

HARMONY TOWNSHIP SCHOOL DISTRICT

REQUEST FOR PROPOSALS

FOR

LEGAL SERVICES:

RFP #01-2023

- A. GENERAL COUNSEL SERVICES**
- B. LABOR/PERSONNEL COUNSEL SERVICES**
- C. SPECIAL EDUCATION COUNSEL SERVICES**

Dated: July 12, 2023

By: Rachelle Tjalma
School Business Administrator/
Board Secretary

NOTICE FOR REQUEST FOR PROPOSALS

Legal Services for the HARMONY TOWNSHIP SCHOOL DISTRICT

Notice is hereby given that pursuant to the requirements of N.J.S.A. 18A:18A-4.5, the Harmony Township School District (hereinafter referred to as the "Board") is issuing a Request for Proposals (RFP) to obtain from interested and qualified firms a proposal to act as Board Attorney to provide legal services as outlined in the RFP. The understanding of the parties with respect to the services to be rendered and the various fee arrangements are required to be set forth in a formal agreement.

A copy of the RFP may be obtained from the district's website at www.htesd.org

Further information may be obtained by contacting Rachelle Tjalma, School Business Administrator by email tjalmar@htesd.org.

All vendors submitting proposals must use and complete all forms and include all information required in the RFP.

Pursuant to P.L. 2004 c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of P.L. 1975, c. 127, "Law Against Discrimination" and the Affirmative Action statutes and regulations, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. Additional documentation requirements are as listed in the Request for Proposals.

Proposals must be submitted no later than **Tuesday, August 1, 2023 at 11:00 A.M.** All submittals must contain an original and one (1) copy of the Proposal in a sealed envelope with "Proposal for Legal Services" marked on the front of the envelope. The proposals should be addressed to the Harmony Township School District, Attn: Rachelle Tjalma, 2551 Belvidere Road, Phillipsburg, NJ 08865.

The Board reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interests of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

Background

The Harmony Township School District is a PK-8 public school district providing educational services to approximately 200 students. Further information may be obtained by visiting the school district's website at www.htesd.org.

Scope of Work

The Attorney shall be required to perform all legal services for the Board on an as-needed basis. Attorneys must submit proposals to provide services in all areas of school district legal representation: General Counsel, Labor/Personnel Counsel and Special Education Counsel.

A. General Counsel Services to be provided:

- Provide legal research and/or advisory opinions as needed.
- Attend meetings of the Harmony Township School District as directed.
- Be readily available for meetings with the President, representatives of the Board of Education or district administrators upon request.
- Advise the Harmony Township School District of changes in state and federal law and regulations, as well as court decisions, which will impact the district.
- Review and provide advice regarding legal notices, resolutions, Board policies and matters of district governance.
- Provide advice and counsel on all matters related to general education students including discipline, attendance, adherence to rules and regulations, etc.
- Provide assurance statements as required for financial audits, bonding matters and grant compliance.
- Fulfill other duties of general counsel as are commonly accepted and assigned.
- Advise on any additional matters as directed by the Harmony Township School District.

B. Labor/Personnel Counsel Services to be provided:

- Advise the Board and administration on legal matters with respect to labor relations and personnel administration.
- Review grievances with the administration and assist in writing administrative responses to the same.
- Represent the Board in all arbitrations, negotiations, administrative proceedings, court proceedings, etc. involving labor relations or personnel administration.
- Advise the Board on employment, employee discipline, seniority, tenure and other personnel administration matters.

- Advise on proposed contract language and bargaining proposals.
- Serve as the Board's chief negotiator in collective negotiations with bargaining units as requested by the Board.
- Provide consultation/develop possible salary guides in accordance with Board guidelines.
- Prepare final contract documents upon settlement and ratification of tentative agreements.
- Advise on any additional matters as directed by the Harmony Township School District.

C. Special Education Counsel Services to be provided:

- Review special education student issues, including IEP and placement items.
- Represent the district with parent advocates and attorneys, including mediation and all phases of due process court proceedings.
- Review special education contracts.
- Provide consultation on all special education student matters.

Services to be included in **each** of the service areas:

- Legal counsel and advice to the Board and Administration.
- Timely advice and counsel on district matters.
- Written legal opinions upon request.
- Initiation and/or defense of lawsuits as necessary at the direction of the Board.
- Preparation of all necessary legal documents.
- Upon request, attendance at meetings of the Board, committees or others.
- Consultation with legal counsel assigned by insurance carriers, consortiums or other collective with whom the Board may be affiliated.
- Representation of the school district, Board members, and/or employees upon request in judicial and/or administrative proceedings for which insurance counsel is not assigned in which the district or any of its Board members, administrators or agents are a party or have an interest.
- Conducting in-service programs on specified legal issues for appropriate staff members, upon request.

