



**CENTRAL LINN
SCHOOL DISTRICT 552C**

DISTRICT OFFICE
PO Box 200 – Halsey, OR 97348
Phone: 541-762-6149

October 27, 2026

REQUEST FOR PROPOSALS

SCHOOL DISTRICT GENERAL LEGAL COUNSEL SERVICES

SECTION I: INTRODUCTION

Central Linn School District 552C is requesting proposals from qualified firms interested in providing **SCHOOL DISTRICT GENERAL LEGAL COUNSEL SERVICES** to the District starting January 1, 2027. The initial contract period, approved by the District Board of Education's regular meeting in December 2026, will conclude June 30, 2028. This is an annual contract approved by designation of the Board of Education at the first regular meeting of the fiscal year.

There is no expressed or implied obligation for the Central Linn School District to reimburse responding consultants for any expenses incurred in preparing proposals in response to this request.

To be considered, this completed proposal is to be emailed to Celeste Van Cleave, Business Manager, at celeste.vancleave@centrallinn.k12.or.us, or delivered to: 32433 Highway 228, Halsey, Oregon 97348 address attention: Celeste Van Cleave **by 2:00 p.m. Monday, November 23, 2026**. Late proposals will not be accepted. Proposals must be submitted in a sealed envelope/box plainly marked on the outside: **GENERAL LEGAL COUNSEL PROPOSAL**.

SECTION II: NATURE OF SERVICES REQUIRED

1. General Legal Counsel must be admitted and in good standing to practice law in the State of Oregon. General Legal Counsel shall also have documented and successful experience in all of these areas of law.
2. General Legal Counsel shall be well versed in the practices and procedures of law and well qualified to represent and/or render oral and written advice regarding Federal and State laws pertaining to the operation of public schools, and all judicial and administrative decisions interpreting the laws pertaining to the operation of public schools.
3. General Legal Counsel shall be able to represent the Central Linn School District in all administrative proceedings, including but not limited to employee disciplinary hearings.

4. General Legal Counsel shall be able to represent the Central Linn School District in all proceedings, regardless of the nature of the claim asserted, and in all actions in State or Federal court for declaratory and/or injunctive relief.
5. At the direction of the Superintendent, General Legal counsel must be able to conduct seminars, if requested, for District staff regarding but not limited to the following subjects: code of conduct, student discipline, teacher discipline, new legislation and policy implications, and teacher evaluation as related to disciplinary proceedings.
6. General Legal Counsel shall be able to attend monthly business and special meetings of the Board of Education when presence is requested. Such attendance shall include executive sessions held in conjunction with monthly business meetings and/or special meetings.
7. General Legal Counsel must be able to render oral and written advice regarding all aspects of labor relations with the District's various bargaining units, and all labor and employment law matters relating to the District's non-represented employees.
8. General Legal Counsel must be able to review, prepare and/or advise the District and its administrative personnel with regard to all official District documents, including construction contracts, real estate documents, leases and bid documents.
9. General Legal Counsel must be able to advise on all legal matters pertaining to Board of Education agendas when requested.
10. General Legal Counsel must be able to represent the District in court in all civil litigation, administrative proceedings, and arbitrations.
11. General Legal Counsel must be able to render written opinions, as requested, on any issue relative to the operations, functions or duties of the Board or District employees.
12. General Legal Counsel must be able to review and advise as to the legality of all existing and proposed policies of the Board of Education as requested, any change in law or interpretation of law that would require meeting amendments to existing policies or the promulgation of new policy. General Legal Counsel must be able to render oral and written advice regarding all aspects of labor relations with the District's various bargaining units and all labor and employment law matters relating to the District's non-represented employees.
13. Responsiveness and Time Requirements:
 - The firm selected is expected to have qualified staff available by telephone, e-mail and/or text messaging for consultation during normal business hours.
 - The District may require regular or periodic on-site or virtual consultation.
 - The firm will be expected to provide services as required throughout the

- year.
- The firm will be expected to be able to meet with the Board of Education of the school district on weekdays and evenings as necessary.
- It is expected that the firm will respond to all of the above services in an expeditious manner.
- Inquiries are expected to be responded to on the same business day but in no event more than twenty-four (24) hours.

14. Insurance Requirement:

1. Commercial General Liability Insurance of \$1,000,000 per occurrence/ \$2,000,000 aggregate.
2. Automobile Liability of \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
3. Excess or Umbrella Insurance On a “Follow-Form” basis, with limits of \$3,000,000 each occurrence and aggregate for the coverages provided in items 1 and 2 above.
4. Workers' Compensation and Oregon Disability Statutory Workers' Compensation, Employers' Liability and Oregon Disability Benefits Insurance for all employees.
5. Professional Errors and Omissions Insurance of not less than \$3,000,000 per occurrence for the professional legal services performed under the legal services contract with the district. If written on a “claims-made” basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

Proposer acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The contracted vendor is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.

