Alee Academy Charter School

Request for Proposal for Legal Representation

SCOPE OF SERVICES. The Proposer shall be readily available to perform the following legal services, as requested by the Executive Director and/or Board of Directors:

A. Review drafts of contracts and leases.
B. Advise on legal issues related to agency and tax-exempt organization status.
C. Advise on individual labor and employment matters.
D. Review personnel, fiscal and other policies, as well as agency bylaws.
E. Advise on Human Resources policies and/or procedures.
F. Advise on responses to subpoenas, court orders, and requests for information from third parties.
G. Defend lawsuits, administrative claims, or other legal claims.
H. Conduct litigation as necessary.

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, Alee Academy will consider proposals emphasizing expertise in subsets of these areas.

PROPOSAL CONTENTS. The Proposer, in its proposal, shall, as a minimum, include the following:

Legal Experience. The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations; real estate, including bond financing; government grants and contracts; and general business operations. Additionally, if applicable, provide a description of any experience advising organizations comparable to Alee Academy that offer similar programs and government-funded services.

Organization, Size, Structure, and Areas of Practice. The Proposer should describe its organization in terms of the following: size, structure, areas of practice, office location(s), small or minority-owned business
Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

Attorney Qualifications. The Proposer should separately attach a description of the qualifications of attorneys to be assigned to the representation. Descriptions should include:

- Professional and education background of each attorney.

-Overall supervision to be exercised.

-Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

Price. The Proposer's proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, faxes and electronic communication. Also include a retainer amount that would be charged to advise Alee Academy on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. Alee Academy reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

PROPOSAL EVALUATION

Submission of Proposals All proposals shall include one (1) original and three (3) copies.

Evaluation Procedure and Criteria Alee Academy's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

-Proposed approach to scope of work, level of experience of the individual(s) identified to work on this matter, the Proposer's experience with similar clients and legal matters,cost, and interviews, if conducted

PROPOSAL TIMELINE

During the period from your organization's receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of Alee Academy for additional information except in writing directed to Cindy Emerick via email: emerickc@aleeacademy.org

QUESTIONS

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **4:00 p.m. on August 1, 2024**.
Questions must be emailed to Cindy Emerick at emerickc@aleeacademy.org.

Alee Academy reserves the right to waive informalities in any proposal, to reject all proposals or portions of proposals, with or without cause, and to accept the proposal that in its judgment will be for the best interest of Alee Academy.

Alee Academy is an equal opportunity provider and employer.