



Public Schools of the Tarrytowns

Lauren Leone, CPPB, Purchasing Agent, 200 North Broadway, Sleepy Hollow, NY 10591
Ph: 914-332-4262 E-Mail: lleone@tufsd.org

REQUEST FOR PROPOSALS

RFP #2026-05

LEGAL COUNSEL

DUE: TUESDAY, MAY 19, 2026 by 2:00 PM EST

Return to:
Lauren Leone
Purchasing Agent
UFSD of the Tarrytowns
200 N Broadway
Sleepy Hollow, NY 10591



Public Schools of the Tarrytowns

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DATE OF OPENING: TUESDAY, MAY 19, 2026

TIME: 2:00 PM EST

To All Providers:

The Union Free School District of the Tarrytowns ("the District") is requesting proposals from qualified firms ("Firm") for the provision of Legal Counsel services. The District will receive proposals on or prior to 2:00 PM EST, Tuesday, May 19, 2026. Proposals received after the stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

RFP #2026-05 Legal Counsel

Proposals will be opened on the date stated but will not be read aloud. Any interested party may attend. There will be no discussion at the time of the opening of the proposals. The names of the proposing Firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of sixty (60) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the Firm submitting said proposal. The Purchasing Agent or his/her designee shall make such determination.

The District intends to award a contract or contracts in its best interest and reserves the right to reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the District to do so. No proposer shall have any legal, equitable or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the proposer(s) that it selects as the successful proposer(s).

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation.

Lauren Leone, CPPB
Purchasing Agent



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I. PURPOSE

The District invites proposals from qualified Firms to obtain General, Board of Education, Labor, Tax Certiorari, Special Education and other ancillary services as described herein. Firms may propose to provide counseling and representation to the Board of Education ("the Board") and Administration of the District on any or all of the following matters.

- a) All matters requiring General Board of Education legal services.
- b) Matters of employment law and collective bargaining.
- c) Matters pertaining to tax certiorari proceedings.
- d) All matters requiring legal services as they pertain to Special Education cases.

The District may choose one Firm to serve each of the above needs or more than one Firm to serve as Counsel for any combination of the above as per this Request for Proposal.

In accordance with the District's policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of § 103 of General Municipal Law.

II. PROPOSAL SUBMISSION

One (1) original, one (1) copy of the hardcopy proposal and one (1) flash/thumb drive with a complete copy of the proposal in PDF format must be submitted to the Purchasing Department. Envelopes must be sealed and **clearly marked RFP# 2026-05 Legal Counsel** and the name and address of the Proposer. Proposals must be received no later than 2:00 PM on Tuesday, May 19, 2026 at the following address:

UFSD of the Tarrytowns
Lauren Leone – Purchasing Agent
200 N Broadway
Sleepy Hollow, NY 10591

There is no express or implied obligation for the District to reimburse responding Firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the Firm unopened.



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III. SCOPE OF SERVICE

A. General Responsibilities

1. The Firm will be expected to represent the District and provide general legal advice to the Board of Education and administration in all matters as needed in which they propose to provide representation and possess demonstrated knowledge to the extent relevant to the proposed representation of:
 - a) Laws of the State of New York.
 - b) Standards promulgated by the New York State Education Department.
 - c) Regulations of the Commissioner of Education.
 - d) Regulations of the Federal Government pertaining to Education.
 - e) New York State Civil Service Regulations.
 - f) Public Employee Labor Relations and Law.
 - g) Real Property Tax Laws and Procedures.
 - h) All Public Bidding and Contract Matters.
2. The Firm selected by the Board as Special Education Counsel shall render oral and written advice regarding District compliance with all Special Education requirements, including but not limited to those arising under the Individuals with Disabilities Education Act (IDEA), Part 154 ELL Services, The Rehabilitation Act of 1973, and State law; and represent the District in all impartial due process hearings and appeals to the State Review Officer and Federal Court. Counsel, as required, will appear and represent the District in all courts in all Special Education proceedings.
3. The Firm selected by the Board to provide Labor Counsel including but not limited to, negotiation of collective bargaining agreements will be expected to advise and consult with the Administration and Board as required to plan, present and review proposals and to prepare associated documents as required. Further, the Firm selected will be expected to represent the Board at all levels and stages of negotiations as may be required during the process of collective bargaining.
4. The Firm selected by the Board to advise and represent the District with respect to Tax Certiorari matters will be expected to work closely with Counsel representing the Town of Greenburgh and the Town of Mt. Pleasant as the case may be, and to advise the District as to when separate representation in contested matters may be in its best interest.



