



Kuna Joint School District 003

Request for Qualifications for Legal Services

Date: March 13, 2019

Date Due: April 15, 2019

I. General Information

The purpose of this request for qualifications (RFQ) is to solicit information to aid the selection of legal counsel to provide general legal services to the Kuna Joint School District No. 3. Administration and Board of Trustees hereafter referred to as the District.

II. Scope of Services

The District seeks information on qualifications to provide general legal services which include but are not limited to issues related to its students, its employees, property acquisition, and policy. Currently, the District contracts annually for these general legal services through an hourly rate. The District's general legal service provider coordinates and consults with specialty legal service providers as necessary. The District also contracts for specialized legal services for its special education and bond financing needs. The District also receives legal services through its liability Insurance provider.

III. RFQ Instructions

RFQs responses must be clearly presented and address the items identified in Sections 1-5 below. Respondents shall submit one (1) original proposal and one (1) digital PDF copy. Only one proposal will be accepted from respondents.

Section 1 – General Information

Please describe or provide the following information for the organization submitting a response to the RFQ, hereafter referred to as Respondent:

- 1.1 Name, contact information and name of the representative submitting the RFQ.
- 1.2 Views on public interest law as it relates to public education in Idaho
- 1.3 Views of the role of legal counsel to school districts and their boards of trustees and what differentiates respondents from other legal service providers
- 1.4 Knowledge and understanding of the Kuna School District

- 1.5 Identify a minimum of three (3) other public agencies similar in size, type and scope for which respondent provides legal services which can serve as a reference for your service

Section 2 – Expertise and Experience

Describe the Respondent's expertise in each of the following areas:

- 2.1 Labor/employment law in the public sector
- 2.2 Student/parent issues including but not limited to student safety & discipline, civil rights, and policy complaints
- 2.3 Construction law specifically as it related to defects, cost overruns, change orders, etc.
- 2.4 Property/real estate law specifically as it relates to public acquisition, sale and disposal, easements, and use
- 2.5 School district governance and public policy
- 2.6 Idaho public meeting and public records law requirements
- 2.7 Public school district contracting and purchasing requirements
- 2.8 Training on general legal issues for district and school administrators, supervisors
- 2.9 Other areas the respondent identifies as responsive to the RFQ in this section

Section 3 – Customer Service Standards

Describe the respondent's responsiveness and availability in each of the following areas:

- 3.1. Standards for timely response to phone calls, emails, and other requests for services
- 3.2. Availability to attend in person meetings in the Kuna School District if needed
- 3.3. Availability to attend evening meetings of the Kuna Board of Trustees and other evening meetings to represent the District if needed
- 3.4. Other information the respondent identifies as responsive to the RFQ in this section

Section 4 – Legal Service Structure

Describe in detail what general legal services referenced in Section 2 would be available from the respondent under a monthly retainer agreement and what services would be additional legal services.

Section 5 – Fees and costs

Provide a detailed description of the fee structure and associated costs such as travel, copying, etc. for services identified in Section 4.

V. Evaluation Criteria

The proposals received will be evaluated based on the following criteria to determine each respondent's qualifications. The order does not indicate relative ranking.

1. Responsiveness of the respondent's to the five sections , including clarity and organization of response, clear presentation of the respondent's experience and approach to ensuring the needs of the Kuna School District are fully met.
2. Demonstration of competence, technical expertise, experience in public sector
3. Respondent's ability to provide a broad spectrum of legal services
4. Demonstrated record of responsiveness and quality of customer service on this type of account.
5. Availability to travel as needed to provide services
6. Rates, fees or charges including the level of detail provided in the respondent's fee information, as well as the willingness of the firm to offer flexible fee arrangements.

VI. Final Evaluation and Selection

Based on a review of the written responses, the District may select the respondent based on the RFQ responses or it may organize a shortlist of candidates who will be asked to make an oral presentation to be arranged at a mutually convenient time at Kuna's District Office. The district administration will provide information the Board of Trustees for a final decision.

VII. Timeline

April 15	RFQ due no later than 5 p.m. Kuna School District
April 16 – May 3	Administrative review, follow up interviews if needed
May 6	Finalist(s) selected pending Board of Trustee approval
May 14	Presentation, recommendation to Board of Trustees
May – June	Meet to finalize contract for July 1

VIII. Proposal Due Date and Contact Information

RFQs shall be submitted to the Kuna School District Office no later than 5 p.m. **(MST)**. Please submit one (1) original proposal and one (1) digital PDF copy to:

David Reinhart
711 E. Porter St.
Kuna, ID 83634

Digital Copy to: dreinhart@kunaschools.org

If you have any questions regarding this proposal please submit them in writing and email to dreinhart@kunaschools.org.