

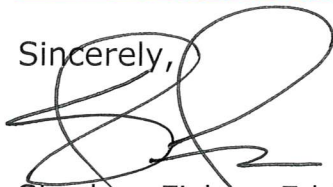
December 18, 2020

To Interested Attorneys and Law Firms,

The Cleveland County Board of Education is seeking proposals from qualified attorney firms for the role of general counsel or Board Attorney for the Cleveland County Board of Education. Upon review of proposals received in response to this Request for Proposals (RFP), the Cleveland County Board of Education anticipates awarding a single contract for the services required.

Please see the enclosed Request for Proposal (RFP). Electronic copies of the request can be found at on our website at [www.clevelandcountyschools.org](http://www.clevelandcountyschools.org). If you have any questions related to the proposal or process, please do not hesitate to contact me at 704 476 8055 or electronically at [srfisher@clevelandcountyschools.org](mailto:srfisher@clevelandcountyschools.org).

Sincerely,



Stephen Fisher, Ed.D  
Superintendent  
Cleveland County Schools

Cc: Cleveland County Board of Education

**Cleveland County Schools**  
**Request for Proposals (RFP)**  
**Board Attorney Services**

**I. Introduction**

The Cleveland County Board of Education is seeking proposals from qualified attorney firms for the role of general counsel or Board Attorney for the Cleveland County Board of Education. Upon review of proposals received in response to this Request for Proposals (RFP), the Cleveland County Board of Education anticipates awarding a single contract for the services required.

**II. Key Dates and Project Schedule**

- Accept RFPs through January 5, 2021
- Anticipated firm selection January 11, 2021 or January 25, 2021

**III. Proposal Format**

- A written proposal must be submitted for consideration.

**IV. Proposal Content**

The written proposal should provide background information about the attorney/company, its employees, and its experience with related projects and related clients. It should cover the experience of the attorney/firm, as well as any consultants on the proposed team. For the purposes of this RFP, the term company shall refer to the prime respondent of this RFP, or in other words, the company with whom the Board will contract.

The term “consultant” shall refer to any and all consultants whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “company” and “consultants”.

**V. Specifically, the proposal should address the following in order:**

- Attorney/firm profile listing: name, address, year established, type of ownership, size of the company and staff, and an organization chart.
- Information regarding the company’s experience with school law or Boards of Education.
- Scope of current attorney/firm workload, and ability to perform work given the defined schedule. Proposal should specifically include availability at Board meetings and availability and response to District staff.
- Attorney/firm proximity to and familiarity with Cleveland County.

- Attorney/firm fee structure to include but not limited to amounts for retainer services, Board meeting attendance, billable hours, etc.
- Listing of references of at least three (3) clients for whom the attorney/firm and consultants have provided school law/legal services. Include name, title, district or organization, and telephone number for each reference.
- Additional information the attorney/firm respondent believes to be relevant to the selection efforts by the Board of Education.

**VI. Evaluation and Interview**

Proposals will be evaluated by the Board of Education. The Board may include district administrators. The Board and/or committee may request additional information. The recommendation of the selection committee will be subject to a successful contract negotiation and approval by the Cleveland County Board of Education.

**VII. Proposal Submission**

Submit at least one (1) copy of the written proposal no later than 4:00 p.m., January 8, 2021. No proposals will be accepted after this time.

Submit to:

Dr. Stephen Fisher, Superintendent  
Cleveland County Schools  
400 W. Marion Street  
Shelby, North Carolina 28150

Questions regarding this project should be directed to Dr. Stephen Fisher at (704) 476-8055.

**VIII. General Comments**

- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
- All responses, inquiries, or correspondence related to this RFP will become the property of the Cleveland County Board of Education and the school district.
- The district reserves the right to refuse any and all packages received.