

LAKELAND JOINT SCHOOL DISTRICT NO. 272
15506 N. Washington St.
Rathdrum, ID 83858

REQUEST FOR QUALIFICATIONS

Release Date: FRIDAY, DECEMBER 8th

Due Date: FRIDAY, DECEMBER 22nd 12:00 PM PST

Lakeland Joint School District #272 invites law firm(s) and attorney(s) to submit sealed proposals for Legal Services provided to the District. It is anticipated that Legal Services will be required on an ongoing basis to address a wide range of issues concerning the business of the District.

Interested parties must respond to this RFQ via one electronic copy via email (preferred) using an MS Word or PDF format or one printed copy via mail. The email's subject line or mailed envelope shall state: *REQUEST FOR QUALIFICATIONS Lakeland Joint School District Legal Counsel*. All required response documents must be completed and submitted before the stated date and time. Responses must be emailed or mailed to Jessica Grantham, Chief Finance Officer, at Jessica.grantham@lakeland272.org.

It is advised that responders not wait until the last day to start submitting the RFQ responses. Responders may edit up until the due date and time.

All communications regarding this RFQ and the selection process must be coordinated through the CFO email. Any individual or vendor that contacts any member of the district, a member of the Lakeland Joint School District Board of Trustees, or any district Administrator except the CFO, may be disqualified from further consideration.

Jessica Grantham
Chief Finance Officer
Lakeland Joint School District #272
15506 N. Washington St.
Rathdrum, ID 83858
Jessica.grantham@lakeland272.org

Respondents are notified that Lakeland Joint School District reserves the right to reject any parts of the RFQ.

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1. Introduction

A. Purpose of Proposal:

Lakeland Joint School District #272 (LJSD) invites law firm(s) and attorney(s) to submit sealed proposals for Legal Services provided to the District. It is anticipated that Legal Services will be required on an ongoing basis to address a wide range of issues concerning the business of the District.

B. District Profile:

Lakeland Joint School District #272 is nestled in the Panhandle of North Idaho. It is the home of Athol Elementary, Betty Kiefer Elementary, Garwood Elementary, John Brown Elementary, Spirit Lake Elementary, Twin Lakes Elementary, Lakeland Middle School, Timberlake Middle School, Lakeland High School, Timberlake High School, Mountain View High School, and KTEC (a cooperative between LJSD and two neighboring school districts).

Our district's daily mission is to maximize student learning every day in all environments.

The District's Administrative Offices are located at 15506 N. Washington St., Rathdrum, Idaho. Lisa Arnold is the Superintendent of the District. She oversees the District Leadership team, which manages the day-to-day operations of the District.

The Board of Trustees of the Lakeland Joint School #272 is the governmental entity established by the State of Idaho to plan and direct all aspects of the District's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough education system. The Board is a volunteer five-member Board of Trustees who are elected at large from within Kootenai and Bonner Counties for staggered, four-year terms. The Board of Trustees derives its authority from statutes enacted by the legislature of the State of Idaho. The Board is subject to the provisions of the Constitution of the State of Idaho, the rules and regulations of the State Board of Education as they apply to public school districts, and the Board's policies and procedures.

2. Scope of Services

A. Scope of work to be performed:

Required General Counsel Services:

- Substantial knowledge and experience in the interpretation of state, federal, and local laws and codes as they relate to Idaho K-12 Districts.
- Provide legal opinions, advice, and assistance to the District.
- Assist the District in reviewing proposals and contracts for services when requested.
- Provide advice and counsel on personnel issues.
- Licensed to practice law in Idaho.

3. Applicable Laws and General Conditions

A. Conflict of Interest:

By Idaho Title 74 Chapter 4, the responding Firm warrants that it presently has no interest and shall not acquire interest directly or indirectly that would conflict in any manner or degree with a fair competition or the performance of services required under this request.

B. Compliance with Law, Licensing, and Certifications:

The Firm shall comply with all requirements of federal, state, and local laws and regulations applicable to the Firm or the Property provided by the Firm under this Agreement. For the duration of the Agreement, the Firm shall maintain in effect and have in its possession all licenses and certifications required by federal, state, and local laws and rules. An agreement shall be governed by the laws of the State of Idaho and shall be deemed executed at Rathdrum, Idaho, Kootenai County, Idaho.

