



Mason County Promise Zone Authority Board

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

PLEASE DIRECT INQUIRIES AND PROPOSAL TO: Promise Zone Authority Board, Attn: Monica Schuyler, Board Chair: by email: info@masoncountypromise.org; or by mail: 119 S. Rath Ave. Ludington, MI 49431

The Mason County Promise Zone Authority Board is a public board entity with two legislatively appointed members and nine locally selected members to oversee administration of the Mason County Promise Scholarship for the defined geographic service area and its educational partners based in Mason County, MI, according to its development plan approved by Michigan's Treasury office under the Michigan Promise Zone Authority Act. The Mason County Promise Zone Authority Board has no employees, and holds contracts with local entities for holding fundraised dollars and providing administrative staffing services. Information about the Mason County Promise Zone Authority Board's approved development plan, goals and related services can be found at masoncountypromise.org

I. GENERAL INFORMATION.

A. Purpose. This request for proposal (RFP) is to contract for legal services to be provided to the Mason County Promise Zone Authority Board for June-Dec 2022

B. Who May Respond. Attorneys who are based in and currently licensed to practice law in Michigan with current practice in general school law, municipal law, state aid-related law, and/or higher education, and law firms including such attorneys, may respond to this RFP.

C. Instructions on Proposal Submission.

1. Closing Submission Date. Proposals are requested to be received no later than May 31, 2022.

2. Inquiries. Inquiries concerning this RFP should be e-mailed to: info@masoncountypromise.org

3. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the attorney/firm who submits the proposal, and will not be reimbursed by the Mason County Promise Zone Authority Board.

4. Instructions to Prospective Attorneys/Firms. Your proposal should be emailed to info@masoncountypromise.org, directed to the attention of the Mason County Promise Zone Authority Board, Attn: Monica Schuyler, Board Chair, with the subject line: Legal Service Proposal; or mailed and addressed as follows: Mason County Promise Zone Authority Board, Attn: Monica Schuyler, Board Chair, 119 S. Rath Ave., Ludington, MI 49431

5. Right to Reject. The Mason County Promise Zone Authority Board reserves the right to reject any and all proposals received in response to this RFP. The accepted proposal will be drafted based upon the factors described in this RFP.

Date Received:

Date reviewed:



6. Notification. Upon conclusion of final negotiations with the successful attorney/firm, all other attorneys/firms not selected will be informed by email thereafter. The Chair, Director, Executive Committee and/or full Mason County Promise Zone Authority Board may request a meeting prior to final selection.

II. SCOPE OF SERVICES. The Offeror shall be readily available to perform legal services, as requested by the Mason County Promise Zone Authority Board related to the following: Michigan’s Promise Zone Authority Act (preferred), and/or at least one of the following: general school law, municipal law, state aid-related law, and/or higher education law.

A. Legal Services Desired: 1. Advise on administration and use of State Education Tax funding related to educational improvement activities. 2. Other legal services as needed.
Please note: The attorney or firm must be prepared to submit detailed billing statements for all services.

III. PROPOSAL CONTENTS. Interested Attorneys/Firms, in its proposal, shall include the following;

A. Legal Experience. The Offeror should describe its legal experience. The Board is especially interested in experience that includes the following categories advising Promise Zone Authority Boards or educational or municipal partners who administer SET funds related to Promise Scholarships, though experience advising clients conducting similar programs using private and state funds is also welcomed.

B. Organization, Size, Structure, and Areas of Practice. If the Offeror should describe its organization, size, structure, areas of practice, and office location nearest to Mason County, Michigan.

C. Attorney Qualifications. The Offeror should have experience in one or more the following areas: Promise Zone Authority Act (preferred), public school law, higher education law, municipal law, State Education Tax laws; The Offeror should describe the qualifications of any attorney(s) to be assigned to the representation. Descriptions can include links to website information that describe the professional and education background of the firm/attorney.

D. Price. The Offeror's proposed price should include a fee schedule. It is expected that the agreed-upon proposal shall assist the Mason County Promise Zone in determining parameters for State Education Tax capture funds for Educational Activities beyond the approved scholarship can be used. If available, proposals should provide a fee schedule for common services from the legal service provider.

IV. PROPOSAL EVALUATION

A. Submission of Proposals: Proposals should be submitted in PDF form by email to the Mason County Promise Zone Authority Board at info@masoncountypromise.org or received by mail to the Mason County Promise Authority Board, Attn: Monica Schuyler, 119 S. Rath Ave. Ludington, MI 49431 no later than May 31, 2022 at 5PM,

B. Evaluation Procedure and Criteria. The Mason County Promise Zone Authority Board and/or its committees will review proposals and make recommendations to the full Board for final approval.

A proposal template (optional to use) can be found on the third page of this RFP.

Date Received:

Date reviewed:



Proposal for Legal Services

(Use of this form is accepted, but not required)

For: Mason County Promise Authority Board, 119 S. Rath Ave., Ludington, MI 49431

Submitted by: _____ **(Attorney/Firm Name)**

Contact email: _____ **Contact phone:** _____

Address of location nearest to Mason County, MI:

Services requested: Advising the Mason County Promise Authority Board on administration and use of State Education Tax funding related to educational improvement activities. 2. Other legal services as needed.

Related Experience:

Description of firm (organization, size, etc.):

Name and qualifications of attorney(s) who may work with the Promise Zone (if available and/or different from information above):

(Please provide links to descriptions of qualifications or attach resume/CV)

Please describe pricing structures for your firm's services (ex. Hourly, month-to-month, retainer only and related time frame), along with related estimates of fees for such services:

Please complete and return this form (or provide this information in another format and send) to:
Info@masoncountypromise.org, to the attention of Chair Monica Schuyler, or mail to: Mason County Promise Zone Authority Board, Attn: Monica Schuyler, 119 S. Rath Ave., Ludington, MI 49431.

Date Received:

Date reviewed: