

Joanne Lelebach
Superintendent
(586) 533-3022



EAST DETROIT PUBLIC SCHOOLS
Administrative Center
15115 Deerfield
Eastpointe, MI 48021



Fiscal Services Office
(586) 533-3015

January 31, 2012

To Whom It May Concern:

East Detroit Public Schools of Eastpointe, Michigan is currently seeking bids for Legal Services for the 2012-13, 2013-14 and 2014-2015 school years.

Your organization is invited to review the enclosed materials and if appropriate, submit a bid for the requested services.

Listed below is a basic timeline for the bid process:

- Release of request for proposal on Tuesday, January 31, 2012
- Proposals due by 2:00pm on Tuesday, February 28, 2012
- Bid Opening at 2:00pm on Tuesday, February 28, 2012 at the Administration Building – Conference Room

If you have any questions, please contact me at your convenience.

Thanks in advance for your interest in East Detroit Public Schools.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Latisha Ivy', written over a white background.

Latisha Ivy
Accounting Supervisor

EAST DETROIT PUBLIC SCHOOLS

**Request for Proposal
For Legal Services
For the 2012-13, 2013-14 and 2014-15 School Years**

January 31, 2012

**East Detroit Public Schools
Fiscal Services Office
24685 Kelly Road
Eastpointe MI 48021
586.533.3015**

GENERAL CONDITIONS

East Detroit Public Schools is soliciting proposals from qualified firms of School Law Attorneys, with at least ten (10) years of experience, to provide legal services for the fiscal years ending June 30, 2013, 2014 and 2015.

The school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. The district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is understood that this request constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

It is the intent of East Detroit Public School to award this legal services proposal for a two-year period, however the term of the engagement shall end if the contract is violated or if the service quality is unacceptable.

Twelve copies of the proposal must be received no later than 2:00 p.m. on Tuesday, February 28, 2012. Bids must be sealed and marked "**BID-LEGAL SERVICES**" and mailed or delivered to:

Fiscal Services Office
East Detroit Public Schools
24685 Kelly Road
Eastpointe MI 48021

TIME LINE

- Release of request for proposal on Tuesday, January 31, 2012
- Proposals due by 2:00 p.m. on Tuesday, February 28, 2012
- Bid Opening at 2:00 p.m. on Tuesday, February 28, 2012 at EDPS Administration Building – Conference Room
- Notification of the award of the audit to all firms postmarked no later than Friday, April 27, 2012
- Selected firm begins providing legal services on July 1, 2012

DISTRICT INFORMATION

I. Enrollment

East Detroit Public Schools is a K-12 Public School District located in Eastpointe, Michigan. The district provides general and special education to all school district students within its service area.

Enrollment continued...

In 2011-12 the district owns and plans to operate the following schools:

- 4 Elementary Schools (K-6)
- 1 Middle School (7-8)
- 1 High School (9-12)
- 1 Alternative Education School

Enrollment based on the Fall 2011 count was 3,724.12 FTE.

II. Funding

The foundation grant for the District is at \$7,491 per pupil for the 2011-2012 school year. The district receives approximately \$2.1 million in grant funds each year and \$1.8 million in categorical State grants.

III. Staffing

The District employs approximately 361 staff (220 certified teachers, 10 administrators, and 131 hourly staff, including secretaries, custodians, maintenance personnel, aides and food service workers). Other than the six non-affiliated personnel, employees are represented by two (2) unions and three (3) associations.

- Michigan Federation of Teachers Local 698 – certified teachers and paraprofessionals
- AFSCME Council No. 25, Local 120 – custodians, maintenance and cafeteria
- East Detroit Educational Administrators Association – Building administrators
- East Detroit Education Secretaries Association
- East Detroit Central Office Administrators Association (*Organized Fall 2008*)

IV. Financial Information

As of June 30, 2011, the District had General Fund Revenues and Other Sources of \$41.3 million, Expenditures and Other Financing Uses of \$41.1 million, and a ***deficit*** Fund Balance of \$7.8 million.

V. Taxes

The District receives taxes from the municipalities of the City of Eastpointe and the City of Warren.

EAST DETROIT PUBLIC SCHOOLS

Legal Proposal Form

Please complete and return this proposal form by **2:00 p.m. on Tuesday, February 28, 2012.**

1. Location of the office that will be performing the legal services for East Detroit Public Schools.

Firm: _____
Address: _____
Contact Person: _____
Phone Number: _____
Website: _____

2. Please provide a list of all Michigan school districts that your firm represented in each of the last two years.

3. List your firm's involvement in public education-related professional organizations.

4. Please attach a biography or information sheet on attorneys in your firm which may potentially provide legal services in the areas detailed on page 5 to East Detroit Public Schools.

5. Types of consulting services you provide to the District on an annual and on-going basis at no additional costs.

6. Attach a detailed fee schedule including minimum fee charges and inter-office consultations, if any.

7. Your firm philosophy and profile:

8. Other services your firm may provide not listed on attached knowledge information sheet.

9. Please list any communications or publications containing information with specific benefits to school districts, which are received and reviewed by your firm on a regular basis. Also, please list any communications or publications in which your firm has contributed articles or similar items for publication.

10. Please provide any additional information or data which you feel is relevant or helpful.

Please submit twelve copies of Proposals by 2:00 p.m. on Tuesday, February 28, 2012 in a sealed envelope marked "BID-LEGAL SERVICES" to:

Fiscal Services Office
East Detroit Public Schools
24685 Kelly Road
Eastpointe MI 48021

Attorney Information – Substantive Knowledge Sheet

Firm Name: _____

Area of Law	No. of Attorneys on Staff	Name of Attorney to be assigned	Hourly Rate	Years of Experience in School Districts
School Board Liability				
School Board Insurance Plans				
Civil Rights Issues				
Employee Rights				
EEOC Matters				
Student Rights				
Rights of Students with Disabilities				
Teacher/Principal Evaluations				
Teacher/Principal Non-renewals				
Teacher/Principal Dismissal Cases				
Collective Bargaining / Unions / Associations				
Recent and pending cases in Federal Law				
Matters affecting the Schools at the Federal level				
Recent and pending cases in State law				
Recent and pending changes in State Board of Education regulations				
Open Meeting Law				
Bidding requirements, procedures, contracts				
Legal Rights of Professional and non-Professional personnel				
Sinking Funds, Bonds, and Operational Borrowing				
School Budgets / State Law affecting School Budgets and Fiscal Controls				

Please place an "X" in each column for any area of law for which your firm does NOT provide legal services.

INVITATION TO BID

East Detroit Public Schools is seeking bids for LEGAL SERVICES for fiscal years 2012-13, 2013-14 and 2014-2015.

Specifications may be obtained online at:

<http://www.macomb.k12.mi.us/eastdet/FISCSRV.HTM>

Bids are due no later than 2:00 p.m. on Tuesday, February 28, 2012. Bids must be sealed and marked "Bid-Legal Services" and mailed or delivered to the Fiscal Services Office, East Detroit Public Schools, 24685 Kelly Road, Eastpointe, MI 48021, Attention Fiscal Services Office.

The East Detroit Board of Education reserves the right to accept or reject any or all quotes in whole or in part.

Paul E. Seibert
Secretary
Board of Education