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5. Responsiveness and Time Requirements:

- a) The Firm selected is expected to have qualified staff available by telephone for consultation during normal business hours.
- b) The School District may require regular or periodic on-site consultation.
- c) The Firm will be expected to be able to meet with the Board of Education in the District on weekday evenings as may be necessary during the process of collective bargaining.
- d) Attend Board of Education meetings on weekday evenings or early in the morning as may be necessary, when requested to do so.

IV. **PROPOSAL SUBMISSIONS**

All proposals must be submitted in two parts. Part 1 must consist of responses to the management and qualifications items. Part 2 must consist of complete fee cost. Incomplete submissions will not be considered for award. Proposals should not be excessively long and should be submitted in a PDF format as well as in hardcopy so as to permit copying for review by members of the Board and the Administration. All materials submitted in response to this request for proposal shall become the property of the District.

PART 1 – MANAGEMENT AND QUALIFICATIONS

In setting forth its qualifications, each Firm submitting a quotation shall:

- a) Provide the name of the Firm as well as a brief description of its business activities and history.
- b) Provide information on how long the Firm has been in business and length of its experience in providing school district legal Counsel.
- c) Identify the Firm's professional staff members who specifically will be involved in this engagement, the experience each possesses, the location of the office from which they work, and a detailed biography and/or resume outlining the experience and credentials of all staff members who will provide services.
- d) Provide a listing and description of similar contracts and/or projects awarded with other organizations, giving dates of service.
- e) 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, fax numbers (including area codes) and e-mail addresses.



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- f) Detail the experience the Firm and its staff have in working with public sector clients, describing how needs specific to the public sector were met, and highlighting any experience specific to school districts.
- g) Provide client references. Include contact names, addresses, telephone numbers and e-mail addresses.
- h) Provide a sample written opinion.
- i) Provide any additional information that would distinguish the Firm in its service to the District.

PART 2 – COST:

Each Firm submitting a proposal may:

Submit a lump sum retainer fee proposal for General, Labor, Tax Certiorari and Special Education and/or an individual retainer fee proposal for each of the specified services separately. All services covered under the retainer must include but not be limited to the District's specifications below and be detailed in the proposal. A detailed description of any additional services provided under the retainer agreement(s) should also be included in the proposal. Hourly fee proposals may be submitted for the ancillary services that fall outside of the retainer services as outlined below. The approximate hours served under the current District retainers for each of the last three school years is as follows:

Type of Matter	2024-2025
Hours used under retainer and some SPED Hourly matters	396.10
Special Education	23.8
Tax Certiorari	162
Labor Matters	201.50
Contracts, Construction and Bidding	72.5

It is anticipated that the following services described will be included in a proposed retainer covering the areas identified above (I - PURPOSE):

1. The Firm's attorneys consult with the Board of Education and/or Superintendent of Schools and his/her administrative staff on a wide range of legal issues. The Firm will prepare formal opinion letters when requested by the Board or the Superintendent of Schools concerning legal issues. The Firm will provide guidance on issues raised by the Board or the Superintendent of Schools or the Superintendent's designees, which include, but are not limited to matters



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pertaining to all aspects of education law; special education (excluding requested attendance at CSE meetings, and/or \$504 litigation and impartial hearings); student discipline (other than

formal disciplinary hearings); guardianship; adoption; custody; orders of protection; school district residency; Child Protective Services; subpoenas; Freedom of Information Law requests and other solicitation of district records, employee records and student records; foster child tuition matters; federal and state civil rights laws; advice regarding criminal law, commercial law; tax law, and governmental, municipal and political issues; school board and employee liability; student rights; recent and pending changes in state and federal laws affecting the governance and operation of a public school district; school board/district insurance plans; Open Meetings Law and parliamentary law issues; environmental, health and safety; legal rights of professional and support staff personnel; legality of policies, administrative regulations and procedures proposed by the Superintendent and the Superintendent's designees.

2. Upon request, members of the Firm are required to attend Board meetings. The Firm will be required to meet with the Board and the Superintendent and his/her staff concerning legal issues. These meetings may include a third party.

3. Advice will be required for all legal issues directly affecting the Board of Education including annual elections, financial matters and legal aspects of school budgets and the promulgation of policies governing the District.

4. The Firm selected as Special Education Counsel will render oral and written advice regarding District compliance with all Special Education requirements, represent the District in all litigious matters regarding Special Education cases including but not limited to impartial due process hearings.

