



Cowley College

Request for Proposal

Legal Services

Proposal Due Date

02/01/24

By: Noon CST

**COWLEY COLLEGE
REQUEST FOR PROPOSAL (“RFP”)
FOR
LEGAL SERVICES**

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I. Introduction

Cowley County Community College (the “College” or “Cowley College”) is issuing this Request for Proposals (RFP) to solicit proposals for Legal Services. Proposers (herein referred to as “Contractors”) will execute and submit all proposals per these instructions and the applicable provisions of the specifications.

Proposers or potential proposers who obtain this document from the College’s website without receiving a formal invitation from the College’s Procurement Services to bid or submit a proposal are responsible for notifying the appropriate buyer that you have done so to be assured of receiving notification of addenda if any are issued. NOTE: It is the Proposer's responsibility to check for any addenda. Bids or proposals the College receives that do not include acknowledgment of addenda may be rejected.

II. RFP Requirements and Schedule

- A. Proposals will be accepted electronically by noon on February 1, 2024, to holly.harper@cowley.edu. Please put “RFP for Legal Services” in the subject line. Attachment B should be completed and returned to the College’s Procurement Services if the Proposer is not submitting a proposal.
- B. Proposals may be withdrawn by written request before the scheduled closing time for receipt of proposals. Requests for modification must be in writing, executed by a person with authority, and submitted in the same manner as set forth above.
- C. All proposals shall be valid and constitute an irrevocable offer to contract on the terms and conditions of this Request for Proposals for ninety (90) days after opening. Still, the College reserves the right to accept or reject proposals on each item or service separately or as a whole, to reject any or all proposals, to waive informalities or irregularities, and to contract in the College's best interest.
- D. SCHEDULE OF PROPOSAL

Issue RFP	01/04/24
Proposals Due	02/01/24
Proposal Reviews (Trustee Finance Sub-Committee)	02/13/24
Award bid-Selection (Board of Trustees Meeting)	02/19/24
Implementation/Go-live	TBD

III. Information Requested

A. GENERAL PROJECT DESCRIPTION

The College intends to retain the services of a firm to provide legal services for the College for the 2024-2025 fiscal year, which begins July 1, 2024, and ends June 30, 2025. Proposals should include provisions for up to four additional automatic annual renewals. A description of the scope of services to be provided is located in Appendix A.

Funding for this service is supported by the College's general fund.

The College has five (5) physical locations, each in Arkansas City, Winfield, Mulvane, Wichita, and Wellington, Kansas. The College serves approximately 2,300 students annually and employs about 200 full-time staff, of which 60 are faculty contracted by negotiated agreement.

B. KEY PROJECT ELEMENTS

This document is a Request for Proposal (RFP) and differs from a Request or Invitation for Bid. Offers will be evaluated based on criteria formulated around the essential features of the requested service, of which quality, capability, availability, and past performance of the firms may be overriding factors. The award of this proposal will not be based solely on price. Selected firms may be invited to an interview after reviewing the proposals received. Additional information may be provided at the firm's discretion.

The successful firm will need to propose a contract to negotiate terms following the Board of Trustees' approval of the pricing of the legal services agreement. The College's Vice President of Finance and Administration will represent the College in contract negotiations.

The contents of the proposal submitted by the successful vendor, this RFP, and all modifications made thereof shall become part of any contract awarded as a result of the RFP process. The successful firm will be expected to sign a contract with the College.

Contract rights are nontransferable and non-assignable.

Pursuant to K.S.A. 72-8201c, any contract awarded will include the mandatory contract provisions of the DA-146a Contractual Provisions Attachment.

The contract shall have an effective date of July 1, 2024, and an ending date of June 30, 2025, with provisions for up to **four automatic annual renewals**.

Appendix A: LEGAL SERVICES SPECIFICATIONS

The college desires to contract with a firm experienced in legal representation of public education organizations. The following scope of services are a part of this proposal:

SCOPE OF SERVICES INCLUDED IN RETAINER

1. Attendance at all Board of Trustees meetings where business of the college is discussed and to be acted upon;
2. Advice and consultation concerning conducting meetings of the Board of Trustees (ref: Kansas Open Meetings Act);
3. Advice and consultation concerning release of public and private records (ref: Kansas Open Records Act);
4. Advice and consultation regarding proposed Board policy changes;
5. Advice and consultation concerning employee contracts and files as to form and duties;
6. Advice and consultation to the Board, the president, and vice presidents on legal questions affecting the duties of their offices and the interests of the college;
7. Advice and consultation regarding the duties of the college under the Master Agreement and Board policies;
8. Review of and consultation regarding proposed construction contracts;
9. Review of and consultation regarding proposed equipment lease and/or purchase agreement;
10. Initial consultation regarding employee discipline and/or non-renewal/termination;
11. Initial consultation regarding student discipline and/or expulsion;
12. Initial consultation regarding claims instituted against the college;
13. Initial consultation regarding potential claims by the college against others;
14. Preparation of the annual letter to the college auditor pursuant to the ABA Statement of Policy Regarding Lawyers' Response to Auditor's Request for Information; and
15. Locating third-party legal services if needed as mutually agreed by the College and the firm.

SCOPE OF SERVICES CHARGED AT AN HOURLY RATE

1. Representation of the Board or Administration at employee grievance proceedings and due process hearings;
2. Representation of the College before Kansas administrative agencies;
3. Negotiation of the Master Agreement;
4. Drafting legal documents, including policies and contracts;
5. Research for items not included in retainer services; and
6. Witness and deposition fees.

REIMBURSABLE EXPENSES

1. Mileage for travel outside of Arkansas City city limits at the allowed IRS rate;
2. Meals for travel outside of Arkansas City city limits;
3. Lodging for travel outside of Arkansas City city limits;
4. Copying
5. Postage

SERVICE SPECIFICATIONS

Provide an attorney at all Board of Trustees meetings.

Provide redundant access to an attorney with the successful firm during regular business hours in-person, by phone, and/or email appropriate to the situation.

Appendix B: PROPOSAL FORM

Firm Contact Information:

Company Name: _____

Company Address: _____

Phone Number: _____ Email Address: _____

Attorney Name: _____

Attorney Signature: _____

Legal Services	Amount
1. Retained Services	\$ _____ /year
2. <u>Hourly Services</u>	
a. Representation of the Board or Administration at employee grievance proceedings and due process hearings	\$ _____ /hour
b. Representation of the College before Kansas administrative agencies	\$ _____ /hour
c. Negotiation of the Master Agreement	\$ _____ /hour
d. Drafting legal documents, including policies and contracts	\$ _____ /hour
e. Research for items not included in retainer services Witness and deposition fees.	\$ _____ /hour
f. Items not specified	\$ _____ /hour
3. <u>Reimbursable Expenses</u>	
a. Mileage for travel outside of Arkansas City city limits	\$ _____ /mile
b. Meals for travel outside of Arkansas City city limits	\$ _____ /meal
c. Lodging for travel outside of Arkansas City city limits	\$ _____ /night
d. Copying	\$ _____ /copy
e. Postage	\$ _____ /package

Submittals:

- ✓ Resumes
- ✓ Contact Information for 3 References

Deviations from Specifications / Additional Services Costs

Addendum Receipt Acknowledgement:

Addendum #1: Description: _____

Date Received: _____ Signature: _____

Delivery Date Acknowledgement: Services begin July 1, 2024.

Signature: _____

Date: _____