Award of Contract

The procedures developed for the award of the contract constitutes a "fair and open" process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the Attorney who submits the most advantageous proposal based on the qualifications of the Attorney, price and other factors considered. The evaluation will consider, but not be limited to, the following:

I. Proposed methodology:

1. Does the attorney's proposal demonstrate a clear understanding of the scope of services and related objectives?

2. Is the attorney's proposal complete and responsive to the specific RFP requirements?
3. Does the attorney's proposal reflect that the attorney is knowledgeable in the areas of law affecting the District, including but not limited to, employment matters, Special Education and general litigation procedures?

II. Management criteria:

A. Management:

1. Will the attorney provide all services in a timely fashion to meet the Board's needs?
2. How is work distributed among the attorney's staff, if there are partners and associates?

B. History and experience in performing the work:

1. Does the attorney demonstrate a track record of reliable and competent service?
2. Does the attorney document relevant experience?

C. Availability of personnel, facilities, equipment and other resources:

1. Availability to accommodate any required meetings of the Board/Administration

III. Cost criteria:

A. Cost of goods to be provided or services to be performed:

1. Relative cost: How does the fee schedule compare to other similarly scored proposals?
2. Full explanation: Are the fees and component charges adequately explained or documented?

IV. Miscellaneous - Other factors, if demonstrated, to be in the best interest of the Board

Laws

The Attorney shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

Law Against Discrimination

During performance of this contract, the Professional and his sub-consultants agree to comply with P.L. 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at

http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf or will be provided to you upon request.

Miscellaneous Provisions

Submittal of a proposal signifies that the Attorney acknowledges that he/she has read this Request for Proposals has a full understanding and agrees to be bound by the terms and conditions.

The Harmony Township School District reserves the right to reject any or all proposals in whole.

The Harmony Township School District reserves the right to contact references provided with the proposal.

Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the proposal.

All Attorneys are required to provide sufficient information in their proposals for evaluation.

An interview of qualified candidates may be scheduled by the Board.

Proposed Attorneys shall be licensed or authorized to practice law in the State of New Jersey.

Indemnification

The Professional shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of legal services to the Board.

Termination

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

Submitted Proposals

The proposal packet is to be addressed and mailed or hand delivered to:

Rachelle Tjalma
School Business Administrator
Harmony Township School District
2551 Belvidere Rd.
Phillipsburg, NJ 08865

All proposals are due on Tuesday, August 1, 2023 at 11:00 A.M.

Submittals received after the date and time specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals. **All proposals must be submitted in a sealed envelope with “Proposal for Legal Services” marked on the front of the envelope.**

Proposals must be submitted by mail and or hand delivered to the Board of Education prior to the time and date specified. **No facsimile or email proposals will be accepted.**

The Attorney must submit an original proposal and one (1) copy that includes the following:

A. Transmittal Letter

A transmittal letter shall be submitted with the RFP that:

- Identifies the person submitting the proposal and includes a commitment to provide services as detailed in the Scope of Work
- Provides a description of all services to be rendered with a detailed explanation of how the services will be provided.
- Provides a list of all school districts, municipalities, and any other public entities your firm presently represents. The list must identify the scope of representation (general or special counsel) and services provided.
- Provides a list of all school districts your firm has had since July 1, 2016; 1) added as clients and 2) discontinued as clients.
- Lists the caption(s) of any and all actions which have been filed against you, either by way of complaint, cross-claim or counterclaim, in connection with your rendering of legal services and the outcome of any such actions.
- Provides Resumes/CV of all partners/associates who would be assigned to represent the district.

B. Qualifications

The principals and associates of the firm who provide legal services must be properly licensed by the State of New Jersey to practice law in the State. The Attorney, who is General Counsel, shall furnish the Board with a

curriculum vitae/firm resume that evidences a minimum of ten (10) years of experience in the representation of public school districts.

C. Proof of Good Standing

As proof of good standing, the district requests a status letter from the New Jersey Lawyers' Fund.

D. Business Registration Certificate

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue.

E. Annual Political Contributions Disclosure

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Attorney may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Attorney's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

A. Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

B. Pursuant to N.J.A.C. 6A:23A-6.3 (a2,3) Contributions During Term of Contract:

Contributions reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

C. Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be

reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

F. Affirmative Action – Exhibit A (Pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.).

G. Proof of Insurance - The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage, with the following as the minimum coverage:

Workers' Compensation – In compliance with the Workers' Compensation Law of the State of New Jersey and Employers Liability coverage of \$1,000,000 for each accident, policy limit and each employee.

Commercial General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate specifying the Board, its Board members, Employees, Volunteers, Agents and Assigns as Additional Insured as respects to claims arising from their contract with the Board.

Lawyers Professional Liability – \$5,000,000.00 each claim/\$10,000,000 aggregate.

Any other insurance as deemed necessary by the Board of Education.

