

CEDAR TREE PUBLIC CHARTER SCHOOL

NOTICE FOR REQUEST FOR PROPOSAL

Cedar Tree Public Charter School (the “School”) in accordance with Section 2204(c) of the District of Columbia School Reform Act of 1995 solicits proposals for vendors to provide the following services:

- Legal Services(Real Estate)

Proposal Submission

A Portable Document Format (pdf) election version of your proposal must be received by the School no later than **4:00 p.m. EST on Dec 14, 2018**. Proposals should be emailed to **Lhenderson@Cedartree-dc.org**

Scope of Work

To provide general legal counsel to support the School in the following areas:

- Special Education
- Real Estate
- General Counsel

All proposals must include the following information:

- Detailed description of firm and resources available to the school from your firm.
- Cost Breakdown and invoicing system description.
- Qualifications and prior experience with similar engagements, specifically with charter or independent schools
- Names of three references
- Describe the qualifications of key personnel that would be involved in this engagement, specifying their experience providing consulting services to organizations similar to ours.

Note that the contract may not be effective until reviewed and approved by the District of Columbia Public Charter School Board.

No phone call submission or late responses please. Interviews, samples, demonstrations may be scheduled at our request after the review of the proposals only. The School reserves the right to reject any proposals at any point during the selection process. The contract will be awarded to the firm, which in the School’s judgment, best represents the interests of the School.