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|  <p><b>LANCASTER COUNTY SCHOOL DISTRICT</b><br/>Putting our children first</p> | <p><b>Lancaster County School District</b><br/><i>Request for Qualifications</i></p> | <p>Solicitation Issue Date<br/>Procurement Officer<br/>Phone<br/>E-Mail Address</p> | <p>5/30/23<br/>Trevor Hammond, NIGP-CPP, CPPB<br/>(803) 416-8828<br/><a href="mailto:Trevor.Hammond@lcsd.k12.sc.us">Trevor.Hammond@lcsd.k12.sc.us</a></p>  |
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DESCRIPTION: **School Board Parliamentarian**

*The Term "Offer" Means Your "Bid" or "Proposal".*

SUBMIT OFFER BY (Opening Date/Time): **7/11/23 at 2:00 PM – EST** See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **6/27/23 at 2:00 PM - EST** See "Questions from Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original and Five (5) copies**

**Offers must be submitted in a sealed package. Candidates Name & Opening Date must appear on package exterior.**

**SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:**

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| <p><b>PHYSICAL &amp; MAILING ADDRESS:</b></p> <p>Lancaster County School District<br/>Attn: Trevor Hammond, Procurement Director<br/>300 South Catawba Street<br/>Lancaster, SC 29720<br/><small>See "Submitting Your Offer" provision</small></p> |
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| <p>CONFERENCE TYPE: <b>n/a</b><br/>DATE &amp; TIME:<br/><small>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</small></p>   |                    | <p>PRE-BID LOCATION: <b>n/a</b></p>   |  |
| <p>NAME OF OFFEROR<br/><small>(Full legal name of business submitting the offer)</small></p>  |                    | <p>OFFEROR'S TYPE OF ENTITY:<br/>(Check one)</p> <p><input type="checkbox"/> Sole Proprietorship<br/><input type="checkbox"/> Partnership<br/><input type="checkbox"/> Corporate entity (not tax-exempt)<br/><input type="checkbox"/> Tax exempt corporate entity<br/><input type="checkbox"/> Government entity (federal, state, or local)<br/><input type="checkbox"/> Other _____</p> <p><small>(See "Signing your Offer" provision)</small></p> |  |
| <p>AUTHORIZED SIGNATURE<br/><small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small></p>  |                    |   |  |
| <p>TITLE<br/><small>(Business title of person signing above)</small></p>  |                    |   |  |
| <p>PRINTED NAME<br/><small>(Printed name of person signing above)</small></p>   | <p>DATE SIGNED</p> |   |  |
| <p>Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i>, a separate corporation, partnership, sole proprietorship, etc.</p> |                    |   |  |
| <p>STATE OF INCORPORATION <small>(If offeror is a corporation, identify the State of Incorporation.)</small></p>  |                    |   |  |
| <p>TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small></p>  |                    |   |  |

**PAGE TWO**

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)

NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

Area Code - Number - Extension

Facsimile

E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)

ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)

\_\_\_\_ Payment Address same as Home Office Address

\_\_\_\_ Payment Address same as Notice Address (check only one)

\_\_\_\_ Order Address same as Home Office Address

\_\_\_\_ Order Address same as Notice Address (check only one)

**Minority Participation:**

Are you a SC Certified Minority Vendor – Yes  No

If yes, SC Certification # \_\_\_\_\_

Are you a Non SC Certified Minority Vendor - Yes  No

# Request for Qualifications School Board Parliamentarian

## **A. Scope of Work & Qualifications**

The Lancaster County School District is soliciting Statements of Qualifications from qualified attorneys for the Lancaster County School District Board parliamentarian.

### Scope of Work

- a. Attend all regular Board meetings, including executive sessions for Lancaster County School District Board of Trustees on the third Tuesday of each month
- b. Serve as the Board's parliamentarian during open and executive sessions of its meetings the Board and offer rulings as to matters of parliamentary procedure.
- c. Ensure meetings are conducted in compliance with S.C. law, Board Policy, and Robert's Rule of Order.
- d. Provide legal advice related to land transactions and local court matters at a negotiated hourly rate.
- e. Occasionally, the parliamentarian may be required for Special Called or sub-committee meetings of the Board. The Board will make reasonable attempts to provide parliamentarian with as much notice as practical prior to requesting attendance at Special Called or sub-committee meetings.
- f. Prompt in-person response to sudden legal or Board governance matters
- g. Participate in a yearly evaluation of services.

### Qualifications

- a. Licensed and in good standing to practice law in South Carolina.
- b. Experience in school board or municipal board/council operations.
- c. Familiarity with Robert's Rules of Order and the basics of parliamentary procedure.
- d. Experience and familiarity in local matters of law such as legal transactions, family court, matters before the Master in Equity, and the protocols of the Lancaster County Register of Deed's Office. .
- e. Familiarity with the S.C. Freedom of Information Act's open meeting laws.
- f. Being located within a thirty (30) minute commute to the District office is preferred.

