

Earlville #9

Request for Proposal (RFP) – Legal Services

Earlville #9 is seeking proposals from interested and qualified parties for School Board Legal Services. As part of the process, the district is requesting proposals for services as outlined by these minimum qualifications:

- Licensed to practice law in Illinois and in good standing with the Illinois Attorney Registration and Disciplinary Commission (ARDC)
- Member of the District’s assigned United States district court and the Seventh Circuit Court of Appeals • Substantive knowledge and experience in the legal areas matching District’s needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc.
- Experience in all aspects of contract, employment, and school law
- Experience that meets the District’s needs, including litigation experience in State and federal courts • Membership in professional associations, such as, the Illinois Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
- Demonstrated knowledge of and ability to apply professional responsibility rules
- Accessibility for the District’s identified needs, e.g., evening Board meetings, phone calls, etc. • Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District’s interests
- When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as affiliated and preferred bond counsel or special education legal firms

RFP Specific Information:

- The deadline for responses to be submitted is 9/8/2023.
- Send proposals to the attention of Brian Dukes, Superintendent, 415 W. Union Street, Earlville, IL, 60518
- The School Board of Earlville #9 seeks experienced school law representation in the areas of contract negotiations, school code, board policy, employment matters, and human resources as well as other legal matters not specifically listed.
- The mission of Board of Earlville #9 is to Collaborate with staff, students, families, and community; Provide a safe learning environment with innovative instructional practices; and Inspire all students to reach their potential as globally conscious learners.
- Upon receipt of your proposal, the Board President and Superintendent may request an interview with your firm to discuss the proposal or to request a presentation.

Minimum proposal responses should include the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
 - The individuals who prepared the response, including their titles
 - If different from above, the identity of and directory information for the

individuals who have authority to answer questions regarding the submitted proposal

- A proposed fee schedule, e.g., “Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options.”
- A summary of the responder’s relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP’s qualifications
- References including current or past clients
- Any additional information that sets you or your firm apart from others that provide the same service
- The district reserves the right to select the most responsible bidder which may not necessarily be the lowest bid received

If you have any questions regarding the Request for Proposal for School Board Legal Services please contact the Earlville #9 Superintendent, Brian Dukes at bdukes@earlville9.org