



CULVER CITY
UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS
FOR
LEGAL SERVICES
RFP #2025-06

Request for Proposals Issued: June 9, 2025

**Deadline for Submittal of Proposals: June 25, 2025; 2:00
p.m.**

Culver City Unified School District Request for Proposal (RFP)

I. INFORMATION TO THE PROPOSER

A. REQUESTER'S ADDRESS AND RECIPIENT OF PROPOSAL

1. Name and address of the local educational agency:

Culver City Unified School District ("District")
4034 Irving Place
Culver City, CA 90232

2. Name, title, address, and telephone number of person to whom questions concerning the proposal should be directed:

Mr. Jeffrey Ford
Purchasing Supervisor
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232
E-mail: jeffreyford@ccusd.org

3. Number of proposals required:

Two (2) hard copies mailed to district office

4. Name and address of requester:

Mr. Jeffrey Ford
Purchasing Supervisor
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232

5. Date and hour by which proposal must be received:

Wednesday, June 25, 2025 at 2:00 PM

6. Proposals will become a part of the requester's official files without obligation on the requester's part.

7. All proposals received are public records.

II. BACKGROUND

Culver City Unified School District (CCUSD) is a school district based in Los Angeles County. The District has one high school, one continuation high school, one middle school, five K-5 elementary schools, a preschool and an adult school. The District's enrollment for Fall 2024 was 6,588.

III. NATURE OF SERVICES REQUIRED

Culver City Unified School District utilizes the services of a variety of legal firms. It is the intent of the District to continue this practice and to develop a list of firms qualified to provide such services in the areas of:

- General Legal
- Special Education/Student Services
- Business Services/Facilities/Risk Management
- Human Resources/Employee Relations/Negotiations

Firms that demonstrate expertise, and are subsequently designated, will be utilized. More than one firm may be engaged for all or part of the fee services.

The overall objective of this RFP is to permit firms the opportunity to submit their relevant school district legal experience, client references, and proposed schedule of charges for consideration.

The District's expectation is to obtain the services of firms with the highest quality of knowledge and service in the field of education law and that our work will be addressed by experienced attorneys. The District reserves the right to choose attorneys from competitive firms to address issues that are unique or require specific knowledge or experience. Compensation will be a consideration but will be evaluated as delineated in paragraph VII.

IV. GENERAL INSTRUCTIONS

Interested firms are invited to submit two (2) hard copies. The complete response shall be received no later than 2:00 p.m. on Wednesday, June 25, 2025 at the District, which is located at 4034 Irving Place, Culver City, CA 90232.

It is solely the firm's responsibility to ensure that the response is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This RFP does not commit CCUSD to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to cancel this RFP. The District further reserves the right to accept the response that it considers to be in the best interest of the District. Decisions to award contract(s) as a result of this RFP are final and without appeal.

All requirements must be addressed in the proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District.

Requests for Information

Questions related to this RFP should be submitted in writing to Jeffrey Ford, Purchasing Supervisor, at jeffreyford@ccusd.org no later than Tuesday, June 17, 2025. Please specify "RFP #2025-06 for Legal Services" in the subject line.

V. SCOPE OF WORK

The District is seeking proposals for legal services in the following areas:

- A. General Legal**
- B. Special Education/Student Services**
- C. Business Services/Facilities/Risk Management**
- D. Human Resources/Employee Relations/Negotiations**

A. GENERAL LEGAL

As requested:

- Provide advice and interpretation of education Law.
- Provide advice and consultation with the Board of Education, the Superintendent and key personnel in connection with their general and specific powers and duties.
- Provide advice and consultation with respect to issues related to the Brown Act and California Public Records Act (CPRA).
- Provide advice and consultation with respect to school board elections and ballot measures.
- Provide such other services as are inherent in matters relating to the operation of a school district.

- Provide information on new federal and state laws that may impact the District operation and advise appropriate action.
- Review contractual agreements as requested.

B. SPECIAL EDUCATION / STUDENT SERVICES

As requested:

- Provide advice, consultation and representation in connection with the placement of special needs students, including participation in mediations, hearings and representation in related administrative and judicial proceedings.
- Provide such other services as are inherent in matters related to the provision of services to special needs students.
- Provide advice, consultation and representation on student matters, including student discipline and Title IX as well as represent the District in mediations, hearings, and related proceedings.

C. BUSINESS SERVICES / FACILITIES / RISK MANAGEMENT

As requested:

- Assist the District in Business Services operations, including developing contract templates for outside services as needed.
- Provide advice, consultation and representation related to real property matters, including acquisition, disposition, environmental impact reports, leasing and construction of facilities, as well as contract and bidding requirements.
- Provide advice, consultation and representation related to facility measures, such as General Obligation Bonds, Mello Roos taxes, etc.
- Provide advice and consultation related to formation and ongoing operations of facility related committees, such as the Bond Oversight Committee.
- Provide such other services that are inherent in matters related to school facilities.

D. HUMAN RESOURCES / EMPLOYEE RELATIONS / NEGOTIATIONS

As requested:

- Provide advice, consultation and representation on all matters related to certificated and classified collective bargaining and related negotiated agreement development.

- Provide advice, consultation and representation on grievances and actions taken to PERB, hearings, etc.
- Provide such other services as are inherent in matters related to employee relations and negotiations.
- Provide advice, consultation and representation of the District with respect to the employment, discipline and dismissal of certificated and classified employees.
- Provide advice, consultation and representation on issues involving District employees relative to: legal qualifications; teaching credentials and certificates, and other required licenses; proposed reductions in force and related seniority and tenure questions; various forms of leaves of absence; substitute and part-time employees; and matters related to compensation.
- Assist in the development of employment contracts upon request.

VI. CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents' qualifications, and the ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 90-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

B. Description of Firm

This section should provide an overview and history of the firm, its practice in California, the type of legal services for which the firm is submitting a proposal, and the approach that will be used in meeting the needs of the District.

C. Description of Experience

Use this section to indicate the areas of expertise of the firm and how the firm's expertise will enable the District to benefit from that expertise. Include at least two (2) school districts with similar demographics, along with the name(s) of individuals familiar with the work at these school districts who can be contacted by District staff.

D. Team

Please provide the names and resumés of staff who would be working with the District. Specifically discuss the individual(s)' experience in providing legal and advisory services to an organization and program similar in size and scope as specified in this RFP. Please indicate who the primary contact will be and who will be responsible for the day to day work with the District.

E. Fee Schedule

Describe in detail all fees to be charged, including hourly rates for each level of service. Describe any internal policies that affect client billing. Describe how the firm might adjust its fees for subsequent years of the contract. Describe, in detail, charges for travel, telephone calls, and any other expenses to be separately billed. Indicate how billings are specific for each area/case. Also, identify billing increments (i.e. 1/10 hour, 1/4 hour, etc.)

F. Miscellaneous

Please provide the following additional information:

- Include a sample billing statement.
- Provide details of any litigation against your firm within the last five (5) years.
- Provide a copy of firm's Professional Liability Certificate of Insurance.

VII. SELECTION CRITERIA

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but are not limited to, the following:

- Background and experience in providing work as identified in the Scope of Services section of this RFP
- Qualifications of personnel
- References of work done of similar nature
- Costs, including hourly rates for all levels of service and personnel, travel time costs, and costs for support services of word processing, copying etc.

All firms shall be notified of the results in writing after the conclusion of the selection process.