

# **OAKDALE JOINT UNIFIED SCHOOL DISTRICT**

## **REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES**

Issued: April 14, 2026

Qualifications Submission Deadline:

**May 1, 2026 at 4:00 PM**

**Submit to:**

**Oakdale Joint Unified School District  
168 South 3rd Avenue  
Oakdale, CA 95361  
Attn: Larry Mendonca, Superintendent**

# Oakdale Joint Unified School District Request for Qualification (RFQ)

## I. INFORMATION TO THE PROPOSER

### A. REQUESTER'S ADDRESS AND RECIPIENT OF PROPOSAL

1. Name and address of the local educational agency:

Oakdale Joint Unified School District ("OJUSD" or "District")  
168 South 3rd Ave.,  
Oakdale, CA 95361

2. Name, title, address, and telephone number of person to whom questions concerning the proposal should be directed:

Mrs. Jamie Rodrigues  
Administrative Assistant to Superintendent and Board of Trustees  
Oakdale Joint Unified School District  
168 South 3rd Ave.  
Oakdale, CA 95361  
Telephone: 209-848-4884  
E-mail: [jrodrigues@ojusd.org](mailto:jrodrigues@ojusd.org)

3. Number of proposals required:

- One (1) digital copy in PDF format (on a thumb drive) with name and address of requester and,
- One (6) printed hard copies of the proposal must be submitted under sealed cover by no later than 4:00 p.m. on May 1, 2026.
  - Label the outside of the sealed proposal envelope or box with your company name, proposal title and RFQ deadline.
- Proposals shall be delivered to the attention of:
  - LARRY MENDONCA, SUPERINTENDENT  
Oakdale Joint Unified School District  
168 S. Third St., Oakdale, CA 95361
- It is the sole responsibility of the Firm submitting the proposal to ensure that its proposal is actually received in the office prior to the deadline time and due date. Unless this RFQ is extended by a written amendment, proposals received after the time on the due date will not be considered. Faxed or emailed proposals will not be accepted.

4. Date and hour by which proposal must be received: Friday, May 1, 2026  
at 4:00 PM

5. Proposals will become a part of the requester's official files without obligation on the requester's part.

6. All proposals received are public records.

## **II. BACKGROUND**

The Oakdale Joint Unified School District (OJUSD) is a rural Stanislaus County school district. The District has one high school, one continuation high school, one independent study jr. high and high school, one charter high school, one middle school, and four TK-6 elementary schools. Districtwide enrollment is close to 5000 students.

## **III. NATURE OF SERVICES REQUIRED**

The Oakdale Joint Unified School District has utilized the services of a variety of legal firms. It is the intent of the District to continue consider a primary legal firm to provide such services in the areas of:

- General Legal/ Litigation
- Special Education/Student Services
- Business Services/Facilities/ Construction
- Human Resources/Employee Relations/Negotiations

The overall objective of this RFQ is to permit firms the opportunity to submit their relevant school district legal experience, client references, and proposed schedule of charges for consideration.

The District's expectation is to obtain the services of a firm with the highest quality of knowledge and service in the field of Education law and that our work will be addressed by experienced attorneys. The District will reserve the right to choose attorneys from competitive firms to address issues that are unique or require specific knowledge or experience. Compensation will be a consideration but will be evaluated as delineated in paragraph VII.

## **IV. GENERAL INSTRUCTIONS**

Interested firms are invited to submit one (1) digital copy in PDF format and six (6) printed copies. The complete response shall be received no later than 4:00 p.m. on Friday, May 1, 2026, to the following address:

Larry Mendonca, Superintendent  
Oakdale Joint Unified School District  
168 South 3rd Ave.  
Oakdale, CA 95361

It is solely the firm's responsibility to ensure that the response is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This RFQ does not commit OJUSD to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to cancel in part or in its entirety this RFQ. The District further reserves the right to accept the response

that it considers to be in the best interest of the District. Decisions to award contract(s) as a result of this RFQ are final and without appeal.

All requirements must be addressed in the proposal. All responses, whether selected or rejected, shall become the property of the District.

