





I. INTRODUCTION

Statements of Qualifications from external legal providers to assist the Office of Legal Services in the following areas, including, but not limited to, complying with federal, state and local laws as they relate to school district matters and governance activities, the interpretation of laws, negotiation of contract terms, facilitation of the Texas Public Information Act, policy coordination, and representation of the District in

hearing examiners, SOAH, and in the courts.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in District-wide procurement. When AISD considers entering



IV. TERM

V. PROPOSAL INFORMATION

A. Schedule for Selection

Date	Event
June 18, 2019 June 25, 2019	Request for Qualifications advertised in the Austin American Statesman and posted to AISD website
June 27, 2019	Due date for questions (written inquiries)
July 11, 2019	Q & A posted to website
July 18, 2016	Due date for Qualifications by Contractors

B. Interpretation of RFQ Wording

Interpretation of the wording of this RFQ shall be the responsibility of the District. District staff will not give verbal answers to inquiries regarding the contents of the RFQ. Any verbal answers will be given in writing.



D. Rights of the Austin Independent School District

The District reserves the right to require additional information from Proposers and to conduct necessary investigations to determine Proposer performance and to determine the accuracy of Proposal information.

E. RFQ Information

- 1) All Proposers are expected to carefully examine the RFQ documents. Any ambiguities or inconsistencies should be brought to the attention of the individual identified in Section IV C, of this RFQ. It is believed that all information necessary to complete a response is included in this RFQ. It is the responsibility of the Proposer to obtain clarification of any information contained herein that is not fully understood.
- 2) The Proposer, by and through the submission of a Proposal, agrees to be held responsible for:
 - a. having examined the Request for Qualifications and all referenced citations of judicial decisions, statutory authority, and local policy;
 - b. having become familiar with the nature and scope of the Services required by the District; and
 - c. identifying any local conditions that may affect the labor availability, administrative Services.

VI. SCOPE OF SERVICE

vide professional legal

General Counsel/Attorneys/Chief of Staff as needed to arrange for hearings, grievances or respond to inquiries. Advice could be expected to be provided in, but not limited to, the following:

- Open Government
- General School Law
- Elections and Redistricting
- Litigation
- Contracts
- Labor & Employment
- Real Estate
- Construction
- Audits
- Investigations



H. Proposer Conduct



Section 1. Cover Page

Show the RFP subject, firm name, telephone number, facsimile number and address, contact name, title, telephone number, email address and date of proposal.

Section 2. Profile of Proposer

- a. Provide the number of attorneys and support staff located in local office. This section should also include a numerical breakdown and list by name and position of all minorities and women on staff.
- b. representation. Provide any current and prior Texas public school district and other governmental entity clients in this listing, if applicable.
- c. firm to assist in providing high quality, timely and efficient services.

Section 3. Experience and Information on Personnel to be Assigned

- a. Names and relevant educational backgrounds and work experience of each attorney and support staff personnel who will be providing legal services.
- b. Experience, specialized skills, training or background of assigned staff performing legal services specifically with school districts and other governmental entities.

Section 4. Services to be Provided

Describe the specific services which you propose to provide the District for each category listed above.

Section 5. Fee Structure

- a. Describe the fee structure, including specifications stated herein, including minimums, maximums, hourly rates, and out-of-pocket expense reimbursement schedules proposed by your firm.
- b. Describe the difference in billing rates of attorneys, paralegals, investigators, and others, either by name as to each person who will provide services, or as to specific categories of positions (i.e., junior associate, senior associate, junior partner, senior partner, etc.).
- c. Describe the difference, if any, in billing rates for contested matters versus non-contested matters, in-court versus out-of-court time, and any other areas of varying rates.



The committee evaluating the statements of qualification submitted in response to this RFQ may require any or all firms to give an oral presentation in order to clarify or elaborate on their statement.

XI. APPENDICES AND ATTACHMENTS

Appendices (Documents included within this RFQ):
Appendix 1

Austin ISD
227901

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

Contacting Board
Members

Restricted Contact
Period

Prohibited
Communications

Permissible
Communications

DATE ISSUED: 7/5/2018
LDU 2018.08
CHE(LOCAL)

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

Complaints Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).

Violations The following are violations subject to sanctions:

1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
3. Make false reports regarding payments made to subcontractors or sub-consultants.