SECTION III: SCOPE OF WORK

General Legal Counsel serves as chief legal advisor to the Central Linn School District. Services shall include, but not be limited to the following:

- Act as General Legal Counsel of the District in all respects.
- Act as legal counsel for the District and/or its officers, agents, and employees including being present at meetings, if requested, both formal and informal as required by the Superintendent (and/or their designee). Regular Board meetings are scheduled at a minimum of one per month.
- Act as legal counsel for the District in all actions and proceedings brought against the school district.
- Provide advice to administrative personnel and the Board of Education regarding labor relations, matters of Board governance and legal authority, student discipline, public records requests, staff involvement in third party legal proceedings, and District contractual agreements.
- The District reserves the right to select and negotiate all or only certain services as

provided by the successful firm.

SECTION IV: DESCRIPTION OF THE SCHOOL DISTRICT

A. Contact Persons

The Consultant's principal contact with the Central Linn School District will be the Superintendent or their designee(s).

B. Background Information

The fiscal year of the Central Linn School District begins on July 1 and runs through June 30. The District is located in the Willamette Valley between Albany and Eugene. The District serves the communities of Brownsville, Halsey, Shedd and Peoria. The District was initially formed in 1956 through the consolidation of three smaller districts.

Central Linn is a rural, small school district serving approximately 500 students across two primary physical facilities—an elementary school (K-6) and a junior/senior high school (7-12)—in addition to offering a K-12 online academy and an alternative FLEX K-12 learning program.

SECTION V: TIME REQUIREMENTS

The following is a list of key dates up to and including the date proposals are due to be submitted.

- **Proposals Due: November 23, 2026, 2 p.m.**
- **Presentation/Interview Process: November 30 - December 4, 2026**
- **Tentative Selection: December 7, 2026**
- **Board Approval: December 14, 2026**

Questions concerning this Request for Proposals must be sent in writing to the Point of Contact noted below:

Celeste Van Cleave, Business Manager
Email: celeste.vancleave@centrallinn.k12.or.us

SECTION VI: PRESENTATION/INTERVIEW PROCESS

A. Evaluation Committee

Proposals submitted will be evaluated by an Evaluation Committee.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price.

1. Mandatory Elements (verified using attached PROPOSAL FORM):

- a) The firm has no conflict of interest with regard to any other work performed by the firm and the Central Linn School District.
- b) The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.

2. Technical Qualities (submitted through firm's resume/proposal packet):

- a) Cover Letter including firm's interest, address, contact information
- b) General Expertise and Experience of Firm
- c) Experience in Court, Litigation and with Administrative Proceedings
- d) Resources, Responsiveness and Continuity of Services
- e) General Expertise and Experience of Professional Staff
- f) Outside References and Ratings

3. Price (submitted within firm's proposal packet). Cost will not be the primary factor in the selection of Central Linn School District General Legal Counsel. Provide information regarding the various fees and hourly rates to be charged to the District, including but not limited to such services as general counsel, telephone advice, training, legislation updates and contract reviews.

C. Oral Presentation/Interview

During the evaluation process, at no cost to the District, the Evaluation Committee may, at its discretion, request any one, some, or all firms to make oral presentations to an Interview Panel.

Presentation/Interview process will take approximately one hour and thirty minutes. The firm will begin with a thirty-minute presentation about their expertise and services, reserving one hour for questions by the interview panel regarding the firm's presentation and experience.

D. Additional Information

This solicitation is being offered in accordance with federal and state statutes governing procurement of personal services. The District reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. The District reserves the right to:

- 1. Reject any or all proposals;
- 2. Waive any informalities or irregularities;
- 3. Seek clarifications of each proposal;
- 4. Negotiate final contracts that are in the best interest of the District; and
- 5. Select firms which appear to be in the best interest of the District.

SECTION VII: PROTESTS

Any proposing firm that wishes to protest or object to any award made or other decisions pursuant to this RFP may do so only in accordance with the provisions of OAR 137-048-0240. Any such protest or objection must be in writing signed by a representative of the entity making

the protest or objection and contain the information required by the applicable code sections. Such writing must be delivered to the Point of Contact within the required time period.



CENTRAL LINN SCHOOL DISTRICT

ADMINISTRATION BUILDING

PO Box 200 – Halsey, OR 97348

Phone: 541-762-6149

PROPOSAL FORM **General Legal Counsel Services**

Law Firm Name:

Address:

Please mark the appropriate statement (Mandatory):

_____ I have read and reviewed the insurance requirements in the Terms and Conditions and currently have all required insurance in place. A certificate of insurance is attached for all required coverage.

_____ I have read and reviewed the insurance requirements in the Terms and Conditions. I currently DO NOT have all required insurance in place; however, coverage will be in place prior to beginning services or an explanation of insurance coverage is included.

_____ Our firm has no conflict of interest with regard to any other work performed by the firm and the Central Linn School District.

By signing this proposal form, the proposing firm agrees to accept sole responsibility to obtain and maintain all required permits, licensing, and insurance and conform to all regulation necessary to operate in the state of Oregon. Proposing firm also agrees to comply with all requirements and conditions of this RFP and documents attached thereto if selected to provide General Legal Counsel services for the Central Linn School District.

Authorized Signature:

Printed Name:

Title:

Date:

Tel. Number:

Email Address: