

Objective of RFP

Indian Valley Vocational Center is soliciting proposals from qualified lawyers and law firms to provide legal services to the Center. The Board Attorney will provide legal advice and represent the Center in court, before government agencies, and all legal matters. The Board Attorney will communicate with the Center, community, and other stakeholders of the Center. The Board Attorney will conduct research and analysis of legal problems, interpret laws, rulings, and regulations for the Center as well as any other matters requested by the Center.

Background and Overview

The mission of Indian Valley Vocational Center is to provide students with the skills necessary for success in an evolving global marketplace.

To accomplish this mission, IVVC will provide opportunities for students to:

- Cultivate life and career skills in a real-world environment through partnerships with business and industry.
- Foster abilities to communicate using current and emerging technology.
- Develop learning and innovation skills including creativity, critical thinking, and collaboration.
- Apply academic knowledge to careers in a hands-on environment.

Core Values - Our Beliefs

- Teaching
 - Teachers are industry experts who bring relevant experience to the classroom.
 - Teachers are best supported through targeted, high-quality professional development and collaboration opportunities.
 - Teachers are committed to student success after high school.
- Learning
 - Students are active participants in their learning, in both an academic and hands-on environment.
 - Career focused instruction integrates academic and technical content with foundational professional skills.
 - CTE instruction offers opportunities for diverse learners to show growth and mastery in multiple ways.
- Partnerships
 - Strong partnerships among students, parents, home school districts, communities, and business/industry result in maximized student outcomes.
- Fiscal Responsibility
 - Fiscal and operational decisions are aligned to best support student outcomes.

Qualifications

List of qualifications include, but are not limited to:

- Licensed to practice law in Illinois and in good standing with the Illinois Attorney Registration and Disciplinary Commission (ARDC)
- Member of the Center's assigned United States district court and Seventh Circuit Court of Appeals.

- Substantive knowledge and experience in the legal areas matching Center’s needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other record laws, special education, student rights, ect.
- Experience in all aspects of contract, employment, and school law.
- Experience that meets the Center’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, ect.
- Demonstrate knowledge of and ability to apply professional responsibilities rules.
- Accessibility for the Center’s identified needs, e.g., evening Board meetings, phone calls, etc.
- Ability to declare that representation of the Center will be to the exclusion of all other clients having potential conflicts with the Center’s interests.
- Ability to provide professional development to staff or Board.

When reviewing the RFP responses, evaluators will consider how well the proposed solution meets the needs of the Center as described in the response to each requirement or question. It is important that the responses be clear, concise and complete so that evaluators can adequately understand all aspects in a succinct fashion. The evaluation process is not designed to simply award the business to the lawyer or firm with the lowest cost. Rather, it is intended to help us select the appropriate lawyer or firm who is the best combination of professional attributes, experience and relevant skills, including that of price, based on the evaluation factors. This RFP is for a full range of legal services. IVVC reserves the right to retain individual firms for specific areas of legal services.

Timeline

	Timeline for RFP	
Date	Activity	Responsibility
3-13-23	Delivery of RFP to public	IVVC
3-17-23	Submission of Questions	Lawyers/Firms
3-24-23	Delivery of Answers to Questions	IVVC
3-31-23	Submission of RFP	Lawyer/Firms
4-7-23	Notification	IVVC
	All responses must be submitted by 2:00 p.m. on	

	date listed on the timeline.	
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Submittal

Responses may be mailed to:

Joe Barbic

600 Lions Rd. Sandwich, IL 60548

Or emailed to jbarbic@ivvc.net.

All questions must be sent electronically to jbarbic@ivvc.net by the date listed in the table above. Answers will be returned electronically.

In no way does the submission of a response bind the Center into entering into an agreement in any way.

Law Firm Profile and Response Request

1. The Center is seeking to partner with a lawyer/firm that has a minimum 10 years local presence in Northern Illinois with a verifiable reputation for delivering high quality services. How many school districts or career centers do you work with?
2. Please provide 3 nearby school districts or career centers with which you currently work.
3. What kind of legal services do you provide to your school clients?
4. What do you see as your role as school attorney?
5. How many years experience does your law firm have? How long have you been practicing law? How long have you been representing schools?
6. How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable?
7. How would you manage a situation in which the Board's interest may be or become adverse to one of its members?
8. How would you manage a situation in which the Board and Director are in conflict?
9. If the Board did something that you advised against, could you still defend the Board's action?
10. Will you try to shape the decisions or do you have a whatever the Board decides philosophy?
11. Do you give clients specific recommendations or do you advise them of available options and let the client decide?
12. Do you provide your school Board clients with any updating services? Is there a cost associated?
13. How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?

14. Will you be handling this business personally or will you delegate to your associates or partners?
15. Can anyone else in your firm handle our inquiries when you are unavailable?
16. How do you keep current on school law?
17. When do you tell your clients to contact you regarding a matter with possible legal repercussions?
18. How do you bill? How are you to be paid? Please explain your rates/fees.
19. Please explain the options for a written agreement for legal services, engagement letter or a retainer agreement.
20. Please complete a single point of contact from your organization.

Name	
Title	
Address	
City/State	
Zip Code	
Phone Number	
E- mail address	

Pricing

Pricing, along with other factors, will be a key consideration in the selection process. The Center seeks to establish a contractual arrangement pricing terms that satisfy the objectives of this RFP at the most competitive price possible. We will seek to ensure, however, that the quality of service is not negatively impacted by any form of exceedingly aggressive pricing scenario. Please note the following:

1. The solicitation of pricing does not constitute a commitment by the Center.
2. Please detail all expenses that will be incurred. The Center will not be liable for expenses not detailed in RFP response.

References

Please complete the table below with information from three current School District or Career Center clients.

Reference 1	
Name of District/Career Center	
Contact Name and Title	

Phone Number	
Address	
City, State, Zip Code	
Email	
Length of Serving Client	
Scope of Service	

Reference 2	
Name of District/Career Center	
Contact Name and Title	
Phone Number	
Address	
City, State, Zip Code	
Email	
Length of Serving Client	
Scope of Service	

Reference 3	
Name of District/Career Center	
Contact Name and Title	
Phone Number	
Address	
City, State, Zip Code	
Email	
Length of Serving Client	
Scope of Service	