Sanctions Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:

1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
3. In addition to other f 3 Tr 4.588 0 Td ()Tj 0 Tr 0.281-29.24174 Td [(f)-4(hi)6(s

Request for
Proposal and Bid
Invitation

CAA, Fiscal Management- Financial Ethics
CH, Purchasing and Acquisition;
CHE, Purchasing and Acquisition- Vendor Relations;
CHF, Purchasing and Acquisition- Payment Procedures;
CHG, Purchasing and Acquisition- Real Property and Improvements; and
CHH, Purchasing and Acquisition- Financing Personal Property Purchases.

37K SIXEOLF DQG DOO ELGGHUV VKDOO EH LEY GWPDG EHR ZLWKB QG ZOKSUE E scheduled time for opening. Bi G WJHFHLYH V KD SM FJILHG WLPH VKDOO QRW EH FRQV (Local)

33 URSRVD OV UHVF KHL YSGH DU W L HG WLPH VKDORSQRW OEHVKDOWL G HURSH QHG specified, and the public and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, PD\ EH QHJRWLDWHG DIWHU SURSRVDOV DUH RSHQH G ` 3ROLF\ &+ /RFI

Factors

3, Q DZDUGLQJ D FRQWUDFW WKH 'LVWULFW VKDOO FRQVLGHU

1. Purchase price.
2. 7KH UHSXWDWLRRSR b`of SXWDWLRàX 'P0A 0€0"AlpQ•RàX A` V SR



Instructions

1. Read the entire contents of the solicitation and respond with a complete and accurate bid or proposal (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB or RFP must be included.
2. A copy of the Standard Services Agreement or Master Purchase Agreement is included >>*

Required Forms

Bidders shall execute the following forms and return the signed original with their proposal.

Bid Certification

Bidder certifies that they have not offered pecuniary benefit or thing of value to gain advantage or influence a decision in this matter.

Notification of Criminal History of Contractor

A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony

Debarment, Suspension and Ineligibility Certification

Contractors receiving individual awards of \$25,000 or more and all suppliers must certify that their organization and its principals are not suspended or debarred by a federal agency.

W-9

Form W-9 is the IRS form used by Austin ISD to request your taxpayer identification number. You may get a blank Form W-9 to fill out if you or your business is hired to provide goods or services. Filling out a W-9 is straightforward. Just provide your name and Social Security Number, or the name and Employer Identification Number of your business submitting a W

NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

Statutory citation is found in the Texas Education Code §44.034.

Subsection (a): A person or business entity that enters into a contract with a school district must advance notice to the district if the person or an owner or operator of the business entity has convicted of a felony. The notice must include an general description of the conduct resulting in the conviction of a felony.

Subsection (b): A school district may terminate a contract with a person or business entity if it

DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

Statutory citation is found in the U.S. Office of Management and Budget Circular A-102,
2 CFR 11 Part 215, and Federal Acquisition Regulation Subpart 9.4

Federal agencies, state agencies, and local governments, including the Austin Independent School District, shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors only. OMB Circular A-102, *Grants and Cooperative Agreements with State and Local Governments*, Section 1 (d), requires that Austin ISD shall not award a contract to a contractor, or consent to a subcontract with a contractor, that is debarred, suspended, proposed for debarment, or otherwise declared ineligible.

“Contractor” means any individual or other legal entity that – (1) Directly or indirectly submits offers

INTERLOCAL COOPERATIVE AGREEMENT CLAUSE

Pursuant to the

Austin Independent School District
Strategic Partner Profile

Business Information

~~Business Name~~ _____

~~Address~~ _____

~~Business Type/DBA, etc.~~ _____

~~City~~ _____

~~Phone Number~~ _____

~~Website~~ _____

Legal Status to do Business in Texas

~~Entity Type~~ _____

~~State of Incorporation~~ _____

~~State of Registration~~ _____

Historically Underutilized Business (HUB) Status (~~if applicable~~)

~~Hub Status~~ _____

~~DBE (DBE) Certification~~ _____

~~Other Certifications~~ _____

~~Other Certifications~~ _____

Physical and Mailing Addresses

~~Physical Address~~ _____

Offices Located in Texas: _____

Address to send IFB (Invitation for Bid) and RFP (Request for Proposal) _____

Address to Mail PO's _____

Contact Information

Sales Contact Name _____

Sales Contact Phone Number _____

Sales Office Email _____

Headquarters Phone Number _____

Email Address to send PO's to _____

Fax Number to send PO's to _____

Website _____

Miscellaneous

DUNS Number _____

Do you accept American Express P- _____

