ATTORNEY – SPECIAL EDUCATION/ SPECIAL COUNSEL

TECHNICAL SPECIFICATIONS

Purpose of Proposal

The purpose of this Request for Proposal (RFP) is to obtain information for Professional Legal Services for Special Education and other special counsel matters. The successful proposal(s) shall comply with all local, state, and federal directives, orders and laws applicable to this request.

Introduction and Background

The Carlstadt East Rutherford Regional High School District, located in Bergen County, NJ is a 9 – 12, educational system, comprised of one regional high school, approximately 840 in-house students, 132 out-of-district students, for a total of over 970 students and 125 staff. The district offers various special education programs and an extensive extra-curricular and interscholastic athletic program.

Statement of Work/Scope of Services

This Request for Proposal for Professional Legal Services for Special Education/ Special Counsel seeks to contract with individuals, companies or agencies to provide legal services by licensed professionals to the Carlstadt East Rutherford Board of Education. The required services are to be provided for a term which will begin as early as February 1, 2024 and continue through the next regularly scheduled January 2025 Reorg Meeting.

All professionals must possess appropriate qualifications, New Jersey licenses and certifications. Applicants should demonstrate knowledge and experience providing legal services for public boards of education. Any experience or knowledge of matters that directly affect the Carlstadt East Rutherford Board of Education should be addressed.

The selected firm will provide special education legal services including, but limited to the following:

Services to be included

- Review special education and other school district related issues upon request and provide guidance to the Board and its Administration.
- Represent the district in mediation upon request.
● Represent the district at all stages of due process beyond mediation including administrative law, commissioner, State Board and court proceedings. After which time, be able to consult with insurance appointed legal counsel. Serve as the district's liaison to the legal representatives/advocates of parents.

● Review special education contracts and other types of contracts upon request.

● Timely advice and counsel on emergent special education matters and on any other time sensitive 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.

● Written legal opinions upon request.

● Prepare all necessary legal documents.

● Attend regular meetings of the Board and its meetings with committees or third parties upon request.

● Work cooperatively with legal counsels of insurance companies, consortiums, or other collective with whom the Board may be affiliated.

● Provide written, timely notification to the Board of changes in special education law or state regulations including court and administrative decisions that might impact upon the operation of the school district.

● Conduct in-service programs on special education legal issues for appropriate staff members upon request.

● Fulfill other legal duties as are commonly accepted and assigned.

**Bidding Requirements/Vendor Qualifications**

All applicants shall be duly authorized to do business by the State of New Jersey.

Competency, fitness and financial responsibility of contractors and any subcontractors will be considered in making the award. If required, they shall support their claims of competency, fitness, and financial responsibility with evidence satisfactory to the Board of Education.

All applicants must have sufficient staff to perform part or all legal services required by the Board of Education.
All applicants must successfully complete criminal history review as required by the New Jersey Department of Education. The successful applicant shall provide to the Board, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract.

**Term of Contract**

The length of term will begin on or about February 1, 2024 through the next regularly scheduled Re-organizational Meeting. The Board of Education reserves the right to terminate, at any time during the contract period, with a thirty (30) day notice.

**End of Technical Specifications**