



Lake George Central School District

John Luthringer, Superintendent of Schools

Bonnie Hart, Business Administrator

Francis Cocozza, Jr.-Sr. High School Principal

James Conway, Elementary School Principal

Megan Coker, Director of Curriculum and Technology

381 Canada Street

Lake George, New York 12845

(518) 668-5455 Fax (518) 668-2285

Thank you for your interest in providing legal services to the Lake George Central School District. If you have questions regarding the preparation of your agency's application, please contact the Business Administrator for Instruction at (518) 668-5455 ext. 1205.

Please review the attached information and submit the application as follows:

Return application to:

Lake George Central School District

Attention: **Bonnie Hart**

381 Canada Street

Lake George, NY 12845

Deadline for submission:

2:00 p.m. on May 15, 2024

SPECIFICATIONS AND BID FORM
FOR
LEGAL SERVICES

PURPOSE OF RFP

This request for proposals is for the purpose of selecting school district legal counsel. The District is seeking legal counsel for 3 years commencing July 1, 2024.

Sealed proposals for Legal Counsel are requested by the Board of Education of the Lake George Central School District. All proposals clearly marked "Legal Counsel" should be submitted to Bonnie Hart, Business Official, on or before May 15th at 2:00 p.m.

Brief Description of District

Lake George Central School is located in Warren County in the Adirondack State Park. The school serves students from Lake George, Queensbury, and Bolton in Warren County, as well as students from Fort Ann in Washington County. The Lake George Central School District is based upon a strong school and community partnership. Lake George Central School has a K-12 enrollment of 593 students. The District is comprised of the Lake George Jr/Sr High School (7-12) and the Lake George Elementary School (K-6). Each building is staffed with a principal, and the Jr/Sr High School has a Dean of Students. The District has 170 employees, made up of 92 teachers and teaching assistants, and 67 support staff (Superintendent -1, Business Manager -1, Administrators- 3, Confidential Managerial 6).

BOCES: Washington-Saratoga-Warren-Hamilton-Essex.

Board of Education: Seven member Board of Education, members elected for three year terms.

Management: John Luthringer, Superintendent of Schools and Bonnie Hart, Business Official.

Budget: The 2023-2024 Budget of \$24,808,692 was approved by district voters on May 16, 2023.

NATURE OF SERVICES

The School District Legal Counsel serves as chief legal advisor to the Board of Education and its administrative staff. Services shall include, but not be limited to the following:

- employment law, including Civil Service Law Section 75 and Education Law Section 3020-a disciplinary proceedings, Public Employment Relations Board hearings, employment contract interpretation, harassment and discrimination investigations and report preparation;
- representing the District before the Public Employment Relations Board, the Division of Human Rights, the EEOC, state and federal courts, and administrative agencies;

- Federal and State special education laws and procedures, including conducting impartial hearings;
- Student matters, including student discipline and superintendent's hearings;
- appeals to Commissioner of Education;
- construction law;
- election law;
- Providing training on topics such as sexual harassment, the Americans with Disabilities Act, and Family Medical Leave Act.

Act as legal counsel for the School District and/or its officers, agents, and employees, including being present at all meetings both formal and informal as required by the Board of Education and/or the Superintendent of Schools (and/or his or her designee). Regular board meetings are scheduled at one per month.

Provide a status report to the Board of Education during July of each year on all pending legal matters.

Act as legal counsel for the School District in all actions and proceedings brought against the School District.

Cooperate with the School District's insurance carrier in all matters.

TERM OF ENGAGEMENT

A three year engagement is contemplated subject to annual review by the Board of Education. This agreement may be terminated upon 30 days notice by the Board of Education subject solely to payment of fees and disbursements as of the date of termination.

QUALIFICATIONS AND EXPERIENCE OF THE FIRM AND FIRM'S STAFF

Proposals should detail the firm's/individual's experience in Education and Municipal Law including information on specific counsel(s) to be assigned to the district. Include information and experience in specific areas of law. For example:

- Activities in the field of education law, i.e., work with Commissioner of Education, committees served on, etc.
- Litigation experience – number of years for each district and what firm did for that district.
- Workshop experience – how often workshops and seminars were presented or attended.

Each proposal submitted must include a list of current school district clients. The information should include contact name, title, address, and telephone number.

BOARD OF EDUCATION PROCESS

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

The original copy of all proposals received will be kept on file in the Business Office.

Proposals will be evaluated by John Luthringer, Superintendent and Bonnie Hart, Business Official, and other administrative and legislative members to be determined. During the evaluation process, the Lake George Central School District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from those submitting proposals.

It is anticipated that the selection of a firm will be completed by June 23, 2021. Following the notification of the selected firm, a contract will be executed between both parties as soon as possible thereafter.

CRITERIA FOR SELECTION

The selection process will include, but not be limited to evaluation in the following areas:

Fee structure, size of firm, years of experience in Municipal and Education Law with clients of similar size and complexity, and references.

REQUIREMENTS FOR PROPOSALS

All proposals must be received by the Business Manager no later than 2:00 p.m. Wednesday, May 15, 2024. Any proposals received after this deadline will be returned unopened to the firm.

Each firm shall submit one original proposal and one copy to the following address:

Lake GeorgeCentral School District
381 Canada Street
Lake George, NY 12845
Attn: Bonnie Hart, Business Manager

Proposals are to be submitted in a sealed envelope clearly labeled "School District Legal Counsel Proposal".

The non-collusion statement provided should be signed and returned along with the proposal.

All proposals and accompanying documentation become the property of the Lake George Central School District. The District shall not divulge any information presented in the RFP to anyone outside the District without the written approval of the firm.

PROPOSAL INFORMATION

Each proposal will clearly state the fees to be charged to the District. If an annual retainer is charged, the number of hours included in that fee should be stated in addition to the fee per hour in excess of the retainer.

Names and resumes of personnel to be assigned as School District Legal Counsel, including the partner(s) in charge. It is fully expected that the personnel indicated will be those assigned.

A listing of experience in the performance of the requested services for school districts or municipalities in New York State and the years of such experience.

Responses to this request for proposals should include an affirmation that there are no conflicts of interest between the firm and the Lake George Central School District.

Each proposal should include the firm name, address, telephone number, signature of official, and date.

INQUIRIES

All inquiries concerning this RFP should be directed to:

Bonnie Hart
Lake George Central School
381 Canada Street
Lake George, NY 12845
(518) 668-5455 x. 1205

NON-COLLUSION STATEMENT

By submission of this bid, each bidder and each person signing on behalf of any bidder certified and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award (not shall any award be made) where (a) (1)(2) and (3) above have not been completed with; provided, however, that if any case the bidder cannot make the foregoing certification. The bidder shall so state and shall furnish with the bid a signed statement, which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

SIGNED: _____

DATED: _____