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Professional shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

Attorney appointed as Legal Counsel for the district shall provide proof of additional coverage at the time of appointment.

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

H. Affidavit of Non-collusion – Pursuant to N.J.S.A. 52:34-15

I. Disclosure of Investment Activities in Iran – Required Pursuant to P.L. 2012, C. 25

J. Harmony Township School District Documents:

A. Fee Proposal - Provide hourly rate for partners, associates and paralegals. Proposals requesting a retainer will not be considered.

B. Contact Information for References– Provide a list of the boards of education for which you have provided legal services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

HARMONY TOWNSHIP SCHOOL DISTRICT REQUEST FOR PROPOSALS FOR LEGAL SERVICES SUBMITTAL CHECKLIST

_____ Transmittal Letter and Associated Documentation which must include the following:

- Description of Services – Provide a description of all services to be rendered with a detailed explanation of how the services will be provided. By submitting a proposal, the Attorney acknowledges that (s)he fully understands the scope of work, activity and service.
- Miscellaneous Documentation – All attorneys are required to provide sufficient information in their proposals for evaluation. Suggestion would include highlighting qualifications and experience that will assist the Board in the evaluation and selection process

_____ Qualifications – Curriculum Vitae/firm resume that establishes that the Attorney, who is General Counsel, shall furnish the Board with a curriculum vitae/firm resume that evidences a minimum of ten (10) years of experience in the representation of public school districts.

_____ Proof of Good Standing - Status letter from NJ Lawyers' Fund

_____ Business Registration Certificate

_____ Political Contribution Disclosure Form

_____ Affirmative Action – Exhibit A including Affirmative Action Questionnaire and Certification

_____ Proof of Insurance for at least the minimum coverage thresholds as noted

_____ Affidavit of Non-collusion

_____ Disclosure of Investment Activities in Iran

_____ Fee Proposal

_____ Contact Information for References

Chapter 271
Political Contribution Disclosure Form
(To accompany bid)
(Contracts that Exceed \$17,500)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that

_____ has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check if applicable).

I certify that _____ made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005-Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

AFFIRMATIVE ACTION QUESTIONNAIRE

(To accompany bid)

(REFER TO EXHIBIT A AND FORM AA302 FOR DETAILS)

I. Our company has a federal Affirmative Action Plan approval:

_____ **YES** _____ **NO**

- a. If “Yes”, a photo static copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

II. Our company has a New Jersey State Certificate of Approval:

_____ **YES** _____ **NO**

- a. If “Yes”, a copy of the New Jersey State Certificate shall be submitted to the board of education with seven (7) working days of the notice of intent to award the contract or the signing of the contract.

III. If you answered “No” to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above is correct to the best of my knowledge.

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT
OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq.,
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICES AND GENERAL
SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms to the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of The Administrative Code at N.J.A.C. 17:27.1**

NON-COLLUSION AFFIDAVIT

(To accompany bid)

Re: Bid for _____

STATE OF _____)

COUNTY OF _____): ss:

I, _____ of the City of _____

in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ (partner, officer, etc.,) of the firm
of _____

the bidder making the bid for the above named contract and that I executed the said bid with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said bid and in this affidavit are true and correct, and made with full knowledge that the Board of Education of the Flemington- Raritan Regional School District relies upon the truth of the statements contained in said bid and in the statements contained in this affidavit in awarding the contract for said bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Signature

Name (Typed)

Title

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____ DAY

OF _____, 20 _____

Notary Public

My Commission Expires _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

(To accompany bid)

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that

provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that

person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

THIS FORM CONTINUES ONTO THE NEXT PAGE

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____

Anticipated Cessation _____

Date: _____

Proposer Contact Name: _____

Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____

**HARMONY TOWNSHIP SCHOOL DISTRICT
REQUEST FOR PROPOSAL**

LEGAL SERVICES

FEE STRUCTURE

Please provide the hourly rate for services in each of the following categories:

General Counsel: _____

Negotiations: _____

Court Time: _____

Other (specify): _____

Other (specify): _____

Please provide the hourly rate for the services of the following personnel:

Paralegals: _____

Associates: _____

Name of Firm: _____

Authorized Representative: _____
Print Name

Signature

Date: _____

**HARMONY TOWNSHIP SCHOOL DISTRICT
CONTACT INFORMATION
PUBLIC SCHOOL CLIENT RECOMMENDATION LIST**

1. School District: _____

Grade Organization _____

Contact Name and Title: _____

Telephone Number: _____

2. School District: _____

Grade Organization _____

Contact Name and Title: _____

Telephone Number: _____

3. School District: _____

Grade Organization _____

Contact Name and Title: _____

Telephone Number: _____

4. School District: _____

Grade Organization _____

Contact Name and Title: _____

Telephone Number: _____

5. School District: _____

Grade Organization _____

Contact Name and Title: _____

Telephone Number: _____