5. The Firm selected as Labor Counsel will be available to act as Labor Counsel and negotiator during negotiation meetings with collective bargaining representatives of the District's employees and during all proceedings connected with negotiations held pursuant to the Taylor Law (i.e., mediation, fact-finding, etc.), upon the direction of the District. In connection with the foregoing, the Firm will be required to be present at all other meetings, formal and informal, at which its presence might be requested by the Board or the Superintendent, to prepare such memoranda of fact or law and other documents as may be required to render such oral and written advice as may be requested by the Board or the Superintendent, and to participate in the preparation, execution and delivery of all collective bargaining agreements.



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6. The Firm selected as Labor Counsel will be required to provide advice to the Superintendent and Board relating to personnel, labor and negotiation matters, including but not limited to advice rendered regarding all grievances filed pursuant to grievance procedures (other than arbitrations) which have been instituted by employees of the District; provide advice

regarding discharge of employees (including Civil Service Employees, and professional employees appointed pursuant to the tenure law provisions of the Education Law); provide advice concerning threatened litigation (including all administrative proceedings, such as improper labor practices, human rights appeals, arbitrations and/or court proceedings); and be present at all meetings in connection therewith at which the presence of the attorneys is requested by the Board or the Superintendent and to prepare such memoranda of fact or law and other documents in connection therewith as may be requested.

7. The Firm selected as Labor Counsel will be required to provide advice regarding School District personnel policies including ACA and OSHA requirements as they may impact upon collective bargaining or personnel matters and prepare such memoranda of law or fact as may be requested by the Board or Administration and attend all meetings at which the attorneys' presence may be requested in connection therewith by the Board and/or Administration.

8. The Firm selected as Labor Counsel will be required to provide advice regarding state and federal legislation as it may impact upon collective bargaining or personnel matters, to prepare such memoranda of law or fact as may be requested by the Board or Administration and attend all meetings at which the attorneys' presence may be requested in connection therewith by the Board and/or Administration.

9. The Firm will be required to present "in service" and/or other educational programs for the Board and seminar workshops for staff as necessary, covering the subject matter of its representation.

V. BILLING FORMATS AND DISBURSEMENTS

The awarded Firm shall maintain and present, for purposes of any necessary billing, time records indicating the professional services provided with respect to each separate matter. Time records should include the name of the staff member providing the service, the date of service, the legal issue being billed, the time spent and dollar amount current and cumulative for each separate matter. Invoices shall be submitted monthly.



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Any matter proposed to be separately billed must be specifically identified in the proposal. Each Firm responding to this Request for Proposal shall submit a proposed hourly rate for all matters not included in the proposed retainer. No additional billing will be allowed for car travel, participant materials, or other incidentals. Additional billing will be allowed for other reasonably incurred expenses such as filing fees, court fees, arbitration fees, stenographic fees, Westlaw/Lexis charges and air/train travel.

VI. **BACKGROUND**

The following is a brief description of the School District:

Student Enrollment: approx. 2,643 (K-12)

Number of Employees: 440 Full Time, 105 Part Time (351 Full Time Certified; 0 Part Time Certified; 82 Full time Non Certified and 105 Part Time Non Certified)

Number of Schools: Six (4 for grades Pre-K-5, 1 for grades 6-12)

1. Union Information
 - a. Tarrytown Association for Teachers (TAT), 317 members, exp. 6/30/2027
 - b. CSEA U-1 (B &G and Transportation), 74 members, currently expired
 - c. CSEA U-2 (Clerical and Nurses), 72 members, exp.6/30/26
 - d. Tarrytown Association for Administrators (TAA) 14 members, exp 6/30/2027
2. Board of Education:
 - a. Members: 7, Cecelia Gordon, President
 - b. Elected at large
 - c. 3 year terms
 - d. District Clerk: Nelly Valentin
 - e. District Treasurer: Elizabeth Chacko
3. Management:
 - a. Superintendent of Schools: Dr. Raymond Sanchez
 - b. Assistant Superintendent for Curriculum and Instruction: Dr. Sharon O'Grady
 - c. Assistant Superintendent for Business Operations: Brian Fried
 - d. Assistant Superintendent of Student Support Services: Scott Dorn
 - e. Director of Personnel and Administration: Dr. Madeline Diamond
 - f. Director of Facilities: Anthony DeMan
 - g. Director of Technology Daniel Larkin
4. Budget
 - a. Budget for 2022/2023: \$86,430,432.00
 - b. Budget for 2023/2024: \$93,473.676.00
 - c. Budget for 2024/2025: \$97,621.842.00
 - d. Budget for 2025/2026: \$101,350,265.00



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****Please note:** All Board of Education Policies can be viewed on the District website;
www.tufsd.org.

