

Lakeland Joint School District #272

15506 N. Washington St.
Rathdrum, ID 83858
208-687-0431



**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

Board Action Item Request

ACTION ITEM: Legal Services RFQ

PURPOSE: Approve/Deny Posting RFQ for Legal Services

MEETING DATE: December 3, 2025

PREPARED BY: Jessica Grantham

REQUEST:

The District seeks to secure legal services and has prepared a Request for Qualifications (RFQ) to solicit proposals from qualified law firms and/or attorneys, per the direction of the Board. Posting the RFQ will allow prospective firms to submit proposals for consideration.

RECOMMENDATION:

We recommend that the Board approve the posting of the Legal Services RFQ, allowing staff to solicit proposals from qualified law firms.

ATTACHMENTS:

Draft RFQ Legal Services

LAKELAND JOINT SCHOOL DISTRICT NO. 272
15506 N. Washington St.
Rathdrum, ID 83858

REQUEST FOR QUALIFICATIONS

Release Date: TUESDAY, DECEMBER 9, 2025

Due Date: TUESDAY, JANUARY 6, 2026 at 12:00 PM PST

Purpose:

Lakeland Joint School District #272 (LJSD) invites law firms and attorneys to submit proposals to provide legal services, addressing a broad range of issues related to district operations.

Submission Instructions:

- Submit **one electronic PDF** via email to: Jessica Grantham, Chief Finance Officer (jessica.grantham@lakeland272.org)
- Email subject line: *REQUEST FOR QUALIFICATIONS Lakeland Joint School District Legal Counsel.*
- All communications must go through the CFO. Contact with other District personnel may disqualify a proposal.

Respondents are notified that Lakeland Joint School District reserves the right to reject any parts of the RFQ.

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1. Introduction

A. Purpose of Proposal:

Lakeland Joint School District #272 (LJSD) invites law firms and attorneys to submit proposals to provide legal services, addressing a broad range of issues related to district operations.

B. District Profile:

LJSD is nestled in the Panhandle of North Idaho and serves multiple communities through its schools, including:

- Elementary Schools: Athol, Betty Kiefer, Garwood, John Brown, Spirit Lake, and Twin Lakes
- Middle Schools: Lakeland and Timberlake
- High Schools: Lakeland and Timberlake
- Alternative Schools: Mountain View
- Special Programs: KTEC (a cooperative program with two neighboring school districts)

The District's Administrative Offices are located at 15506 N. Washington St., Rathdrum, Idaho, and operations are overseen by Superintendent Rusty Taylor.

The Board of Trustees is a five-member volunteer board elected at large from Kootenai and Bonner Counties to four-year staggered terms. The Board operates under Idaho statutes, the state Constitution, rules of the State Board of Education, and its own policies to ensure students have ample opportunity to achieve their learning goals through education.

2. Scope of Services

A. Scope of work to be performed:

The District seeks legal services that include, but are not limited to:

- Expertise in interpreting federal, state, and local laws affecting Idaho K-12 school districts, including FERPA, Title IX, HIPAA, and Special Education Regulations.
- Providing legal opinions, guidance, and ongoing counsel to the District.
- Assisting with the review of proposals, contracts, and agreements as requested.
- Advising on personnel and employment-related matters.
- Representation by attorneys licensed to practice law in Idaho.

3. Applicable Laws and General Conditions

A. Conflict of Interest:

By Idaho Title 74 Chapter 4, the responding firm warrants that it currently has no interest, and will not acquire interest, that conflicts, directly or indirectly, with fair competition or the performance of services under this RFQ.

B. Compliance with Law, Licensing, and Certifications:

The firm shall comply with all applicable federal, state, and local laws and regulations. The firm must maintain all required licenses and certifications throughout the term of the agreement.

This agreement will be governed by the laws of the State of Idaho and is deemed executed in Rathdrum, Kootenai County, Idaho.

C. Public Records and Confidentiality:

Under Idaho's Public Records Act (Title 74, Chapter 1), documents provided by the firm may be subject to public inspection unless specifically exempt. The firm must clearly designate exempt documents or portions thereof and provide the legal basis for such designation. Marking an entire document or a single-page statement as exempt will not be accepted. The firm shall indemnify and defend the District against any claims arising from disclosure or failure to properly designate exempt materials. The firm is responsible for legal defense if a public records request is challenged.

D. Non-Discrimination:

The District does not discriminate against any firm or individual based on race, religion, color, age, sex, sexual orientation, or national origin in consideration for award.

E. Award Term:

General Counsel Services will be provided on an **as-needed basis**. Pricing submitted in the RFQ should remain valid for 36 months (three years).

F. Award:

An award will not be final until a written agreement is executed between the District and the selected firm. The District reserves the right to make an award without further negotiation; therefore, proposals should be submitted in final form, including budgetary, technical, and programmatic elements. After selection, the District may request clarifications or adjustments to the proposal, including pricing, to ensure the best value and service.

G. Addenda:

Any modifications to this RFQ will be made only through written addenda issued by LJSD. Responses to inquiries that affect the interpretation or requirements of the RFQ will be issued in writing via addenda, which will be posted on the District's website: <https://www.sd272.org/financials/bids-rfps>. All issued addenda are binding. Oral or other interpretations have no legal effect.

H. Timelines and Schedules

Lakeland Joint School District intends to adhere to the following schedule in seeking responses to the RFQ:

December 9, 2025	RFQ issued and available
January 6, 2026	Responses to RFQ due to District by noon (PST)
January 6 – 16, 2026	Response Review
January 21, 2026	Presentation of response to Board of Trustees

4. Evaluation Considerations

A. Proposal Requirements:

Proposals will be evaluated based on all submitted materials. The agreement will be awarded to the responsible firm whose proposal is, in the opinion of Lakeland Joint School District, most advantageous to the District, considering all factors. Each proposal must include:

- Information about the attorney/firm that will serve the District, including practice areas and firm size.
- A summary of the firm's strengths and how it can effectively serve as General Counsel, including experience with public entities, particularly K-12 school districts.
- Affirmation of the firm's ability to respond to District needs in a timely manner, including handling ad hoc issues.
- Relevant experience of other firm members who may assist the District.
- A comprehensive fee schedule for services.

B. Evaluation Factors:

Proposals will be scored according to the following criteria:

Factor	Points	Description
Experience	35	Firm and principal attorney experience in public law, including FERPA, Title IX, HIPPA, Special Education, contracts, and employment law.
Governmental Experience	35	Demonstrated experience with federal, state, and local governmental agencies, including HR, student rights, and bidding/proposal compliance.
Timeliness	10	Ability to provide prompt and reliable services.
Proposed Pricing	15	Competitiveness and clarity of fee structure.
Proximity	5	Distance of local office to the District office (0 points if over 100 miles)

C. Selection Process:

Proposals will be reviewed by a selection committee. The District will award the agreement to the responsible firm whose proposal is determined to be most advantageous, based on the evaluation factors above. The District may request clarifications or additional information from finalists to assist in selection.