Proposals

All proposals and accompanying documentation become the property of the Hastings-on-Hudson UFSD. The District shall not divulge any information presented to anyone outside the District without the written approval of the firm unless legally required.

4. Board of Education Process

The Board of Education reserves the right to accept or reject any or all proposals or any part of proposals.

On Wednesday, May 22, 2019 until 10:00 a.m., proposals are received and prepared for distribution to the Board of Education.

Board of Education will meet in executive session to interview candidates. Based upon

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proposals received, firms will be contacted by Maureen Caraballo to schedule an appointment for the executive session.

H. Inquiries and Information Meeting

1. All inquiries concerning this request for proposal should be directed to:

Maureen Caraballo, District Treasurer
Hastings-on-Hudson UF SD
27 Farragut Avenue
Hastings-on-Hudson, NY 10706
TEL (914) 478-6210
FAX (914) 478-6219
CARABALLOM@HOHSCHOOLS.ORG

To the extent possible, each question should be submitted in writing, citing a particular Request for Proposal section, prior to the submission of the proposal.

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2019-2020 PROPOSAL

Firm Name: _____

Contact Name: _____

Telephone: _____ Date: _____

I. Legal Fees

Each proposal will clearly state the annual fees to be charged to the District as follows:
(Please identify applicable hourly rates)

Fee to provide General Legal Services \$ _____

Fee to provide Collective Bargaining Services \$ _____

Litigation Fees \$ _____

Special Education Services \$ _____

Name of Partner assigned to Hastings _____

Names of Associates assigned to Hastings _____

PLEASE NOTE: If any type or segments of services is not included in the above quotation, firms must specify what services they are and what the additional fees the District would be charged for such services.

J. Criteria for Evaluation of Proposals

The Board of Education is responsible for establishing the criteria of the evaluation. Elements include, but are not limited to:

- School district legal experience and staff to be assigned
- Reference checks
- Clarity of the firm's proposal
- Oral interview

Thank you for your interest in the Hastings on Hudson UFSD.