



RONDOUT VALLEY CENTRAL SCHOOL DISTRICT

PO BOX 9 • ACCORD, NY 12404 • (845) 687-2400

Paul Spadaro, Ph.D., Superintendent • Ext. 4803

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LEGAL SERVICES – LABOR RELATIONS

2025-2026 SCHOOL YEAR ISSUE DATE: APRIL 16, 2025

PROPOSAL DUE DATE: MAY 28, 2025 @ 2:00 P.M.

NOTICE OF REQUEST FOR PROPOSALS

The RONDOUT VALLEY CENTRAL SCHOOL DISTRICT is seeking sealed Proposals from qualified firms to provide Legal Services to the District. The District seeks to engage a law firm that can provide high quality, affordable labor relations legal services.

A formal Request for Proposals (RFP) will be available on Wednesday, April 16, 2025, on the District's website at www.rondout.k12.ny.us for Proposals or may be obtained by contacting the District Clerk at 845-687-2400 Ext. 4803. Specific requirements are provided in the RFP.

The Proposer's qualifications, cost, and compliance with the requirements of the District will be used during the evaluation of the Proposer selection.

The response to this Request for Proposal must be received no later than 2:00 P.M., on Wednesday, May 28, 2025 by the District Clerk or Assistant Superintendent for Business Services of Rondout Valley Central School District.

The District reserves the right to reject any or all Proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional Proposals.

REQUEST FOR PROPOSALS SUBMITTAL FORM

(Please complete and return this form with your proposal)

TO: District Clerk or Assistant Superintendent for Business Services
Rondout Valley Central School District
PO Box 9
Accord, New York 12404

We have received your invitation for Legal Services Proposal, opening date on May 28, 2025.

Attached is our proposal

Firm: _____

Name: _____

Address: _____

Phone: _____

Email: _____

NOTICE TO PARTIES SUBMITTING PROPOSALS

The Rondout Valley Central School District is requesting the submission of proposals for legal services to begin for the 2025-2026 school year. Such services may be extended by the District and by mutual agreement between the parties. Specifications detailing the scope of services and conditions of the contract are included within these documents.

Proposals will be received until **2:00 p.m., Wednesday May 28, 2025**, by the District Clerk or Assistant Superintendent for Business Services located at Rondout Valley Central School District, 122 Kyserike Road, Accord, NY 12404 at which time and place all proposals will be publicly opened. Proposals may be submitted via mail or hand delivery.

PARTIES SUBMITTING PROPOSALS ASSUME THE RISK OF ANY DELAY IN THE MAIL.

The Rondout Valley Central School District is not responsible for proposals opened prior to the time and date of the opening ***if the identifying information does not appear on the envelope***. Proposals opened prior to the time and date of the opening are invalid. The Rondout Valley Central School District reserves the right to accept any proposal that it deems to be in the best interest of the District, or, in its discretion, to reject all proposals and reissue this request for proposals.

Proposals opened and read shall remain irrevocable for the contract period. The award of contracts, if at all, is anticipated to be made at a scheduled Board of Education meeting June 10, 2025.

All proposals submitted will bind the parties submitting the proposals to the specifications, instructions, and conditions set forth in these documents, and shall form an integral part of the contract awarded.

PROPOSAL REQUIREMENTS

1. GENERAL INFORMATION

The Rondout Valley Central School District, hereinafter referred to as the District, is requesting proposals from law firms to provide legal services to review and advise the Board of Education and Administration on Labor Relations.

To be considered, proposals must be received by the District Clerk or Assistant Superintendent of Business Services **by 2:00 p.m., on Wednesday, May 28, 2025**. The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right to request additional information or clarification from proposers, or to allow corrections to errors or omissions. At the discretion of the District, law firms submitting proposals may be requested to make oral presentations as part of the evaluation process. If chosen to present your proposal to the Board of Education, you will be required to furnish 10 copies of your proposal. You will be notified by June 3, 2025, if selected to present.

Submission of a proposal indicates acceptance by the law firm of the conditions contained in the RFP, unless clearly and specifically noted in the submitted proposal and subsequently confirmed in the contract between the District and the law firm selected. In the event of any inconsistencies or variations between this RFP or the proposal and the contract, the contract shall govern.

It is anticipated that the selection will be completed by the July 2025 Board of Education business meeting. Following the notification of the selected law firm, a contract will be executed between the District and the law firm within 30 days of notification.

2. TERM OF ENGAGEMENT

Contract will commence on July 1, 2025 (or the date of contract execution if after July 1) and expire on June 30, 2026, and may be renewed annually for each successive year, subject to review and approval of the Board of Education of the District, and the annual availability of an appropriation. This agreement may be terminated upon 30 days' written notice by the Board of Education subject solely to payment of fees and disbursements as of the date of termination.

3. SCOPE OF SERVICE

The School District Legal Counsel serves as chief legal advisor to the Board of Education and its administrative staff. Services shall include but not be limited to the following:

Act as School Board Attorney and chief legal officer of the District in all respects including but not limited to:

- Employment law, including Civil Service Law Section 75 and Education Law Section 3020-a disciplinary proceedings, Public Employment Relations Board hearings, employment contract interpretation, harassment and discrimination investigations and report preparation;
- Representing the District before the Public Employment Relations Board, the Division of Human Rights, the EEOC, state and federal courts and administrative agencies;
- Federal and state special education laws and procedures, including conducting impartial hearings;
- Student matters, including student discipline and superintendent's hearings;
- School Board Policies and Regulations;
- Appeals to the Commissioner of Education;
- General Municipal law;
- Election law;
- Labor management and negotiations;
- Personnel policies and employment handbooks;
- Providing training or coordinate on topics such as sexual harassment, the Americans with Disabilities Act and Family Medical Leave Act.

