



Maplewood Richmond Heights School District
REQUEST FOR QUALIFICATIONS

Title: Comprehensive Legal Services **Contact Person:** Dr. Bonita Jamison, Superintendent **Issue Date:** 04/21/2025
Phone #: (314)644-4400 **E-mail:** bonita.jamison@mrhschools.net

RETURN SUBMITTAL NO LATER THAN: 05/08/2025 @ 3:00 p.m., CST

RETURN SUBMITTAL AND ADDENDA TO:

Maplewood Richmond Heights School District
ATTN: Dr. Bonita Jamison
2531 S. Big Bend Blvd.
Maplewood, MO 63143

The Respondent hereby declares understanding, agreement, and certification of compliance to provide the items and/or services in accordance with all terms and conditions, requirements, and specifications of the original Request for Qualifications (RFQ) and as modified by any addenda thereto.

SIGNATURE REQUIRED

Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

REQUEST FOR QUALIFICATIONS (RFQ)
COMPREHENSIVE LEGAL SERVICES

RFQ Released: Monday, April 21, 2025

Submittals Due: Thursday, May 8, 2025, at 3:00 pm

Submittal Contact:

Dr. Bonita Jamison
Maplewood Richmond Heights School District
2531 S. Big Bend Blvd.
Maplewood, MO 63143
(314) 644-4400
bonita.jamison@mrhschools.net

The Maplewood Richmond Heights School District Board of Education (hereafter “**District**”) is inviting submittals for Comprehensive Legal Services.

Four (4) copies of the submittal must be received at 2531 S. Big Bend Blvd., Maplewood, MO 63143, to arrive no later than the date and time listed below in a sealed envelope that is plainly worded:

SEALED SUBMITTAL FOR: COMPREHENSIVE LEGAL SERVICES

DATE DUE: 05/08/2025 @ 3:00 P.M., CST TIME

The District anticipates completing the selection and award process in May 2025.

BACKGROUND

Maplewood Richmond Heights School District is a PreK – 12 public school system providing educational services to approximately 1,400 students. The district is comprised of one early childhood center, one elementary school, one middle school, and one high school. The district has multiple special education programs and many extra-curricular, interscholastic and intramural athletic programs. The Board of Education is comprised of seven members elected for three-year terms. Further information may be obtained by visiting the school district’s website: <https://www.mrhschools.net/>.

PURPOSE

The purpose of this Request for Qualifications (RFQ) is to establish the requirements for Comprehensive Legal Services, and to solicit proposals from reputable, licensed law firms or individuals (hereafter “**Company**”) who are members of, and in good standing with, The Missouri Bar for providing such legal services. The RFQ requests a great amount of detail to avoid delays and misunderstanding and to simplify the evaluation of the proposals. The Company is requested to respond to each specification.

METHOD OF SELECTION

1. Qualifications received via the competitive process will be reviewed by district staff and/or the Board of Education. Interviews may be requested with one or more firms responding to the RFQ. The District anticipates negotiating a professional services agreement with the selected respondent.
2. The award will be made as will best promote the public interest, taking into consideration the qualifications of the firm submitting the submittal; the responsiveness of the submittal in meeting the requirements and specifications; contractual requirements and any additional specific criteria for evaluation included in the RFQ. Only the District is in a position to determine its best interest; therefore, the District shall be the sole judge in determining the quality and appropriateness of the proposed services. The District's decision shall be final.
3. The District may accept one part, aspect, phase, or any combination of any submittal unless the Company specifically qualifies its offer by stating that the submittal must be taken as a whole.
4. Awards may be made to more than one (1) Company based on its area(s) of expertise. Therefore, a multiple award may be made by the Board of Education to obtain the necessary services.

SCOPE OF SERVICES

I. INTRODUCTION

The purpose of this RFQ is to select a Company or Companies to provide comprehensive legal services for District programs on an as needed, if needed, basis in support of the work of the District.

The District makes no guarantees about the number of services required. However, it reserves the right to review the qualifications of and approve in advance any attorney within a given firm assigned to provide comprehensive legal services to the District.

II. SCOPE OF SERVICES

The services requested may include, but are not necessarily limited to, the items identified below.

1. Advice, direction, and representation regarding the Maplewood Richmond Heights School District operation.
2. Investigation, legal research and writing, preparation of pleadings, legal memoranda, and brief appearances before administrative boards, trial, and appellate courts.

3. Legal advice and representation of the District in litigation on an as-required basis on any or all matters, including, but not limited to:

Student/Parent Actions	Board Policies and Procedures	Real Estate Acquisitions/Disposals, Easements, Leases, and other contracts	Public Elected Officials' Liability
Special Education Law	Intergovernmental Agreements	Public Purchase and Lease Contracts	Construction Litigation and Maintenance Liability
Title VI, Title VII, Title IX	Vendor Actions	Personnel and Employee Relations	General Tort Liability
FMLA	Sunshine Law Requests	Labor Relations	Insurance Contracts
HIPAA	Negotiations	Employee Contracts	Employee Benefit Trust
ADA	Section 504	Review and Interpretation of Statutes, Rules, etc.	Worker's Compensation
OCR	FERPA	Board of Education Liability	General District matters as required

4. Other required services as required. District personnel will be available, when appropriate, to provide necessary assistance, such as researching historical records or other information needed to perform comprehensive legal services for the District.
5. Regular accounting and billing for services and expenses shall be required.
6. The successful Company shall agree not to engage in private litigation against the District without first obtaining written permission from the Board of Education during the effective period of the agreement to provide comprehensive legal services.