VII. PROPOSAL EVALUATION

- A. Proposals received will be evaluated by the Superintendent of Schools, the Assistant Superintendent for Business Operations, and the Board of Education.
- B. 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.

VIII. INTERVIEW

The award process may include interviews with the Board of Education.

IX. SPECIFICATION CLARIFICATION/INQUIRIES

All inquiries with respect to this Request for Proposal must be directed as follows:

Via USPS: UFSD of the Tarrytowns
Lauren Leone – Purchasing Agent
200 N Broadway
Sleepy Hollow, NY 10591
Via E-mail: lleone@tufsd.org

X. 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 proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact 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 or judgment of a court of competent jurisdiction.



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XI. RIGHT TO REJECT REQUESTS FOR PROPOSAL

The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposal.

XII. 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.

XIII. TERM OF CONTRACT

Initial contract period will commence July 1, 2026 through June 30, 2027 with the option to renew annually for four (4) additional one (1) year periods upon mutual agreement between the District and awarded Firm subject to approval by the Board of Education. This contract will be utilized on an "as-needed" basis. There is no guarantee that any or all of the services listed will be utilized.

XIV. TERMINATION CLAUSE

Any contract agreed to under this Request for Proposal is subject to termination by the Board of Education with thirty (30) days written notice. Termination by the Firm must be accomplished in accordance with applicable rules of the Unified Court System of the State of New York. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by legal Counsel.

XV. LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this agreement 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 agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained therein.



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XVI. ANTICIPATED TIMELINE

- | | |
|-----------------------------|--|
| ● 4/14/2026 | RFP Issued |
| ● 4/21/2026 | Confirmation of Participation Due |
| ● 4/21/2026 | Questions due from proposers |
| ● 4/24/2026 | Answers back to proposers via addendum |
| ● 5/19/2026 | Proposals due |
| ● 5/19/2026-5/28/2026 (EST) | Proposal review/Interviews if applicable |
| ● 6/11/2026 | EST Contract Award |
| ● 7/1/2026 | Contract start date |

Proposal Evaluation Criteria:

The Committee will review qualifications and score the proposals. Firms with unacceptably low technical qualifications will be eliminated from further considerations.

1. Experience and Qualifications of the Firm: Consideration will be given to proposers demonstrating strong capabilities, and reputation in undertakings similar to those described in this RFP and providing authoritative documentation of their financial soundness and stability.

2. Personnel Qualifications: personnel experience and reputation. Experience will be understood to include, but not be limited to:

- a. At least five (5) years' experience in the provision of legal services involving school districts.

3. References: References from Public School Districts with similar demographics will be considered.

4. Cost of Services: Consideration will be given to the estimated price of the proposal for the services to be conducted in accordance with those detailed in this RFP document.

XVII. PROPOSAL EVALUATION MATRIX

Proven Experience	15%
Personnel Qualifications	15%
References	25%
Cost of Services	45%



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XVIII. INSURANCE

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability Insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create significant vulnerability and costs for the District.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers Compensation.
 - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3.
 - a. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.
 - b. At the District's request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions.



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5. Minimum Required Insurance:

a. Commercial General Liability Insurance

\$1,000,000 per Occurrence/ \$2,000,000 Aggregate

\$2,000,000 Products and Completed Operations

\$1,000,000 Personal and Advertising Injury

\$100,000 Fire Damage

\$10,000 Medical Expense

b. Automobile Liability

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. Workers' Compensation and NYS Disability Insurance

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB120.1) for all employees. Proof of coverage must be on the approved specific form, as Required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. Professional Errors and Omissions Insurance

\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant

performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. Umbrella/Excess Insurance

\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.

6. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The professional consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of the same shall not be deemed a waiver of any rights held by the District.



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Confirmation of Participation

Bidder Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Tax ID#: _____

Signature of Company Representative : Date

The company/organization intends to submit a proposal for RFP #2026-05 _____

The company/organization will **NOT** be submitting a proposal for RFP #2026-05 but would like to remain on the vendor list for these services for the future. _____

Please complete and return this form to Lauren Leone no later than **Tuesday, April 21, 2026.**

Via E-mail: lleone@tufsd.org



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FORM OF PROPOSAL

The District requests that the Proposers respond to all sections in this Form of Proposal.

