



Biloxi Public Schools

Board of Trustees

160 St. Peters Ave, · P O Box 168, Biloxi, MS · P (228)374-1810 · F (228)436-5114

Gavin Schmidt, Board President

April 14, 2017

Lawyers of Harrison County

Because the lawyer who has long served as the Board Attorney for the Biloxi Public School District is transitioning to retirement, the Board of Trustees hopes to secure the services of a qualified lawyer or law firm to manage the legal service needs of the Biloxi Public School District within the next few months.

The School Board has decided to reach out to the lawyers of Harrison County to solicit proposals for the position of Board Attorney. I have enclosed with this letter our RFP for Legal Services. As noted within the RFP, we plan to receive proposals from interested lawyers and law firms through 2:00 pm of Friday, April 28, 2017. Feel free to share this letter and the enclosed RFP with your colleagues who may be interested in the position of Board Attorney, but somehow were not on the mailing list we acquired.

We plan to conduct interviews with those candidates we consider best suited for the position of Board Attorney. Naturally, not everyone who submits a proposal will be interviewed. Accordingly, I would recommend you add some explanation of what attracts you to the position and the opportunity to lawyer for the School District. Those selected for an interview will be notified by letter.

Thank you,

Gavin Schmidt
Board President

RFP for LEGAL SERVICES

The Biloxi Public School District Board of Trustees seeks proposals from qualified attorneys or law firms to render certain legal services from time to time to the Biloxi Public School District. The selected attorney or firm will provide legal services as an independent contractor under the terms and conditions of a formal agreement. The selected attorney or a selected member of the law firm chosen will be designated as the Board Attorney of the Biloxi Public School District.

Proposals must contain all the information requested below:

1. **Qualifications and Proposed Hourly Rates and Fee Structure:** Identify by Mississippi Bar Number and state the qualifications of each attorney who will be providing service as well as the Martindale-Hubbell Peer Review Rating of each. State the proposed hourly rate for each attorney. The proposal may specify different rates for counseling, Board meeting attendance, transactions and litigation. The proposal shall also state the hourly rate of paralegals (legal assistants) or other staff that could be billed to the District. Also, provide a copy of the declarations page of the Professional Liability coverage of each attorney.
2. **Experience:** Describe the experience of the individual attorney or firm and all members of the firm that may be assigned to each category of work. Specifically describe experience in the major areas of school law including open meetings law, employment law, contract law, bond issues, public bid/purchasing law, civil rights, 16th section real estate law, and anti-discrimination law. Identify any professional organizations in which the individual attorney or firm is a member. A reference list of three or more client's contact information should be included.
3. **Community Commitment:** Describe location of the office or offices to be used when serving the Biloxi Public School District, the number of attorneys located full time in each office, and any other relevant factors indicating commitment with, and familiarity with the Biloxi Public School District.
4. **Reimbursable:** It is anticipated that certain expenses may be reimbursable in conjunction with the engagement of an attorney or firm of attorneys. Categories of anticipated expenses should be specified in the response to the RFP, both by the description of the anticipated expense and proposed reimbursable rate for each expense.

Sealed proposals will be received until 2:00 pm of Friday, April 28, 2017. Please provide one original and (5) copies of the of the proposal in an envelope marked "**PROPOSAL FOR LEGAL SERVICES**", to: Purchasing, Biloxi Public School District, 160 St. Peter Avenue, Biloxi, Mississippi (228)347-1810 or mail to Purchasing, Biloxi Public School District, P. O. Box 168, Biloxi, MS 39533