C. Public Records and Confidentiality:

Under Idaho's Public Records Act, Title 74, Chapter 1, Idaho Code, as may be amended from time to time (the "Public Records Law") information or documents received from the Firm may be open to public inspection and copying unless exempt from disclosure. If the Firm believes information provided to the District is exempt from disclosure under the Public Records Law, the Firm shall designate individual documents or portions thereof as "exempt" and shall indicate the proposed basis for such exemption. The District will not accept the marking of an entire document as exempt. In addition, the District will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. The District does not warrant or otherwise promise that information marked as such will be exempt under the Public Records Law. The Firm shall indemnify and defend the District Parties against all liability, claims, damages, losses, expenses, actions, attorney fees, and suits whatsoever for honoring such a designation or for the Firm's failure to designate individual documents as exempt. The Firm's failure to designate as exempt any document or portion of a document that is released by the District shall constitute a complete waiver of any claims for damages caused by any such release. If the District receives a request for materials claimed exempt by the Firm, the Firm shall provide the legal defense for such a claim.

D. Non-Discrimination:

Lakeland Joint School District hereby notifies all Firms that no person or organization shall be discriminated against based on race, religion, color, age, sex, sexual orientation, or national origin in consideration for an award issued under this advertisement.

E. Award Term:

General Counsel services will be requested on an as-needed basis. Pricing included in the response to the Request for Qualifications should be valid for three years (thirty-six months).

F. Award:

An award will not be final until the District and prospective Firm have executed a written Agreement. Lakeland Joint School District reserves the right to make an award without further negotiation of the proposal submitted therefore the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint. The District may elect, after the selection process, to request clarifications, alterations, or changes in the submitted proposal including, but not limited to, prices to provide the best service at the best price for the District.

G. Addenda:

The only method by which any requirement of this RFQ may be modified by a written addendum issued by the Lakeland Joint School District. Responses to inquiries that directly affect an interpretation or change to the RFQ will be issued in writing by addenda. Any addenda will be posted to the District’s website at: <https://www.sd272.org/financials/bids-rfps>. All such addenda issued by the District before the time that proposals are received shall be considered binding. Oral and other interpretations or clarifications shall be without legal effect.

H. Timelines and Schedules

Lakeland Joint School District intends to adhere to the following schedule in seeking responses to the RFQ:

December 8, 2023	RFQ issued and available
December 22, 2023	Responses to RFQ due to District by noon (PST)
Dec. 22 – Jan. 5, 2024	Response Review
January 8, 2024	Estimated time to have a fee agreement complete

4. Evaluation Considerations

A. Proposal Requirements:

Each proposal will be evaluated based on all of its contents and an agreement will be awarded to the responsible Firm whose proposal is, in the opinion of Lakeland Joint School District, determined to be most advantageous to the District, when all factors are considered.

The following must be included in the proposal:

- Information about the attorney/firm that would serve the District as well as general information about the attorney/firm overall including practice areas and size of the firm.
- A summary of the strengths of the firm and how it believes that the firm could assist the District in the capacity of general legal counsel. Include any experience serving public entities, particularly K-12 school districts.
- An affirmation of the ability of the firm’s representative to attend to District needs, including availability to handle ad hoc issues on time.
- As appropriate, providing information on the experience of other firm members who may assist the District.
- A comprehensive fee schedule for services.

B. Evaluation Factors:

Factors to be considered in the award of the agreement will include:

35 Points	Experience related to the firm, and Principal Attorney, on matters related to potential District business. This includes but is not limited to, experience as a public solicitor and knowledge of FERPA, Title IX, HIPPA, special education and disability service experience, and general experience with contract and employment law.
35 Points	Firm's experience in working with Governmental agencies at the federal, state, and local levels on matters relevant to the District, including but not limited to:
	<ul style="list-style-type: none">• Demonstrated experience in sensitive human resource, employment/personnel issues
	<ul style="list-style-type: none">• Demonstrated experience with state and federal law involving student rights and obligation issues
	<ul style="list-style-type: none">• Demonstrated experience with matters related to proposals and contracts and other bidding compliance issues
10 Points	Firms' apparent ability to provide timely services to the District.
15 Points	Proposed price structure
5 Points	Proximity of local office to Lakeland Joint School District Office (zero points if over 100 miles away)

C. Selection Process:

Proposals will be reviewed by a selection committee. The agreement shall be made with the responsible Firm whose proposal is most advantageous to the Lakeland Joint School District, taking into consideration the evaluation factors, as outlined in the Evaluation Criteria.