PROPOSING FIRM

Firm Name _____

Address _____

Telephone _____ Fax _____

Company Web Address _____

Contact E-mail Address _____

Printed Name of Responding Partner _____

Authorized Partner Signature _____

PROPOSAL 1: (include additional sheets as may be necessary)

A. Retainer pricing for all Legal Services with the District intention of awarding the total Retainer Contract to one Firm. Pricing is inclusive of Retainer Services as outlined in this RFP. Proposed Retainer amount is to include all clerical support, paralegal service or partner. There are no additional charges allowed under this contract (i.e., mileage, tolls, telephone calls, etc.)

2026-2027 - Annual Retainer to Provide All Legal Counsel _____
Under One Retainer

2027-2028 - Annual Retainer to Provide All Legal Counsel _____
Under One Retainer

2028-2029 - Annual Retainer to Provide All Legal Counsel _____
Under One Retainer

2029-2030 - Annual Retainer to Provide All Legal Counsel _____
Under One Retainer

2030-2031 - Annual Retainer to Provide All Legal Counsel _____
Under One Retainer



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FORM OF PROPOSAL (cont.)

B. If the Proposer believes any particular service as listed in this RFP should or should not be included in the engagement agreement please list the service, the reason for which it should or should not be included and the fee structure by which the district would be charged for such service.

PROPOSAL 2: (include additional sheets as may be necessary)

A. Pricing for Retainer Services for each individual type of Legal Services with The District intention to award each service separately to the same Firm or separate Firms. Pricing is inclusive of Services as outlined in this RFP and shall include clerical support, paralegal service or partner. There are no additional charges allowed under this contract (i.e., mileage, tolls, telephone calls, etc.)

2026-2027

Annual Retainer to Provide General Counsel	
Annual Retainer to Provide Labor Relations Counsel	
Annual Retainer to Provide Tax Certiorari Counsel	
Annual Retainer to Provide Special Education Counsel	

2027-2028

Annual Retainer to Provide General Counsel	
Annual Retainer to Provide Labor Relations Counsel	
Annual Retainer to Provide Tax Certiorari Counsel	
Annual Retainer to Provide Special Education Counsel	



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FORM OF PROPOSAL (cont.)

2028-2029

Annual Retainer to Provide General Counsel

Annual Retainer to Provide Labor Relations Counsel

Annual Retainer to Provide Tax Certiorari Counsel

Annual Retainer to Provide Special Education Counsel

2029-2030

Annual Retainer to Provide General Counsel

Annual Retainer to Provide Labor Relations Counsel

Annual Retainer to Provide Tax Certiorari Counsel

Annual Retainer to Provide Special Education Counsel

2030-2031

Annual Retainer to Provide General Counsel

Annual Retainer to Provide Labor Relations Counsel

Annual Retainer to Provide Tax Certiorari Counsel

Annual Retainer to Provide Special Education Counsel



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B. If Proposer believes any particular service as listed in this RFP should or should not be included in the engagement agreement please list the service, type of Counsel under which the service would be provided, the reason for which it should not be included and the fee structure by which the district would be charged for such service.

PROPOSAL 3: (include additional sheets as may be necessary)

Proposer may recommend an hourly pricing structure for all ancillary services that may be performed during the contract period that fall outside of the Retainer Services listed in this RFP



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Lauren Leone, CPPB, Purchasing Agent, 200 North Broadway, Sleepy Hollow, NY 10591

Ph: 914-332-4262 E-Mail: lleone@tufsd.org

NON-COLLUSIVE BIDDING CERTIFICATION

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

Non-collusive bidding certification.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and,
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the reasons, therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.



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NON-COLLUSIVE BIDDING CERTIFICATION (cont.)

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The bidder affirms the above statement as true under the penalties of perjury.

CORPORATE SEAL [if bidder is a corporation]	BIDDER COMPANY NAME: ADDRESS: PHONE #: FAX #:
--	---

Authorized Signature

(Sign)

(Name & Title of Signer)

SWORN to before me this _____ day of _____, 2026

(Notary public)



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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____, 2026

(Notary public)



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FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

1. Does any TUFSD Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the Firm? _____ If yes, set forth the basis upon which a financial interest exists in the Firm:

2. Has the Firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with TUFSD? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the Firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the TUFSD Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Signature: _____

Print Name _____

Title: _____ Date: _____



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FORMS TO BE SUBMITTED WITH PROPOSAL

1. Proposer Background and Qualifications
2. References
3. Form of Proposal
4. Non-Collusive Certificate
5. Certification Of Compliance with The Iran Divestment Act
6. Form of Disclosure
7. Proof of Insurance