Act as legal counsel for the School District and/or its officers, agents and employees, including being present at all meetings both formal and informal as required by the Board of Education and/or the Superintendent of Schools (and/or his or her designee). Regular board meetings are scheduled at one per month.

Provide a status report to the Board of Education upon request on all pending legal matters.

Act as legal counsel for the School District in all actions and proceedings brought against the School District as it relates to Labor Law.

Cooperate with the School District's insurance carrier in all matters.

Provide accessibility to the daily questions that arise.

The law firm selected shall have qualified staff available by telephone for consultation during normal business hours. The District may require regular or periodic on-site consultation. The law firm will be expected to provide services as required throughout the year. The law firm may be expected to meet with the Board of Education in the school district on weekday evenings as may be necessary. Counsel may be requested to attend Board meetings on weekday evening as may be necessary.

4. PROPOSAL SUBMISSIONS

The contract will not necessarily be awarded to the lowest cost proposal. All proposals will be reviewed by the Board of Education.

All proposals shall provide information regarding the management and qualification of law firm as detailed in Part 1 below, as well as a detailed fee cost as required in Part 2 below.

Incomplete submissions may not be considered for award. All materials submitted in response to this RFP shall become the property of the District.

Part 1 – Management and Qualifications:

In setting forth its qualifications, each firm submitting a proposal shall:

- a) Provide the name of the firm, how long the firm has been in business, the length of its experience in providing school districts general counsel and labor relations as well as a brief description of its business activities and history;
- b) Identify the specific attorneys who will be involved in this engagement, the experience each possess, and the location of the office from which they work and provide a detailed biography and/or resume outlining the experience and credentials;
- c) Provide the name and title of person(s) submitting the proposal, the firm’s main office address, and primary and secondary points of contact and their telephone, e-mail and fax numbers (including area codes);
- d) Detail the experience the firm and its staff have in working with school districts and public sector clients; describing how needs specific to the school district/public sector were met and highlighting any experience specific to school districts;
- e) Provide client references, including contact names, addresses and telephone/cell phone numbers, and
- f) Provide any additional information that you feel would distinguish your firm in its service to the District.

Part 2 – Cost:

1) A total fee for the requested services. This fee should be a flat annual fee/retainer.

Additionally, please provide a Standard Fee Schedule for all services provided by the firm. Please list any and all services that would not be included.

2) No additional billing will be allowed for parking, participant materials, photocopying, telefaxing, or other incidentals. Additional billings will be allowed for other reasonably incurred expenses such as filing fees, court fees, arbitration fees, and stenographic fees.

5. BACKGROUND

The following is a brief description of the Rondout Valley Central School District:

- 1) Student Enrollment including outside placements: 1,759
- 2) Number of Administrators: 26
- 3) Number of Teachers: 223

- 4) Number of Support Staff: 175
- 5) Number of Schools: 4
- 6) Board Members:
 - a) 9 members
 - b) 3 year terms
- 7) Management:
 - a) Superintendent of Schools
 - b) Assistant Superintendent for Schools & Operations
 - c) Assistant Superintendent for Business Services
 - d) Assistant Superintendent for Pupil Personnel Services
- 8) Budget for 2024-2025: \$ 78,648,751

Please note that all District policies can be viewed on the District website at <http://www.rondout.k12.ny.us>, then click on the Board of Education tab/policy manual.

6. PROPOSAL EVALUATION

Proposals received will be evaluated by the Board of Education. The evaluation process is designed to award the proposal, not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes. The award process may include an interview with the Board, Superintendent, and/or Central Administration.

7. PROPOSAL SUBMISSION

Proposals can be submitted to the District via mail or hand-delivery. When submitting your proposal, please clearly mark your envelope as follows:

RFP 2025-2026 - Legal Services – Labor Relations
Debra Barbiani District Clerk or Tabatha Biggane Asst. Superintendent for Business Services
Rondout Valley Central School District
Mailing Address: PO BOX 9
Physical Address: 122 Kyserike Road
Accord, New York 12404

8. FREEDOM OF INFORMATION LAW

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or

constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposal is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposal containing such information by typing in bold face on the top of each page, **“THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.”** The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order of judgment of a court of competent jurisdiction.

9. RIGHT TO REJECT REQUEST FOR PROPOSAL

The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposal. Any proposal will be utilized on an “as-needed” basis. There is no guarantee that any/all of the services listed will be utilized.

10. INDEMNIFICATION

The successful proposer shall defend, indemnify and save harmless the District, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys’ fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

11. LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this RFP shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this RFP shall be construed as if such invalid, illegal or unenforceable provision has never been contained in the RFP.

12. CONTRACT NOT TO BE ASSIGNED

It is mutually understood and agreed that the law firm shall not assign, transfer, convey, sublet, or otherwise dispose of the contract, of its right, title or interest therein, or its power to execute such contract to any other person, company or corporation.

13. CONTRACT

A contract will be executed between the District and the law firm, which will incorporate the terms and conditions of this RFP and other standard contractual terms. **Please attach a copy of the standard contract you use as your retainer agreement for school districts**

