The Margate City School District Board of Education invites applications from interested school board attorneys to provide legal services as per the following:

Request for Proposal
School District Legal Services

The Margate City School District is comprised of two schools, grades K - 8. William H. Ross III Elementary School and the Eugene A. Tighe Middle School currently serve approximately 517 students. Students, grades 9-12, attend Atlantic City High School. The Margate City School District serves K - 8th grade students from Margate, Longport and a limited number of Non-residential Parent Paid tuition students, in Atlantic County. The district has multiple special education programs and an extra-curricular and interscholastic athletic program.

Award of Services

The Board of Education may award one contract for all legal services as listed below or may elect to award separate contracts in the following areas: general counsel, special education, and negotiations/labor relations/personnel administration. **Attorneys may submit proposals to provide services in one, two, three or all of the service areas listed.**

Description of Services

The selected attorney(s) will provide legal services including, but not limited to the following:

Services to be included in **each** of the service areas:

- Legal counsel and advice to the Board and Administration
- Timely advice and counsel on emergent matters. Counsel is expected to respond, at least verbally to be followed in writing, within a maximum of twenty-four hours when an inquiry is made by the Board or the Administration.
- Written legal opinions upon request.
- Initiate and/or defend lawsuits as necessary and at the direction of the Board.
- Prepare all necessary legal documents.
- Attend all regular meetings for the Board, and attend its meetings with committees or third parties upon request.
- Work cooperatively with legal counsels of insurance companies, consortiums, or other collective with whom the Board may be affiliated.
- Represent the school district in all judicial and/or administrative proceedings within the

specific service area in which the district or any of its board members, administrators, or agents may be a party or have an interest.

- Provide written, timely notification to the Board of changes in school law or state regulations including court and administrative decisions that might impact upon the operation of the school district.
- Conduct in-service programs on specified legal issues for appropriate staff members upon request.
- Fulfill other legal duties as are commonly accepted and assigned

Specific Service Areas

(Attorneys may submit proposals to provide services in one, two, three, or all of the service areas listed.)

A. General Counsel Services to be provided:

- Review and advice for legal notices, resolutions, board policies, and matters of district governance.
- Review and advice in matters of procurement and service contracts, bid specifications, bidding matters, contract preparation and execution, and remedies of contract disputes.
- Provide advice and counsel on all matters related to regular students including discipline, attendance, adherence to rules and regulations, etc.
- Represent the Board in matters involving interface with the municipal governing bodies including planning and adjustment boards, financial matters, jurisdictional matters, etc and with state agencies such as the EDA, DOE, EPA as needed.
- Provide assurance statements as required for financial audits, bonding matters, and grant compliance.

B. Special Education Counsel Services to be provided:

- Review special education issues upon request and provide guidance to Board and Administration.
- Represent the district in mediation upon request.
- Represent the district at all stages of due process beyond mediation including administrative law, commissioner, state board and court proceedings.
- Serve as the district’s liaison to the legal representatives/advocates of parents.
- Review special education contracts upon request.

C. Labor/Personnel Counsel Services to be provided:

- Advise the board in all legal matters pertaining to labor relations and personnel administration.
- Review grievances with the administration and assist in the writing of administrative responses to grievances.
- Represent the Board in all grievances at the Board review level and beyond.
- Represent the Board in all arbitrations, administrative proceedings, court proceedings, etc. involving labor relations or personnel administration.
- Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters.

D. Negotiations Counsel Services to be provided:

- Serve as Chief Negotiator for the Board with the district's collective bargaining units, upon request.
- Advise the board in all legal matters pertaining to collective bargaining.
- Advise on proposed contract language and bargaining proposals.
- Develop possible salary guides in accordance with Board guidelines.
- Prepare final contract documents upon settlement and ratification of tentative agreements.

Selection Criteria

The Board of Education will evaluate proposals using the following criteria:

- Experience with New Jersey public school districts.
- Availability of staff to meet the legal services needs of the district.
- Recommendations from at least five current public school clients. (Form 4)
- Fee proposal. (Form 2)

Proposal

Each attorney is required to submit the following information in its proposal:

- A list of all New Jersey public school clients that have terminated services in the past two years.
- Background information on the attorney/attorneys to be assigned to the Margate City School District Board of Education.
- Business Registration Certificate
- Other services or proposals your firm would offer (Form 1)
- Proposed fee structure. (Form 2)
- Affirmative Action Statement. (Form 3)
- A list of all current New Jersey public school clients and length of service to each. Please identify the grade level of each school district and identify any that might be regional districts. (Form 4)
- Political Disclosure Form (Form 5)
- Information beyond the minimum requirements may also be submitted.

