



CHURCHILL COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

GENERAL LEGAL COUNSEL SERVICES

I. INTRODUCTION

The Churchill County School District (“ChurchillCSD”) invites qualified law firms and attorneys licensed to practice law in the State of Nevada to submit proposals to serve as General Legal Counsel to ChurchillCSD.

ChurchillCSD seeks legal counsel with substantial experience in education law, public entity representation, labor and employment matters, governance issues, contracts, public records, open meeting law compliance, student matters, and litigation management.

ChurchillCSD anticipates entering into a professional services agreement with the selected firm or attorney following approval by the Board of Trustees.

II. DISTRICT OVERVIEW

Churchill County School District serves students throughout Churchill County, Nevada. ChurchillCSD operates under the governance of an elected Board of Trustees and is committed to providing high-quality educational opportunities while maintaining compliance with applicable federal, state, and local laws.

III. SCOPE OF SERVICES

The selected attorney or law firm shall provide general legal services to ChurchillCSD, including but not limited to:

Board Governance and Compliance

- Advise the Board of Trustees regarding legal issues arising from governance matters.
- Attend regular and special Board meetings.
- Advise regarding compliance with Nevada’s Open Meeting Law.
- Assist with policy development and review.

Employment and Labor Matters

- Advise regarding personnel matters, investigations, discipline, and termination issues.
- Provide guidance concerning employment contracts and personnel policies.
- Advise regarding collective bargaining and labor relations issues.
- Assist with employment-related litigation, workers’ compensation, and administrative proceedings.

Student Matters

- Advise regarding student discipline, due process, privacy, and records issues.
- Provide guidance concerning special education compliance and student rights.
- Assist with hearings and administrative proceedings as needed.

Contracts and Procurement

- Review and draft contracts, agreements, memoranda of understanding, and procurement documents.
- Advise regarding purchasing and public contracting requirements.

Litigation Management

- Provide legal representation in administrative, judicial, and regulatory proceedings.
- Coordinate with special counsel when specialized expertise is required.
- Manage litigation strategy and reporting.

Public Records and Risk Management

- Advise regarding public records requests and records retention requirements.
- Assist with risk management and regulatory compliance matters.

General Counsel Services

- Provide day-to-day legal advice to the Superintendent, Board of Trustees, and District administration.
- Respond promptly to requests for legal advice and guidance.
- Identify legal risks and recommend practical solutions.

IV. TERM OF ENGAGEMENT

The District anticipates entering into an agreement for an initial term of one (1) year, with options for renewal upon mutual agreement and Board approval.

The District reserves the right to terminate the agreement in accordance with the terms of the professional services contract.

V. MINIMUM QUALIFICATIONS

Respondents must:

1. Be licensed and in good standing to practice law in Nevada.
2. Possess significant experience representing Nevada public entities.
3. Demonstrate knowledge of Nevada education law and public sector governance.
4. Maintain professional liability insurance in amounts customary for legal services of this nature.

VI. PROPOSAL REQUIREMENTS

Proposals shall include the following:

A. Firm Information

- Name, address, telephone number, and website.
- Organizational structure.

B. A Formal Letter of Interest for the position

C. A Current Resume or Curriculum Vitae to include:

Experience in:

- Education law;
- Labor and employment law;
- Collective bargaining;
- Special education;
- Open Meeting Law compliance;
- Public records matters;
- Litigation and dispute resolution.

D. Personnel

Identify the attorneys who would provide services to the District, including:

- Education;
- Years of practice;
- Areas of specialization;
- Relevant experience;
- Percentage of work expected to be performed by each attorney.

E. References

Provide at least three current letters of recommendation.

F. Approach to Representation

Describe:

- Philosophy of client service;
- Availability and responsiveness;
- Approach to preventive legal counsel;
- Litigation management philosophy;
- Ability to provide training for trustees and administrators.

G. Fee Proposal

Provide:

- Hourly rates for attorneys and support personnel;
- Any proposed retainer arrangements;
- Rates for litigation services;
- Rates for travel and other reimbursable expenses;
- Alternative fee arrangements, if any.

ChurchillCSD reserves the right to negotiate fees and contract terms with the selected respondent.

H. Documentation

Documentation of certificates, certifications, degrees, and licenses.

I. Conflicts of Interest

Disclose any actual, potential, or perceived conflicts of interest involving:

- Churchill County School District;
- District employees;
- Trustees;
- Labor organizations representing District employees;
- Vendors doing business with the District.

VII. EVALUATION CRITERIA

Proposals may be evaluated based upon:

Criteria	Weight
Relevant experience and qualifications	30%
Knowledge of Nevada education law	25%
Responsiveness and availability	15%
References and past performance	15%
Fee proposal	15%

VIII. RESERVATION OF RIGHTS

ChurchillCSD reserves the right to:

- Reject any or all proposals;
- Waive informalities or irregularities;
- Request additional information;
- Conduct interviews;
- Negotiate contract terms;
- Select the proposal determined to be in ChurchillCSD’s best interests;

- Cancel this solicitation at any time.

IX. SUBMISSION REQUIREMENTS

Proposals shall be submitted no later than:

Date: July 15, 2026

Time: 5:00 p.m.

Submit proposals electronically in PDF format to:

Superintendent's Office
Churchill County School District
690 South Maine Street
Fallon, Nevada 89406

Email: walkerm@churchillcsd.com

Questions regarding this RFP shall be directed to: Michael Walker at (775) 423-5184 or walkerm@churchillcsd.com.

X. ANTICIPATED SCHEDULE

Event	Date
RFP Issued	June 30, 2026
Proposal Deadline	July 15, 2026 at 5:00 p.m.
Interviews and Board Action	July 21, 2026
Contract Commencement	August 1, 2026

Churchill County School District appreciates the interest of qualified firms and attorneys in serving the students, employees, and community of Churchill County.