

SCHUYLKILL INTERMEDIATE UNIT 29, SCHUYLKILL TECHNOLOGY CENTER,
& SCHUYLKILL COUNTY SCHOOL EMPLOYEES HEALTH & WELFARE TRUST
REQUEST FOR PROPOSAL FOR SOLICITOR SERVICES

This Request for Proposal (“RFP”) provides to those interested in submitting proposals sufficient information to enable them to prepare and submit proposals for the Schuylkill Intermediate Unit 29 (IU29), Schuylkill Technology Center’s (STC), and Schuylkill County School Employees Health & Welfare Trust consideration to fill the position of Solicitor.

The sole point of contact in IU29 for this RFP shall be:

Shannon Brennan
Schuylkill Intermediate Unit 29
PO Box 130, 17 Maple Avenue
MarLin, PA 17951
570-640-5115
sbrennan@stcenters.org

Please refer any and all inquiries and questions to Shannon Brennan.

The Intermediate Unit reserves the right and sole discretion to reject any proposal received as a result of this RFP.

Calendar of Events

Date

Receipt of proposal

March 24, 2025

In-person interviews with the School Board Committee

prior to April 7, 2025

To be considered for selection, hard copies of the Proposals must arrive at the IU29 office (address listed above) on or before the date and time specified in the RFP Calendar of Events. The Intermediate Unit will not accept proposals via email or facsimile transmission. The Intermediate Unit office will notify the selected law firms in writing of their selection for interviews or negotiation after the Intermediate Unit has determined, taking into consideration the RFP, the Proposal that is the most advantageous to the Intermediate Unit.

Please submit the following information:

Qualifications

- Present the names of attorneys who will be primarily responsible for providing legal services to the intermediate unit and the attorney who will be the main point of contact.

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- For the identified lawyers, please provide biographies of their experience in representing school districts and/or intermediate units, their area of expertise in education law, and a resume.
- Please present a typical letter of representation used for a school district and/or intermediate unit and submit the Firm's listing in the Martindale-Hubbell Law Directory.
- List the school districts, intermediate units, and/or technology centers and dates for which your Firm has served as solicitor or labor counsel.
- Please describe your Firm's experience in handling the following specialized areas of school law – 1) local government taxation matters; 2) special education due process hearings; 3) student rights, suspensions, and expulsions; 4) constitutional issues; 5) labor matters, including grievances, arbitrations, negotiation; and 6) tort liability, civil rights actions, and liabilities.
- Please submit a recent advisory opinion letter to the intermediate unit as a sample of your work product.
- Please distinguish your legal services from other firms representing school districts and/or intermediate units.
- Explain your opinion on the necessity for the Solicitor's attendance at board meetings and availability/responsiveness to the Intermediate Unit.

Costs

- List the charges, if any, for telephone calls, file review, copying, transmission, messenger services, etc.
- Present a detailed cost proposal, including an hourly fee schedule for partners, associates, and paralegals who may perform work for the intermediate unit.
- In what increments of time will the intermediate unit be billed?
- In what situations will the intermediate unit be billed for more than one attorney's attendance at trial, meetings, depositions, witness interviews and conferences among attorneys?

Insurance

- Please submit the declaration page from the Firm's current professional liability insurance policy