

**Ogden City School District**

**STATEMENT OF INTEREST AND QUALIFICATIONS  
LEGAL SERVICES  
SOIQ # 9-002**

**DUE: AUGUST 17, 2018  
2:00 p.m.**

**Ogden City School District  
Purchasing Department  
Attn. Ken Crawford  
1950 Monroe Boulevard  
Ogden, UT 84401**

Ogden City School District  
SOIQ # 19-001  
Due: August 17, 2018, 2:00 p.m.

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**OGDEN CITY SCHOOL DISTRICT  
REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS**

**LEGAL SERVICES**

**SOIQ # 9-002**

DUE: August 17, 2018

**I. GENERAL**

**A. Intent of Request for Statement of Interest and Qualifications (SOIQ)**

The purpose of this request for Statement of Interest and Qualifications is to solicit competitive sealed proposals from qualified and experienced individual(s) or firm(s) to provide legal services for Ogden City School District (the “District”). Based on the information submitted, up to three firms whose experience and qualifications will best serve the interests of the District and on whom we can rely for competent experienced legal services may be selected to provide legal counsel to the District through June 30<sup>th</sup> 2024.

**B. Ogden City School District Background**

The District has fourteen (14) elementary schools, three (3) junior high schools, three (3) comprehensive high schools, and one secondary school the serves primarily students in Youth in Custody programs. All schools are located in Ogden, Utah. October 1, 2017 enrollment was 11,736. As of June 30, 2017 the number employees was 1,625 (+/-). The Board of Education consists of seven (7) elected members. The District currently works with three collective bargaining groups – education support professionals, licensed, and administrative. The District’s FY2019 Budget is just over \$150,000,000.

**C. Scope of Legal Services**

Legal services required by the District include, but are not limited to:

1. General Governance. Contract/document review and drafting, policy drafting and enforcement, special rules for contracting, governmental immunity, and providing written or oral counsel, legal opinions, or advice, as requested;
2. Administrative Law. Interpreting governmental and agency rulings, rules, procedures, and appearing in any federal, state or local administrative hearing, as requested;

3. Employment. All aspects of employment law from recruitment to termination as well as collective bargaining support, arbitration, mediation, litigation, managing grievance procedures/appeals, harassment claims and discrimination in the workplace claims. This includes, but is not limited to, discrimination complaints before state agencies and the EEOC, defending public sector employers, drafting policies and procedures such as employee handbooks, and binding arbitration;
4. Litigation. Ability to manage, conduct, and oversee litigation in all courts (state, federal, trial or appellate, general or special) and administrative agencies (i.e. UALD, Labor Commission, EEOC, etc.);
5. General. All other matters typically associated with school district operations and other services as may be directed by the Ogden City School District Board of Education, the District Superintendent or designee.

#### **D. Eligibility Requirements**

In order to be eligible to respond to this SOIQ, the Respondent must be duly admitted to the practice of law in the State of Utah.

Proposals should include:

- Firm's experience with similar or related services for a public sector client;
- Names of primary individuals who would work with OCSD, including a brief resume of their experience, relevant background and anticipated duties;
- Disclosure of agent or other relationships between the respondent and any company, contractor, or other agency where the potential for a real or perceived conflict of interest may arise in the course of providing assistance to the District.

#### **E. Other Requirements**

To be considered acceptable, proposals must be complete and conform to all material SOIQ instructions and conditions.

1. Proposals Submitted on a Timely Basis. Proposals must be submitted electronically through [www.bids.sciquest.com](http://www.bids.sciquest.com) before 2:00 p.m. on August 17, 2018. Proposals received after that deadline will be deemed non-responsive and will not be considered for evaluation. **Faxed copies are not accepted.**
2. Non-Discrimination. The Respondent must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules and regulations. Any violation of this

provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

**F. Questions**

All questions should be directed to Mr. Ken Crawford, Director of Purchasing and submitted through [www.bids.sciquest.com](http://www.bids.sciquest.com) and must be submitted before noon on August 13, 2018.

Any contact with other District personnel or School Board members regarding this request during the selection process is grounds for disqualification.

**G. Return of Proposal**

Once received, proposals become the property of the District.

**H. Confidentiality**

Any information submitted by the respondent deemed confidential or proprietary shall be clearly identifiable. The District shall endeavor to protect confidential material from disclosure to non-District personnel to the extent possible as required by State or Federal law. The District is not responsible for inadvertent disclosure of responses to this SOIQ. If you chose to claim any information as confidential or proprietary you must submit a separate redacted copy by email to [crawfordk@ogdensd.org](mailto:crawfordk@ogdensd.org) and submit a claim of Business Confidentiality Form.

