



## MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**  
**Business Administrator**  
nicole.schoening@motsd.org

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### REQUEST FOR PROPOSAL - RFP# 2025-03 SPECIAL EDUCATION LEGAL SERVICES

**SUBMISSION DEADLINE**  
**THURSDAY, MAY 22, 2025**  
**10:00 a.m.**

#### A. BACKGROUND

*The Mount Olive Township School District services students from Prek-12<sup>th</sup> grade with an enrollment of approximately 4800 students consisting of 4 elementary schools, a middle school and a high school, approximately 1066 staff members, with general fund budget of approximately \$132,790,499. Further information may be obtained by visiting the school district's website at [www.motsd.org](http://www.motsd.org).*

Proposers are advised that for any specific matter the Board may retain the services of another Attorney.

#### B. SERVICES SPECIFICATIONS

##### **Scope of Service:**

The Attorney shall be required to perform all special education legal services for the Board for the 2025-2026 school year.

##### **Special Education Counsel Services to be provided:**

- \* Review special education issues upon request and provide guidance to the Board and Administration.
- \* Represent the district in mediation, upon request.
- \* Representation of the district in all stages of mediation, including administrative law, commissioner, State Board and court proceedings until due process filed by parent/guardian. After which time, be available to consult with insurance appointed legal counsel.
- \* Serve as the district's liaison to the legal representatives/advocates of parents.
- \* Review special education contracts upon request.
- \* Timely advice and counsel on emergent matters. Counsel response is expected, at least verbally to be followed in writing, within a maximum of 24 hours upon inquiry made by the Board or Administration.
- \* Written legal opinions upon request.
- \* Initiate and/or defend lawsuits as necessary at the direction of the Board.



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- \* Prepare all necessary legal documents.
  - \* Attend regular meetings of the Board, meetings with committees or third parties, upon request.
  - \* Work cooperatively with legal counsel of insurance companies, consortiums or other collectives with whom the Board may be affiliated.
  - \* Represent the school district in all judicial and/or administrative proceedings within the specific service area in which the district or any of its Board members, administrators or agents may be a party or have an interest.
  - \* Provide written, timely notification to the Board of changes in school law or state regulations, including court and administrative decisions that may impact the operation of the school.
  - \* Conduct in-service programs on specified legal issues for appropriate staff members, upon request.
  - \* Fulfill other legal duties as are commonly accepted and assigned.

### **Minimum Requirements:**

- \* At least ten (10) years of experience in public school law, public school litigation and familiarity with NJSA and NJAC.
- \* Experience as a public school attorney in the State of New Jersey.
- \* Be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.
- \* One attorney shall be designated to represent the interests of the Board. This individual shall have been admitted and/or licensed in his/her profession in NJ and be in good standing.
- \* The firm shall have three or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
- \* If awarded a contract, your firm shall be required to comply with the requirements of NJSA 10:5-31 et seq. and NJAC 17:27.

### C. PROPOSAL

#### **The proposal shall include the following items:**

- \* Transmittal Letter: Each proposing Attorney shall submit a transmittal letter with their proposal that identifies the firm that is submitting the proposal and includes a commitment by said Attorney that they will serve as District Attorney if their proposal is accepted by the Board.



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- \* Description of Services and Experience: All proposing Attorneys should describe their practices and the services to be provided as well as acknowledge that they understand the scope of services sought by the Board.
  - \* Names of individuals who will perform required tasks as well as the listing of their licenses, qualifications and experience. Identify persons who will serve as back up to the primary person including resumes of all parties.
  - \* Fee structure: Submit an hourly rate for which the Attorney agrees to provide services, identifying whether clerical and other overhead costs will be billed separately. If the Attorney is requesting a retainer, a detail of what the retainer will cover must be included.
  - \* Recommendations from at least three clients, New Jersey School Districts preferred.
  - \* Documents:
    1. Stockholder/Partnership Disclosure and Statement of Ownership
    2. Non-Collusion Affidavit
    3. C. 271 Political Contribution Disclosure Form
    4. Contractor/Vendor Questionnaire/Certification
    5. Affirmative Action Questionnaire, Affidavit and Exhibit A
    6. New Jersey Business Registration Certificate
    7. Certificate of Employee Information Report
    8. Disclosure of Investment Activities in Iran
    9. Russia-Belarus Certification
    10. Certification of Non-Debarment (Prior to Award of Contract)

**Please provide one original and two copies of your proposal.**

#### D. INTERVIEW

The Board of Education reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Board reserves the right to request clarifying information subsequent to the submission of the proposal.

#### E. CONTRACT TERM



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The term of the contract for Services shall be for the **2025-2026** school year and may be renewed annually. The Board of Education reserves the right to terminate, at any time during the contract period, with a thirty (30) day notice.

F. SUBMISSION DEADLINE & PROCESS:

Deadline - **THURSDAY, MAY 22, 2025 10:00 a.m.**

The Proposal should be delivered to the attention of:

Nicole C Schoening, CPA, SFO  
Business Administrator

[nicole.schoening@motsd.org](mailto:nicole.schoening@motsd.org)

Attn: RFP 2025-03-Special Education Legal Services

G. EVALUATION OF PROPOSALS

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with NJSA 19:44A-20.4 et seq.

The proposals will be evaluated by the Board of Education, Superintendent, Business Administrator and such other members of the administration as may be called upon based on their level of interaction with the District Attorney based upon information supplied by each Professional in response to this RFP and the following criteria:

1. Ability to meet all minimum qualifications.
2. Overall knowledge and familiarity with the operations of the school district.
3. Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in NJ.
4. Qualifications and experience of the professional.
5. Qualifications and experience of other members of the professional's firm.
6. Interview, if conducted.
7. The fee and hourly rates proposed.

H. AWARD OF CONTRACT

The contract will be awarded as a professional service in accordance with NJSA 18A:18A-5(1).

It is the intention of the Board of Education to award the contract based on an evaluation of relative experience, qualifications and who will provide the highest quality of service at fair and competitive prices.