



Solicitation Notice

The Griffin-Spalding County School System is conducting an analysis for Legal Services. Qualified Firms who have experience in conducting the legal services of a School System covering approximately 1,500 employees and 10,000 students should answer each of the following questions in detail and submit their response to:

**Byron K. Jones, Chief Financial Officer
223 South 6th Street
Griffin, GA 30224**

All responses must be received by 12:00 p.m. on Wednesday, August 31, 2022 in order to be considered. All responses should be clearly marked “RFQ #23-100 Enclosed” on the outside of a sealed envelope. Responses must be received in the following formats:

- 1. One (1) original**
- 2. Six (6) copies**
- 3. One (1) electronic version emailed to procurementdocs@gscs.org**

The Griffin-Spalding County School System reserves the right to waive any and all guidelines herein, to waive minor irregularities, and to reject any RFQ if considered to be in the best interest of the school district.

The effective date services will begin is January 1, 2023.

IF YOUR FIRM WILL BE PARTICIPATING IN THIS RFQ, PLEASE EMAIL BYRON K. JONES AT BYRON.JONES@GSCS.ORG AND LEAVE AN EMAIL ADDRESS WHERE YOU WISH TO RECEIVE ALL AMENDMENTS (IF ANY), CORRESPONDENCE, ANSWERS TO ALL QUESTIONS ASKED DURING THIS PROCESS, AND NOTIFICATION OF AWARDED PROVIDER.

SCHOOL SYSTEM DATA WILL BE SENT TO YOU VIA EMAIL ONCE YOU HAVE NOTIFIED US OF YOUR PARTICIPATION IN THIS RFQ.



RFQ Scope of the Project

The Griffin-Spalding County School System is soliciting Requests for Qualifications (RFQ) for Legal Services. Responses to this solicitation must be in a sealed envelope clearly marked “RFQ #22-100 Enclosed” with RFQ opening date and time shown.

Sealed RFQ from Firms will be received by the Griffin-Spalding County School System, 223 South 6th Street, Griffin, GA 30224 until 12:00 p.m. on Wednesday, August 31, 2022. RFQ received after the above time will be returned unopened.

RFQ may not be withdrawn for a period of sixty (60) days after the date of receipt of bids. RFQ documents may be obtained at www.spalding.k12.ga.us under the Departments/Finance section. The Griffin-Spalding County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Griffin-Spalding County School System.

Qualifications should be presented on the school district questionnaire (attached).

If needed, proposing firms could be asked to interview with the Board of Education. Final results will be assessed and an awarded provider will be named no later than Tuesday, October 4, 2022.

All questions regarding this RFQ shall be submitted to the CFO, Byron K. Jones, at byron.jones@gscs.org no later than 12:00 p.m. on Friday, July 29, 2022. Questions received after this date will not receive a response. All questions will be answered, emailed, and disclosed to each participant who has notified Byron K. Jones of their participation.



Firm Information and Background

1. Name of Firm: _____
2. Principal business address: _____
3. Telephone/ fax number: _____
4. Website address: _____
5. Number of full-time employees: _____
6. Please provide a list of at least five references and the services rendered.
7. What experience does the Firm have in providing Legal Services to public school systems in the State of Georgia? Please provide a complete school client list of those who you serve and have served in the past three years (especially those of similar size - approximately 1,500 employees and 10,000 students).
8. What experience does the Firm have in providing Legal Services to accounts with at least 17 schools, various programs, and other departments?
9. Is the Firm a subsidiary, parent or affiliate of any other company?
10. Identify the team that will be assigned to this account and include biographical information and qualifications/professional designations and any applicable credentials. Please include titles and functions.



Process/Services

1. Describe in detail the scope of Legal Services to be provided by your Firm? You may attach your explanation on a separate page if necessary.
2. What distinguishes the Legal needs of school districts from the needs of private sector clients? How is your Firm prepared to address these unique needs?
3. What makes your Firm's approach unique? What services or expertise can be expected from your Firm that cannot be found elsewhere?
4. Describe the communication process between your Firm and the client. Specifically, please articulate the availability and turnaround response times that your Firm can assure the client of feedback once contacted.

Fees and Expenses

1. It is the Griffin-Spalding County School System's expectation that fees will be clearly communicated by the Legal Services Firm. Please detail the fees that will be borne by the school system and include the all-in costs that can be expected by Griffin-Spalding County. If additional fees are expected of GSCS, or if your Firm offers additional fee-supported services which are supplemental to your proposal, please clearly describe costs and services on a separate fee addendum.
 - a. What is the hourly rate the System will be charged?
 - b. Identify fees (if any) that are not charged on an hourly basis.
 - c. Do you require a contract for your services? If so, please attach.



Request for Qualifications

Legal Services

2. How will all legal fees be disclosed/reported to the client?

3. Please quote the services on the following basis:
 - 1 year
 - 2 year (annually renewable)
 - 3 year (annually renewable)

General Information

1. Please provide the name(s), title(s), address(es), telephone and fax number(s), and e-mail address(es) of the individual(s) responsible for responding to this request.



Request for Qualifications

Legal Services

I, _____, an authorized representative of _____, do hereby certify that the qualifications and information specified in this Griffin-Spalding County School System Legal Services questionnaire are accurate and complete.

Signature _____

Name (Please print) _____

Title _____

Date

Subscribed and sworn to before me this ___ day of _____, 20___

_____ **seal**

NOTARY PUBLIC