



Cedar Tree ACADEMY PUBLIC CHARTER SCHOOL
REQUEST FOR PROPOSAL
TO PROVIDE COMPREHENSIVE LEGAL SERVICES

Proposal Due Date: May 31, 2024

Proposal Due Time: 4:00 PM

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701 Howard Road S.E, Washington, DC 20020



INFORMATION AND INSTRUCTIONS TO CONTRACTOR

Request for Proposal

1. Email a PDF copy of proposals for the providing of Comprehensive Legal services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org Located at 701 Howard Road SE Washington DC 20020. Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to: Bidsubmission@Cedartree-dc.org.
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

General Conditions

1. The purpose of these specifications is to provide Comprehensive Legal services for a contract period of **1 year**, with the ability to renew for **two** more consecutive years. If either party decides to break the contract, two weeks' notice must be given.
2. It is the intention of Cedar Tree Academy that no one shall be awarded this contract who does not have a satisfactory experience record in the performance of the work as described herein. Each bidder shall provide a “**Statement of Qualifications**” as part of the proposal, which describes the company, management, years in operation, similar contracts, Three (3) references, and training. Cedar Tree Academy reserves the right to investigate the financial responsibility and qualifications of any bidder to determine with reasonable assurance the ability of the bidder to furnish uninterrupted Comprehensive Legal services for the duration of the contract.
3. Proposals shall be firm and shall not be withdrawn for a period of thirty days after the opening of the bids.
4. Cedar Tree Academy Charter School will take action on the award of bids within thirty days after the date set for the opening thereof.

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Legal Services include:

1. The Cedar Tree Academy Public Charter School (The “CTA”) is seeking proposals from qualified firms to provide a wide range of transactional, litigation and other legal services in conjunction with the District’s program to support its education operations and the desire to start new a construction project.
2. Contractor shall provide, as requested, legal advice related to labor law including, without limitation, contractual arbitration, and labor-related matters in superior or federal court. In addition, Contractor may be called upon to retain experts when related to the advice requested.
3. Contractor shall provide, as requested, legal advice and legal service related to employment law disputes. New Construction, special education. Legal service may include, without limitation, filing complaints, answers, and motions, preparing and responding to discovery, representing CTA in jury or court trials, and representing CTA on appeal. In addition, Contractor may be called upon to retain experts when related to the advice or service requested.

General Education Law Advice

- Contractor shall provide, as requested, legal advice related to general education law including, without limitation, child custody, child abuse, school finance, academic calendars, charter school law, and school law enforcement. In addition, Contractor may be called upon to retain experts when related to the advice requested.

General Education Law Litigation

- Contractor shall provide, as requested, legal advice and legal service related to disputes that concern general education law issues including, without limitation, alleged constitutional violations, violations of District policy and violations of state statutes. Legal service may include, without limitation, filing complaints, answers, and motions, preparing and responding to discovery, representing CTA in jury or courts trials, and representing CTA on appeal. In addition, Contractor may be called upon to retain experts when related to the advice or service requested.

Land Acquisition and related Real Estate Matters

- Reviewing, drafting, and negotiating sophisticated real property acquisition (purchase, exchange,) disposition and development agreements; structuring of complex transactions. Drafting, structuring, and negotiating leases (including long and short-term space leases, ground leases and tenant improvement agreements,) joint-use agreements, license agreements, easement agreements and property management agreements. Providing expertise in the areas of entitlements, dedications, vacations, historic preservation issues, title and survey matters, real property due diligence and financing matters.

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Special Education:

- General Special Education Compliance Advice, Specified Special Education Training Advise CTA with respect to a broad range of special education issues and legal matters, including but not limited to, Charter/Private schools; non-public school placement; issues involving appropriate educational programs; jurisdictional questions; applicability of Individuals with Disabilities Education Act (IDEA); provision of related services; Section 504 issues; state compliance investigations; suspension and expulsion of special education students and IDEA procedural issues.
- Provide in-service training for management personnel and certificated staff members regarding Individualized Education Program (IEP) meetings, mediations, due process hearings and provide legal updates at the request of the District.
- Special Education Due Process Proceedings and Special Education Litigation Support. Represent CTA at Special Education Due Process hearings regarding the delivery of educational services to children with physical, emotional and learning disabilities. Advise the District with respect to its rights and obligations to students with disabilities. The work will include legal research; case analysis; preparation of statutory offers; drafting and responding to motions; preparing and interviewing witnesses for Due Process Hearings; preparing for and advocating on behalf of the District at Due Process Hearings; drafting pleadings and relevant legal documents related to Due Process Hearings. In addition, expertise is required to negotiate and draft language for mediation agreements, contracts and settlement agreements.

Special Ed Litigation

- Provide litigation expertise to handle matters in Superior and Federal District Court.

Business Services

- Contractors shall provide services in the following areas:
Business and Procurement Services-Transactional Work Contractor shall provide, as requested, legal advice and legal services related to drafting, reviewing, negotiating, and enforcing the contracts pursuant to which the District procures goods and services, including professional services, computer hardware and software, machinery, equipment, furniture, materiel, supplies, and vehicles. Legal advice and legal services related to District policies and procedures with respect to procurement services. Legal advice and legal services related to compliance District laws.

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Business and Procurement Services—Litigation Support

- Contractor shall provide, as requested, legal advice and legal services related to enforcing contracts or otherwise representing CTA interests in connection with contracts entered into by CTA and other contract matters. Providing strategy; performing investigations; filing actions, answers, other motions, orders, discovery requests and responses; conducting discovery and depositions; conducting mediation and settlement negotiations; retaining consultants and experts related to litigation process. Provide reports as required by the District to manage litigation, which may include weekly case status reports, case budgeting reports, requests for settlement authorization and trial notifications. Perform other duties as assigned.

Method of Payment

1. The financial management for Contractor payment. The Contractor agrees to invoice the school at the completion of services. Cedar Tree Academy agrees to pay Contractor within thirty (30) days of successful completion of requested materials and information.

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