III. COMPENSATION

1. Compensation shall be negotiated between the District and the law firm selected through this RFQ process. Compensation levels and formulas identified during the negotiation process shall be included in the completed agreement presented to the Board of Education for consideration and approval. The negotiated fee schedule shall

be incorporated into the completed legal services agreement document.

IV. SPECIAL TERMS & CONDITIONS

1. All counsel providing legal representation for the District shall be properly licensed to practice in Missouri and good standing with the Missouri Bar Association.
2. The District reserves the right to approve the assignment of the firm's personnel to represent it. If the district requests it in writing, the firm will immediately replace any assigned personnel.
3. The Company shall not, under penalty of law and immediate disqualification of the submittal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the Maplewood Richmond Heights School District to influence favorable disposition toward a submitted submittal or for any reason while a submittal is pending or during the evaluation process.

SUBMITTAL REQUIREMENTS

I. SUBMITTAL REQUIREMENTS

The firm shall submit the following items as part of its response to the RFQ:

1. Cover Letter: Briefly introduce your firm and highlight your qualifications and experience relevant to this RFQ.
2. Proposal: Provide a detailed proposal outlining how your firm will fulfill the scope of services outlined in this RFQ. Include information on key personnel, approach to legal representation, and any additional services or benefits your firm can offer.
3. Qualifications and Experience:
 - a) Firm or individual name and contact information, including email addresses, website addresses (if any), and telephone number(s).
 - b) Summary of qualifications, specializations, experience, professional affiliations, special training, any other accomplishments pertinent to the District's needs, Missouri Bar license numbers, and year of award and institutions of degrees for the principals of the firm and key individuals who will be assigned to work with the District.
 - c) A summary of the firm's experience on similar types and sizes of engagements, including the Company's expertise in each area of concern listed in the Scope of Services section above as well as a list of any subject matter or area (as related to

- the scope of work) in which the Company is not offering to represent the District.
- d) Evidence that the firm has sufficient resources to handle the scope of the proposal the Company is making (i.e. sufficient attorneys, paralegals, clerical staff, etc.).
 - e) Potential conflicts of interest which may exist if you serve in this role, and if a conflict of interest exists, the manner in which said conflict of interest would be rectified, if a contract is awarded to the law firm.
4. References: Provide a minimum of five (5) references encompassing the areas for which the firm proposes to provide services, including other local school districts and governmental agencies. The list must include the organization's name, address, telephone number, and individual to contact.
5. Cost Proposal/Fee Structure: Include your proposed fee structure (including any retainer fee arrangement in addition to or as an alternative to an hourly rate) for the services outlined in this RFQ, including:
- a) Phone calls, e-mail and text messages
 - b) Board of Education or staff training
 - c) Negotiations participation
 - d) Litigation services
 - e) Policy on out-of-pocket expenses and overhead costs
6. Insurance: Provide a statement of malpractice insurance coverage.
7. Client advocacy/relationship: Provide a statement of what you would typically analyze immediately upon starting a relationship with a client and what your transition plan would be (i.e., take over existing issues or new ones as they arise)?
8. Additional Information: Other factors or special considerations which you feel are relevant to your proposal.

II. SUBMITTAL GUIDELINES

1. Submittals are due by **Thursday, May 8, 2025, at 3:00 pm CST**. Four (4) copies of the submittal shall be sealed and plainly marked on the envelope with the name "Comprehensive Legal Services Proposal" and delivered to:

Dr. Bonita Jamison, Superintendent
Maplewood Richmond Heights School District
2531 S. Big Bend Blvd.
Maplewood, MO 63143

2. Questions should be directed to the Superintendent at (314) 644-4400 or bonita.jamison@mrhschools.net.
3. The District reserves the right to accept any proposal or reject all proposals. The District reserves the right to waive any requirement or condition of the RFQ. The District reserves the right to waive informalities and minor irregularities in submittals received. In its sole discretion, the District will determine whether an irregularity is minor.
4. It is the Company's responsibility to ensure the timely delivery of the submittal. Any submittal received after the submittal closing time will be returned unopened. Unsigned submittals will be considered non-responsive and will be rejected.
5. The District reserves the right to extend the time for submissions.
6. The information presented in the RFQ is not to be construed as a commitment of any kind on the part of the District.
7. The District shall not be responsible for any costs incurred in the preparation and presentation of the submission.
8. The District reserves the right to award this contract solely based on the submitted submittals.
9. All materials submitted shall become the property of the District and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.