### Fees

- a. Parliamentarian services will be paid on a flat fee arrangement on a yearly basis to be invoiced and paid monthly.
- b. All other legal services and shall be billed to the District on an hourly fee basis in increments of a quarter of an hour. The hourly fee will be negotiated with the awarded offeror vendor once selected by the Board.
- c. Time spent attending special called meetings will be billed at the hourly rate as agreed on by the District and awarded offeror.

**Additional Services:** During the term of the contract, the district reserves the right to negotiate a price with the successful candidate for any related services not covered in this bid solicitation and add those services to the existing contract.

## **B. Proposal Format and Content**

All Statements of Qualifications shall include accurate and current information regarding your firm and must address the following evaluation criteria in the requested format. Failure to include information as requested and in the order requested, will result in possible elimination from the evaluation process. Interested candidates must be able to demonstrate a successful history of experience in providing parliamentarian services.

The Offeror must submit pages one (1) and two (2) of this solicitation, followed by a written response to each of the following items in chronological order:

1. **Company Profile:** Please provide an overview of your firm to include the following:
  - a. Name, address and phone number of the owner and other principals of the company.
  - b. Brief history of attorney, including date licensed to practice law.
  - c. The number of years your firm has been in business under the current business name.
  - d. Proximity to District Office (300 S Catawba Street, Lancaster, SC 29720) in miles.
2. **Experience**
  - a. List the categories of work that your organization normally performs with its own employees.
  - b. Experience in school board or municipal board/council operations
  - c. Experience with Robert's Rules of Order and the basics of parliamentary procedure
  - d. Experience and familiarity in local matters of law such as legal transactions, family court, matters before the Master in Equity, and the protocols of the Lancaster County Register of Deed's Office Experience with the S.C. Freedom of Information Act open meeting laws.
3. **Proven Ability to Meet Customer Expectations**
  - a. Submit a summary of understanding of the requirements and management practices. Summary should outline the offeror's ability to meet all parliamentarian requirements.
4. **References**
  - a. Please provide a minimum of three (3) references. Submit this information on the "Company Profile and References" form enclosed.
5. **Additional Information not Requested**

Offeror is encouraged to submit any additional information you would like to be considered, such as additional supporting documentation and product brochures.

## **C. Evaluation Process**

1. **Technical Evaluation**

During the technical evaluation, the district selection committee shall consider and score the proposals based upon the following criteria:

  - a. Experience (45 points)
  - b. Proven Ability to Meet Customer Expectations (30 points)
  - c. References (15 points)
  - d. Proximity to District Office (10 points)
2. **Order of Selection Process**
  - a. Candidates will submit information requested in Section B. Proposal Format and Content.
  - b. Evaluation Committee will make recommendation of top candidates to the Board.
  - c. The Board will select three candidates to interview and offer a sealed fee agreement
  - d. Top choice will be selected to negotiate a yearly agreement

**Acceptance or Rejection of Submittals:** The District reserves the right to reject any or all submittals when such rejection is in the best interest of the District; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the District, the Firm is not in a position to perform adequately in completing the deliverables. The District reserves the right to reject any or all submittals, any part or parts of a submittal, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the District. The District shall have the right to request correction(s) to a submittal or request additional information. Failure by the responding firm to correct any deficiency or provide requested information with-in forty-eight (48) hours, may result in the proposal being considered non-responsive and excluded from further consideration.

**Drug Free Work Place Certification:** By submitting an offer, contractor certifies that, if awarded a contract, contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

**Illegal Immigration:** By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the district upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

**Open Trade Representation:** By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

**Open Trade:** During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

**Prohibited Communications and Donations:** Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

- (a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with the District or its employees, agents, or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer.*** All communications must be solely with the Procurement Officer.
- (b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the District during the period beginning eighteen months prior to the Opening Date.***

## Company Profile and References

Company Name: \_\_\_\_\_  
How Long in Business? \_\_\_\_\_  
How Many Locations? \_\_\_\_\_  
How long has company offered services in our region? \_\_\_\_\_

### References

The references provided below must reflect services within the last five (5) years. The bidder may include any other references to certify to the quality of past work.

#### Reference #1:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Project Scope: \_\_\_\_\_  
Project Value: \_\_\_\_\_  
Date Services Provided: \_\_\_\_\_

#### Reference #2:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Project Scope: \_\_\_\_\_  
Project Value: \_\_\_\_\_  
Date Services Provided: \_\_\_\_\_

#### Reference #3:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Project Scope: \_\_\_\_\_  
Project Value: \_\_\_\_\_  
Date Services Provided: \_\_\_\_\_