### **Requests for Information**

Questions related to this RFQ should be submitted in writing no later than 4:00 pm, Friday, April 24, 2026 to:

Mrs. Jamie Rodrigues,  
Administrative Assistant to the Superintendent and Board of Trustees  
Oakdale Joint Unified School District  
168 South 3rd Ave. Oakdale, CA 95361  
Telephone: 209-848-4884  
E-mail: jrodrigues@ojusd.org

- *Specify "RFQ for Legal Services" in the subject line.*

## **V. SCOPE OF WORK**

The District is seeking proposals for legal services in the following areas:

- A.** General Legal/ Litigation
- B.** Special Education/Student Services
- C.** Business Services/Facilities/ Construction
- D.** Human Resources/Employee Relations/Negotiations

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### **A. GENERAL LEGAL/ LITIGATION**

As requested:

- Provide advice and interpretation of Education Law.
- Provide advice and consultation with the Board of Education, the Superintendent and Key Personnel in connection with their general and specific powers and duties.
- Provide advice and consultation with respect to issues related to the Brown Act and California Public Records Act.
- Provide advice and consultation with respect to school board elections and ballot measures.
- Provide such other services as are inherent in matters relating to the operation of a school district.
- Provide information on new federal and state laws that may impact the District operation and advise appropriate action.
- Review contractual agreements as requested.

- Representation for Legal Action, Litigation, Administrative Hearings, court proceedings, etc.

## **B. SPECIAL EDUCATION/STUDENT SERVICES**

As requested:

- Provide advice, consultation and representation in connection with the placement of special needs students, including participation in mediations, hearings and representation in related administrative and judicial proceedings.
- Provide such other services as are inherent in matters related to the provision of services to special needs students.
- Provide advice, consultation and representation on student matters, including student discipline and Title IX as well as represent the District in mediations, hearings, and related proceedings.

## **C. BUSINESS SERVICES/FACILITIES/ CONSTRUCTION**

As requested:

- Assist the District in Business Services operations, including developing contract templates for outside services as needed, matters relevant to financial compliance, risk management & liability, or other fiscal and business matters.
- Provide advice, consultation and representation related to real property matters, including acquisition, disposition, environmental impact reports, leasing and construction of facilities, as well as contract and bidding requirements.
- Provide advice, consultation and representation related to facility measures, such as General Obligation Bonds, Mello Roos taxes, etc.
- Provide advice and consultation related to formation and ongoing operations of facility related committees, such as the Bond Oversight Committee.
- Provide such other services that are inherent in matters related to school facilities.

## **D. HUMAN RESOURCES/EMPLOYEE RELATIONS/NEGOTIATIONS**

As requested:

- Provide advice, consultation and representation on all matters related to certificated and classified collective bargaining and related negotiated agreement development.
- Provide advice, consultation and representation on grievances and actions taken to PERB, hearings, etc.
- Provide such other services as are inherent in matters related to employee relations and negotiations.

- Provide advice, consultation and representation of the District with respect to the employment, discipline dismissal and layoff of certificated and classified employees.
- Provide advice, consultation and representation on issues involving District employees relative to: legal qualifications; teaching credentials and certificates, and other required licenses; proposed reductions in force and related seniority and tenure questions; various forms of leaves of absence; substitute and part-time employees; and matters related to compensation.
- Assist in the development of employment contracts upon request.

## **VI. CONTENTS FOR PROPOSALS**

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents' qualifications, and the ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

### **A. Submittal Letter**

Include the RFQ's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 90-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

### **B. Description of Firm**

This section should provide an overview and history of the firm, its practice in California, the type of legal services for which the firm is submitting a proposal, and the approach that will be used in meeting the needs of the District.

### **C. Description of Experience**

Please provide the names and resumés of staff who would be working with the District. Specifically discuss the individual(s)' experience in providing legal and advisory services to an organization and program similar in size and scope as specified in this RFQ. Please indicate who the primary contact will be and who will be responsible for the day-to-day work with the District.

#### **D. Fee Schedule**

Describe in detail all fees to be charged, including hourly rates for each level of service. Describe any internal policies that affect client billing. Describe how the firm might adjust its fees for subsequent years of the contract. Describe, in detail, charges for travel, telephone calls, and any other expenses to be separately billed. Indicate how billings are specific for each area/case. Also, identify billing increments (i.e. 1/10 hour, ¼ hour, etc.), and a description of billing procedures.

#### **E. Miscellaneous**

Please provide the following additional information:

- Include a sample billing statement.
- Provide details of any litigation against your firm within the last five (5) years.
- Provide a copy of the firm's Professional Liability Certificate of Insurance.

### **VII. SELECTION CRITERIA**

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

- Background and experience in providing work as identified in the Scope of Services section of this RFQ
- Qualifications of personnel
- References of work done of similar nature
- Costs, including hourly rates for all levels of service and personnel, travel time costs, and costs for support services of word processing, copying etc., as well as billing procedures.

Upon evaluation of all submitted proposals, a limited number of firms deemed most qualified to provide the requested legal services may be invited to present their qualifications and respond to questions from panel members if deemed necessary by the District.

All firms shall be notified of the results in writing after the conclusion of the selection process.