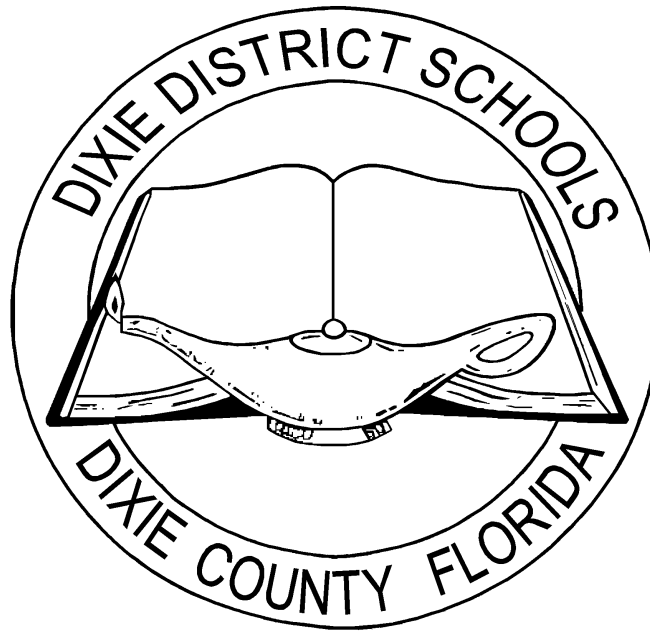


**School Board of Dixie County, Florida  
16077 SE Highway 19  
Cross City, Florida 32628**



**Request for Proposal  
Legal Services  
(School Board Attorney)**

Submit Proposals in Person or by Mail to:

Sharon McCall  
Dixie District Schools  
16077 SE Highway 19  
Cross City, Florida 32628

Proposal Due No Later Than:  
**12:00 p.m. on June 1, 2021**

# **REQUEST FOR PROPOSAL FOR LEGAL SERVICES (SCHOOL BOARD ATTORNEY)**

## **I. RESPONSIBILITIES OF THE POSITION**

The position involves the delivery of high quality legal services to the School Board. The work involves the review and interpretation of Federal, State and Local laws and regulations and legal advice and counsel as it relates to matters of School Board Attorney offering a full range of legal services to be expected by a growing, diverse public school system.

The School Board Attorney is appointed by and is directly responsible to the School Board, works closely with the Superintendent and Administrative staff.

## **II. SUBMISSION OF PROPOSALS**

Proposal must be submitted to:

Sharon McCall  
Dixie District Schools  
16077 SE Highway 19  
Cross City, FL 32628

Six (6) copies of the proposal must be received at the above address no later than June 1, 2021 at 12:00 p.m. Proposals received after the 12:00 p.m. deadline will not be considered.

Any questions should be addressed in writing to the above address or via email at [sharonmccall@dixie.k12.fl.us](mailto:sharonmccall@dixie.k12.fl.us).

## **III. ELIGIBILITY**

1. Minimum qualifications include: a law degree from an accredited law school; admitted to the Florida Bar; five (5) years of experience in the practice of law; demonstrated skill and experience in School Board law.
2. The Proposer must demonstrate an ability to meet the minimum performance criteria listed below:
  - General knowledge of Board Policies, State & Federal law relating to the area of School Board Attorney.
  - General knowledge of Board Policies, State & Federal law and general knowledge of judicial proceeding, rules of evidence and methods of legal research.
  - General knowledge of local government law.
  - Skills in conducting research on complex legal matters and preparing sound legal opinions.
  - Demonstrating ability to interpret and apply legal principles and precedents in resolving complex legal problems.
  - Ability to communicate clearly and concisely, orally and in writing.
  - Ability to participate in the preparation and presentation of civil litigation matters before County, State, and Federal Courts.
  - Ability to establish and maintain effective working relationship with public officials, management, staff, subordinates and general public.

- Proven record of excellence in legal counseling and advising senior management or Boards.
- Proven experience in structuring, negotiating, and drafting documentation for complex transactions.
- Knowledge of institutional/corporate governance issues and concerns.
- Strong management, legal analysis and writing skills.
- Ability to handle highly charged and intelligent professional employees and lawyers.
- Understanding of the need for appropriate risk assessment and management on behalf of the Board.
- Knowledge of judicial procedures, rules of evidence and methods of legal research.
- Skill in conducting research on complex legal problems and prepare sound legal opinions.

#### IV. **EVALUATION OF PROPOSALS**

All responsive proposals meeting the eligibility requirements defined herein shall be evaluated by the School Board.

The selection will be based on the following:

- Responsiveness of the proposed in clearly stating an understanding of the work to be performed.
- Demonstrated capabilities to perform the required services.
- Past record and experience.

#### V. **GENERAL REQUIREMENTS**

1. **Waiver and/or Rejection:** The School Board of Dixie County reserves the right to reject any and all proposals in whole or in part; with or without cause, and to accept proposals, if any, which in its judgment will be in its best interest. School Board will also have the option should no submittal meet their criteria to hire an attorney of their choice.
2. **Proposal Public Record:** Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Law.
3. **Conflict of Interest:** The aware of their RFP is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the School Board of Dixie County, Florida.
4. **Unrequested Solicitation:** Any solicitation of Board Members, Officers or any other employee of the District by the proposer may result in his/her proposal being denied consideration.