All proposals are to be submitted in writing and received no later than December 31, 2010. Proposals are to be submitted to:

Mrs. Susan Palaia, CPA, School Business Administrator/Board Secretary
Margate City School District
8103 Winchester Avenue
Margate City, New Jersey 08402

The Board of Education intends to appoint the successful firm by February 9, 2011. Services of the selected firm(s) will commence immediately thereafter.

(Form 1)

MARGATE CITY BOARD OF EDUCATION

NAME _____ **DATE** _____

SUBMITTED BY _____ **TITLE** _____
(Name)

The services indicated are those that will be in effect for the duration of the Contract.

1. **Any other services or proposals your firm would offer. If there are conditions or charges, please state them:**

_____

_____

_____

_____

_____

_____

2. **Describe any variations from the required services listed in the Request for Proposals here:**

_____

_____

_____

_____

_____

_____

(Form 2)

FEE STRUCTURE - Legal Services

Please provide the hourly rate for services in each of the following categories:

General Counsel _____

Special Education _____

Negotiations _____

Construction _____

Court Time _____

Board Meetings _____

Travel Time _____

Other (specify) _____

Please provide the hourly rate for the services of the following personnel:

Paralegals _____

Associates _____

(Form 3)

AFFIRMATIVE ACTION STATEMENT

Legal Service

The following questions must be answered by all prospective firms:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes_____ No_____

(a) If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report approval?

(a) If yes, please submit a copy of such approval.

3. If the firm cannot present #1 or #2, the firm is required to submit a completed Employees Information Report (Form AA302) at the time of the award only.

(Form 4)

Contact Information

Public School Client Recommendation List

1. School District: _____

   Grade Organization _____ Regional? Yes No

   Contact Name and Title: _____

   Telephone Number: _____

2. School District: _____

   Grade Organization _____ Regional? Yes No

   Contact Name and Title: _____

   Telephone Number: _____

3. School District: _____

   Grade Organization _____ Regional? Yes No

   Contact Name and Title: _____

   Telephone Number: _____

4. School District: _____

   Grade Organization _____ Regional? Yes No

   Contact Name and Title: _____

   Telephone Number: _____

5. School District: _____

   Grade Organization _____ Regional? Yes No

   Contact Name and Title: _____

   Telephone Number: _____

(Form 5)

Margate City Board of Education
Business Office

8103 Winchester Avenue
Margate City, New Jersey 08402

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission herein represents compliance with the provisions N.J.S.A. 19:44-20.26 and as represented by the Instructions accompanying this form.

_____ _____ _____
Signature Printed Name Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			$

☐ Check here if the information is continued on subsequent page(s).

☐ **No Reportable Contributions** (Please check (✓) if applicable.
I certify that _____(Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

State Senator and two members of the General Assembly per district.

County:
Freeholders County Clerk Sheriff
County Executive Surrogate

Absecon City
Atlantic City
Brigantine City
Buena Borough
Buena Vista Township
Corbin City
Egg Harbor City
Egg Harbor Township
Estell Manor City
Folsom Borough
Galloway Township
Hamilton Township
Hammonton Town
Linwood City
Longport Borough
Margate City
Mullica Township
Northfield City
Pleasantville City
Port Republic City
Somers Point City
Ventnor City
Weymouth Township

Boards of Education (Members of the Board):

Absecon City
Atlantic City
Buena Regional
Egg Harbor City
Egg Harbor Township
Estell Manor City
Folsom Borough
Galloway Township
Greater Egg Harbor Regional
Hamilton Township
Hammonton Town
Longport
Mainland Regional
Mullica Township
Northfield City
Pleasantville City
Somers Point City
Weymouth Township

Fire Districts (Board of Fire Commissioners):

Buena Borough Fire District No. 1
Buena Borough Fire District No. 2
Buena Vista Township Fire District No. 1
Buena Vista Township Fire District No. 2
Buena Vista Township Fire District No. 3
Buena Vista Township Fire District No. 4
Buena Vista Township Fire District No. 5