**I. Discretion of Ogden City School District**

This is a request for statements of interest and qualifications (SOIQ) and not a purchase order, contract, or offer. As such, the District is under no obligation to respondents. The District reserves the right to reject any or all proposals, to negotiate with any or all firms submitting proposals, and to enter into an agreement with any firm for any services mentioned in this request.

**J. Written Agreement**

The District will enter into written agreement with the selected law firm(s) or lawyer(s).

**K. Evaluation Criteria**

Respondents will be selected based on quality of legal services as evidenced by:

1. Responsiveness to Request -5 points
2. Relevant Experience- 25 points
3. Strength of references -15 points
4. Perceived ability to best serve the needs of the District -25
5. Cost Proposal (Submitted in a separately sealed envelope)- 30 points

Up to four Respondents may be invited for formal interview in which case separate evaluation criteria will be provided. In such case, those not invited will receive no further consideration.

**L. Required Information- Must be submitted in the following order:**

1. Attorney or Firm Name
2. Contact Person
3. Contact Phone
4. Contact Email
5. Statement of Services Proposed
  - Clearly identify in detail all areas of legal service offered to the District, highlighting areas of particular expertise.
  - Clearly identify any areas of legal service you do not wish to provide.
  - Describe in detail your approach and philosophy toward providing legal services to the District.
6. Qualifications & Expertise
  - Company Profile
  - Primary Business Philosophy
  - Organizational Structure
  - Individual Resumes
  - Applicable licenses and certifications
7. References
  - Provide the company name, address, contact name, phone number, and email address of companies or organizations that your firm has provided comparable services to as outline in the request. Provide a brief description of work performed, as well as the dates and duration of your services. Please limit the references to a minimum of three and a maximum of five.
8. Additional Information (Optional)
  - This is an opportunity to address areas not specifically mentioned in the RFP; such as the added value your firm brings to a partnership with the District, what sets your firm apart from your competitors, and why your law firm is the right partner for the Ogden City School District Board of Education.
9. Cost Proposal (Separate Envelope)
  - Cost will be evaluated separately from the technical proposal. Please enumerate all costs associated with the services offered in relation to the scope of work in the provided **Schedule C**. Any costs not listed in your

proposal will not be paid to the awarded firm at the time of invoicing and payment after services are completed.

- Failure to submit cost separately may result in your proposal being judged as non-responsive. Inclusion of any cost or pricing data with the technical proposal may also result in your proposal being judged as non-responsive.

**M. Proposal Calendar**

It is anticipated that the following schedule will be followed:

7/30/18	SOIQ released
8/17/18	Proposals due Proposals must be submitted by an official of the firm authorized to bind the firm and the proposed terms for a period of sixty (60) days from the due date.
8/17/18 – 9/5/18	Evaluation of Proposals. OCSD may request formal written clarification of any item. Potential Oral Interviews with selected firms.
9/20/18	Board Approval

**CERTIFICATION OF PROPOSAL**

Professional Legal Services

I (we) have read the Ogden City School District Request for Statement of Interest and Qualifications (SOIQ) #19-001 and fully understand its intent. I (we) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (we) further understand that our ability to meet the criteria and provide the required services shall be judged solely by Ogden City School District.

I (we) further certify that, since the receipt of this SOIQ, no contact, discussion, or negotiation has been made nor will be made regarding this proposal with any Ogden City School District employee or Board Member other than the appropriate contact people identified in the Request for Proposal.

I (we) certify that all forms and addenda contained herein shall be considered part of the entire RFP response and that the complete documents submitted shall be considered a legally binding document. Furthermore, I (we) are prepared to comply with all requirements contained therein.

I (we) agree to hold the RFP amount(s) firm for sixty (60) days to give the District adequate time to evaluate this proposal.

I (we) agree that any knowledge, experience, process or product developed as a result of this scope of work may be replicated by the District for future use and/or projects.

Submitted By:

\_\_\_\_\_  
Legal Name of Submitting Firm

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date Signed





**COST PROPOSAL**

Hourly Rate:

Principal -----\$ \_\_\_\_\_per/hr.

Attorney -----\$ \_\_\_\_\_per/hr.

Admin. Support -----\$ \_\_\_\_\_per/hr.

Annual Retainer (If applicable) -----\$ \_\_\_\_\_

Other Services (Please List Below)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Or

Unlimited Access (Annual) \$ \_\_\_\_\_

**(Any deviation from this format may result in disqualification of proposal)**