

**HINGHAM PUBLIC SCHOOL DISTRICT**

**Hingham, Massachusetts**

**Request for Proposals  
Legal Services-Student  
Services**

*Responses Due January 8, 2024*

## **Statement of Interest**

The Hingham Public Schools requests proposals from qualified law firms for counsel for student services. Qualified proposers should note that, in accordance with MGL Chapter 30B, Section 1 (b)(15), the procurement of legal services is exempt from the procurement process and the Hingham School Committee reserves the right to waive any defect in a proposal and to select the firm(s) or individual(s) that the Hingham School Committee in its sole discretion determines best meets the needs of the Hingham Public School District.

## **Scope of Services**

Counsel for student services provides legal advice and counsel to the school department administration on a variety of matters pertaining to student services including the implementation of special education programs.

## **Professional Qualifications**

1. Member in good standing of the Massachusetts Bar and the Bar of the United States District Court of Massachusetts
2. Experience with federal and state education laws with a minimum of five years working with or for a Massachusetts public school district specifically in the areas of student services including special education.

## **Backup**

The appointee(s) must have within his or her firm or through an established “of counsel” relationship at least one other qualified attorney available to render advice and otherwise represent the interests of the Hingham Public Schools when the appointee(s) is (are) unavailable. In this context, “qualified attorney” shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

## **Accessibility**

The appointee(s) must commit to returning all calls and e-mails from authorized officials either himself/herself or through a qualified backup within 24 hours of the call, excluding weekends or holidays. The appointee(s) must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response, and this is clearly communicated at the time of such request.

Specifically, identify the lead time required for attending scheduled or ad-hoc meetings. Identify how quickly the Counsel can arrive in person to attend an unscheduled, urgent meeting. Identify the same for any assisting attorney(s).

## **Duration**

The anticipated contract start date is July 1, 2024 with a one (1) year term. There may also be an option to renew for one or multiple-year terms, based upon mutual satisfaction, to be determined 60 days prior to the expiration of the initial agreement.

## **Separation**

The Hingham Public Schools reserves the right to terminate this agreement with thirty (30) days advance written notice with or without cause and the CONSULTANT can terminate this agreement upon sixty (60) days advance written notice with or without cause.

### **Primary Contact**

Margaret Adams, Ed.D., Superintendent  
Hingham Public Schools  
220 Central Street  
Hingham, MA 02043

### **Submission Requirements**

1. All proposals must be received by Monday, January 8, 2024 which will be accepted and distributed for review by a special committee of various stakeholders to include district administrators and school committee members.
2. Each proposal must include school client references for the past three years and a school client list.
3. Each proposal must specify in detail the services to be provided and for each service the method by which the applicant will charge (e.g., by retainer, hourly rate, or otherwise); if the applicant proposes a retainer arrangement, it must describe the services covered by the retainer, the amount of the retainer, and the hourly rates or other charges for non-retainer services.
4. All proposals must either be hand delivered or express mailed in a sealed, opaque envelope.
5. Facsimiles and e-mail are not acceptable and will be considered non-responsive.
6. A listing of any complaints or grievances filed, with outcome, against the law firm or individual attorney within the past five (5) years. If your services have been terminated or you were not reappointed by a municipality or school committee, please list and explain the circumstances. Also please indicate if you have ever terminated a contract with a municipality or school committee, if so please explain the circumstances.
7. Cost Containment: Special attention should be paid to recommendations for managing and controlling the cost of legal services. The Hingham Public Schools is interested in receiving innovative cost containment proposals and suggestions for legal services. This request should include proposals for review and improvement of current procedures, quality control measures, the manner in which specialists will be retained, and any other suggestions regarding the function of Counsel and cost containment measures.
8. Each proposal must be signed by the applicant and include the name, address, and telephone number of the applicant.

Upon the receipt of proposals, the Hingham Public Schools may take additional steps, including but not limited to reference checks and interviews.

It is anticipated that the Hingham Public Schools will review proposals and interview finalists shortly after the deadline for submission of proposals.

The Hingham Public Schools reserves the right to accept, reject, and/or suggest modifications to any and all proposals and make awards as deemed in the Hingham Public School's best interest.