



719 North Main Street • Marion, South Carolina 29571
Telephone: 843.423.1811 • Fax: 843.423.8328
www.marion.k12.sc.us

DR. KANDACE BETHEA
Superintendent

January 17, 2025

Dear Attorney,

The Board of Trustees of Marion County School District is in the process accepting proposals for attorney services. Your firm is being extended an invitation to submit a proposal to serve as attorney for the Board and District. We respectfully request that you submit a proposal describing your firm, scope of services, and the areas of practice for attorneys who would represent the District. We ask that the proposal also provides a description of your fee schedule and other charges that the District would expect to incur. Please submit ten copies of your proposal to me for distribution to the Board by Monday, February 10.

The Board will meet with firms that submit proposals in March 2025. We have invited several firms to submit proposals and will conduct an interview and provide 15 or 20 minutes for a presentation for each firm. Upon your submission, we will notify you of a specific date and time for your interview/presentation.

Thanking you in advance for your response.

Respectfully,

Kandace Bethea, Ph.D.
Superintendent



719 North Main Street • Marion, South Carolina 29571
Telephone: 843.423.1811 • Fax: 843.423.8328
www.marion.k12.sc.us

DR. KANDACE BETHEA
Superintendent

**LEGAL SERVICES
MARION COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSALS**

PROPOSAL SUBMISSION REQUIREMENTS

Submitted proposals are to be organized in the following manner:

1. TITLE PAGE

Show the RFP title, RFP number, name of firm, address, telephone and fax numbers, name of contact person, and date.

2. TABLE OF CONTENTS

Include a clear identification of the material by section and page number.

3. LETTER OF TRANSMITTAL (Limit to two pages)

Briefly state the firm's understanding of the requested services and provide a statement of the firm's ability to perform the requested services.

4. PROFILE OF THE FIRM

Briefly describe the law firm. Give the location of your office(s) and the number and type of professional employees. Describe the firm's experience, if any, with public sector clients including school districts.

5. QUALIFICATIONS

Identify the individuals who will be involved in providing the requested services. Provide resumes for these individuals.

6. EXPERIENCES/REFERENCES

Describe the firm's experiences with the requested services, provide a listing of the firm's successfully litigated school law cases in the South Carolina and Federal Courts and provide the names, addresses, and telephone numbers of school district clients to which the firm provides similar requested services.

7. FEES

Outline the firm's fee structure, i.e., monthly retainer, consultations, court preparation, court representation, etc., for the requested services.

8. OTHER INFORMATION

Provide any other additional information you believe may be helpful in the selection process. All offers should visibly mark as "Confidential" each part of their proposals, which they consider to be proprietary information.



719 North Main Street • Marion, South Carolina 29571
Telephone: 843.423.1811 • Fax: 843.423.8328
www.marion.k12.sc.us

DR. KANDACE BETHEA
Superintendent

**LEGAL SERVICES
MARION COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSALS**

REQUESTED LEGAL SERVICES

The requested general areas of legal services include (1) Personnel, (2) Students, (3) Students with Disabilities, and (4) Board Matters. The specific legal services requested include, but are not limited to, the following:

- A. Consultations with the Board of Trustees, Superintendent, and members of the District administrative staff as designated by the Superintendent, concerning the legal matters described below.
- B. Assistance and representation in matters relating to certificated and classified personnel, *i.e.*, employment, supervision, evaluation, termination, equal employment opportunity, and employee relations.
- C. Development of supervisory training programs with an emphasis on performance evaluation and supervision.
- D. Assistance and representation in legal matters involving student discipline.
- E. Compliance with legal requirements regarding the education and discipline of students with disabilities under the Individuals with Disabilities Education Act and Section 504 including placement, due process hearings, and federal court actions.
- F. Representation of the District, Board of Trustees, and employees in tort liability and other insured claims.
- G. Advice concerning constitutional issues, particularly religious and free expression matters.
- H. Advice concerning the legal requirements of the South Carolina Freedom of Information Act, the South Carolina Ethics Act, the South Carolina Charter Schools Act, and the South Carolina Education Accountability Act.
- I. Reapportionment and other election law matters affecting school districts.
- J. Advice regarding the District's procurement code and policies
- K. Assistance with building programs, including review of architectural, construction, and construction management contracts, and bid protests.

- L. Advice concerning school finance, including the requirements of the S.C. Education Finance Act, Education Improvement Act, and the effect of economic development incentives on school revenue from local property taxes.
- M. Advice regarding financial matters and district relations with county councils, the State Department of Education, the South Carolina Retirement System, the Department of Commerce, and other governmental entities.
- N. Assistance in implementing Board policies and administrative regulations.
- O. When requested, involvement in Board of Trustees and District functions or activities.