



Berwyn South School District 100 located in Berwyn, Illinois invites qualified legal firms specializing in Special Educational Law to submit interest and qualification documents for Special Education Legal Services as described herein. Qualified attorney firms are encouraged to review this document which seeks to gather information regarding your services. **Responses shall be provided in electronic format via email to:**

Jennifer Hosty
Business Manager, CSBO
jhosty@bsd100.org

Responses must include the subject heading: **Special Education Legal Consultation Services** and are to be submitted no later than **1:00 P.M. on Friday July 17th.**

Questions regarding this document and its contents should be directed to:

Jennifer Hosty
Business Manager, CSBO
jhosty@bsd100.org

and

Sarah Fies
Director of Special Education
sfies@bsd100.org

1. Introduction

1.1 Overview/Intent

Berwyn South School District 100 ("BSD100" or "District") is seeking information from qualified law firms to serve as Special Education Legal Consultation for the Director of Special Education and Board/Superintendent.

The services contemplated are professional in nature. Proposers shall be of professional status, licensed to perform in the State of Illinois and licensed for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship to the District. All reports, information, or data prepared or assembled by the Respondent will be confidential and will not be made available to any individual or organization, except District representatives, without the prior written approval of BSD100.

1.2 Purpose

The purpose of this document is to gather information so that BSD100 can make decisions as to which legal firm it would like to work with to provide Special Education Legal Consultation and Representation Services to BSD100 on an as-needed basis.

1.3 Instructions

This document provides potential law firms with sufficient information to enable them to prepare and submit a complete document containing the requested information. It also contains the instructions governing the submittal of the information and the materials to be included therein, including BSD100 requirements. BSD100 is not obligated to purchase the full services proposed nor to enter into an agreement with any one proposer.

1.4 Uniformity

To provide uniformity and to facilitate comparison of data, all information submitted must clearly refer to the page number, section or other identifying reference in this document. All information submitted must be noted in the same sequence as it appears in this document.

1.5 Pricing

All price and cost information requested for this solicitation should be provided by the submitting law firm. While price is a factor in the evaluation of responses received, the relevant importance of price may vary based on the nature of the services being requested. BSD100 will be the sole determinant of the relevant and appropriate cost factors to be used in evaluating the pricing proposals.

1.6 Period of Firm Proposal

Prices for the proposed service must be kept firm for at least one hundred and eighty (180) days after August 1st, 2026 at which time a firm will be selected.

1.7 BSD100 Rights

BSD100 reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the law firm, to accept any item in the offer.

1.8 Scope

The special education legal firm will be required to represent BSD00 as counsel in all aspects of special education school law.

2. Qualifications

BSD100 is seeking responses from law firms to provide expertise in Illinois Special Education school law and whose client list is primarily Illinois Public School Districts. In addition to the items listed under Scope of Work, the legal firm must also meet the following qualifications:

Minimum Qualifications:

- Established Law Firm in Illinois and Northern Illinois Counties (established means currently representing clients in Northern Illinois)
- In good standing with the Illinois Attorney Registration and Disciplinary Commission (ARDC)
- Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
- Designated Attorney who will advise on special education matters of BSD100 and who has the expertise and practice experience in the area of special education law.

For proper consideration, please inform us on:

- How many Illinois Public school district clients do you currently serve as special education counsel?
- How many of your Illinois clients where you serve as special education counsel have been with your firm for at least three (3) years
- Is the firm currently on the list of attorneys listed as serving the district's insurance cooperative, specifically, SSCIP?

3. Proposal Information

To achieve a uniform and fair evaluation process, law firms are asked to submit responses by responding to each section and bullet point contained in **#2 Qualifications**. In addition, please include:

- I. Resumes/Biographies: Include the resume or biographies of the following: Lead attorney assigned to BSD100 and all attorneys who specialize in special education school law that BSD100 may use in the future.

II. A Schedule of the Firm's Fees: Include the following items in this section:

- a. The hourly fee and minimum time increment for billing purposes for all partners, associates, paralegals and administrative staff.
- b. Describe how telephone calls are billed.
- c. Any reimbursable expenses.
- d. A description of any alternative fee services, such as flat fees and blended fees.
- e. A sample monthly invoice.

III. References: Provide a list of at least three Illinois Public School Districts that your firm services in the Chicagoland and/or Northern Illinois area. Include the contact information of the Superintendent, Finance Director/Assistant Superintendent for Finance, and Special Education Director.

IV. Conflict of Interest Certification

Provide information regarding any real or potential conflict of interest for your firm, key personnel or any relative of key personnel in conflict as outlined in the next section.

CONFLICT OF INTEREST CERTIFICATION

In order for BSD100 to assess whether the proposed personnel to be assigned by the successful Proposer to provide the requested services have a conflict of interest, this form must be completed by each person that the Proposer intends to assign.

(a) Have you been employed/retained or previously employed by anyone likely to be affected by or involved in a proposed assignment?

(b) Is your spouse or a dependent employed/retained presently or previously employed by anyone likely to be affected by or involved in a proposed assignment?

If the answer is yes to any of the above questions, please provide the name of the individual, the name of the Employer, the nature of services provided and the dates employed or retained.

Relationships

Do you have any official, professional, financial, personal or familial relationships with any person or firm that might affect your judgment or your ability to provide services to BSD100 that are fair and impartial?

If the answer is yes, please provide the nature of the relationship and the name of the person or firm.

4. Selection Criteria

Conditions

Responding law firms will be expected to adhere to the following conditions:

- Have personnel/resources sufficient to assure service continuity, and agree to maintain an adequate level of qualified personnel for the term of the Agreement.
- Agree to maintain and preserve confidentiality in all matters relating to the resultant contract and services provided under it.
- Agree to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Illinois and policies of BSD100.
- Agree that periodic payments to the law firm will be made in a timely manner which fits within the District's monthly bill cycle.

5. Affirmative Action Statement

As a condition of doing business with DSD100, the proposer must comply with all Federal laws, and state statutes pertaining to non-discrimination.

6. Certifications

NON-COLLUSION AFFIDAVIT

The undersigned Participant or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting, nor to prevent any person *from* proposing nor to induce anyone to refrain from proposing, and this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

SEXUAL HARASSMENT CLAUSE

The undersigned Participant is in full compliance with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Participant is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor/law firm is in compliance with Senate Bill 540, P.A. 86-411, effective as of January 1, 1990, which states that criminal background investigations must be conducted by the Department of State Police on all employees working for contractors doing business with the school district who come in daily contact with children.

ILLINOIS DRUG FREE WORKPLACE ACT

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Firm

Address

Signature

Date