



Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: DR. ISMAEL GONZALEZ III

CC: BOARD OF TRUSTEES
BRITTNEY SOLIZ SANDOVAL
DEBORAH GARZA
MICHAEL THIEME
DR. MICHAEL NORRIS
PENNY ARMSTRONG

DATE: Monday, December 15, 2025

SUBJECT: DISCUSS AND TAKE POSSIBLE ACTION REGARDING RFQ# 2526-01
PROFESSIONAL LEGAL SERVICES

PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.1 Annually improve operational processes

4.2 Maintain fiscal viability; stewardship; and improve staff knowledge of sustainable budgeting processes

4.3 Ensure strategic alignment of resources

BACKGROUND INFORMATION:

Type: Action

BACKGROUND

The District is seeking to establish one or more contracts for general legal services through a formal Request for Qualifications (RFQ) process. These services may include representation and legal counsel for the Board of Trustees, the Superintendent, and District administrative departments, as needed.

This procurement was conducted in accordance with Texas Government Code Chapter 2254 (Professional Services Procurement Act) and Texas Education Code §44.031(f). Consistent with these statutes, selection of legal services is based solely on demonstrated competence and qualifications. Fee negotiations occur only after selection, as required by law.

Historically, and continuing through the current fiscal year, the District has engaged the following legal service providers for specialized areas of need:

- **Construction, Contract, and Procurement:**
 - Mr. Stephen Hilmy (Retired December 31, 2025)
 - Following his retirement, services in this area have transitioned to Walsh Gallegos.
- **Human Resources & Personnel:** Walsh Gallegos
- **General Legal Services / Board Governance:** Walsh Gallegos
- **Bond Counsel:** Walsh Gallegos
- **Special Education:**
 - Richards, Lindsay & Martin, LLP (Question Call Services)
 - Walsh Gallegos (Retainer Program)
- **Chapter 313/Chapter 403:**
 - O'Hanlen

This RFQ is intended to ensure that the District continues to have access to high-quality, comprehensive legal services aligned with evolving needs and best practices.

SCOPE OF SERVICES

The District intends to establish one or more contracts for general legal services, including representation and counsel to the Board of Trustees, Superintendent, and District administrative departments. This RFQ does **not** include bond counsel, tax collection, or contingent-fee legal services. If such services are required, G-PISD will separately procure them in compliance with Texas Government Code §2254.101–.110 (HB 2826).

Legal service areas included in this RFQ may encompass, but are not limited to:

- Public School Law
 - Employment and Labor Law
 - Construction and Procurement Law
 - Litigation, Grievances, and Administrative Proceedings
 - Special Education and Section 504
 - Real Estate and Property Law
 - Investigations and Hearing Officer Services
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CONTRACT TERM

The initial contract term will be **two (2) years**. The District may exercise the option to renew for up to **two (2) additional two-year terms**, for a maximum duration of **six (6) years**. All renewals are contingent upon satisfactory performance and mutual agreement between the District and the selected firm(s).

The District reserves the right to waive minor technical irregularities in proposals, reject any or all submissions, award in whole or in part, or re-advertise a new RFQ if deemed in the best interest of the District.

EVALUATION COMMITTEE

To ensure a fair, thorough, and transparent selection process, the District assembled an evaluation committee comprised of District leadership and members of the Board of Trustees. The committee was responsible for reviewing and scoring all submitted qualifications, identifying top-ranked firms, and participating in the in-person interviews. The committee's findings and recommendations inform the proposed selection presented to the Board.

TIMETABLE

Gregory-Portland ISD followed the RFQ timetable outlined below:

	Activity	Date
1.	RFQ starts to advertise (1 st run)	November 13, 2025
2.	RFQ advertises (2 nd run)	November 20, 2025
3.	Pre-Qualification Conference @ 1:30 p.m. (CST)	December 1, 2025
4.	Vendor Questions Due 5:00 p.m. (CST)	December 2, 2025
5.	Deadline for submitting Qualifications 2:00 p.m. (CST)	December 4, 2025
6.	Notify Top 1-3 firms of request for in-person interview by 5:00p.m.	December 8, 2025
7.	In-person interviews of top 1-3 selected firms	December 12, 2025
8.	Possible Award and Selection of Legal Services Firm(s)	December 15, 2025

RECOMMENDATION:

Administration recommends that the Board of Trustees approve the evaluation committee's recommendation to award and enter into a contract with the top-ranked firm selected through the RFQ process, based on demonstrated competence and qualifications. Administration further recommends authorizing the Superintendent to negotiate fees in accordance with Texas Government Code Chapter 2254 and execute all necessary agreements.

FINANCIAL IMPACT AMOUNT AND FUNDING SOURCE (IF APPLICABLE):

The District budgets approximately **\$217,000 annually** for general professional legal services, and over the past three fiscal years has utilized **no more than 50%** of this budget, excluding bond, Chapter 313, or other specialized legal fees. All general legal service costs are normally funded through the **General Fund**.

BOARD RELATED POLICY:

BDD (LEGAL) (LOCAL)

CH (LEGAL) (LOCAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

"That the Board of Trustees make a motion to approve the evaluation committee's recommendation and select _____ as the provider of general legal services for Gregory-Portland ISD, and to authorize the Superintendent to negotiate fees and execute all necessary agreements in accordance with Texas Government Code Chapter 2254."