

**REQUEST FOR
QUALIFICATIONS/PROPOSALS
for
COMMUNITY COLLEGE DISTRICT
COUNSEL LEGAL SERVICES**

Date: JULY 6, 2026

Palo Verde College
Superintendent/President's office
1 College Drive
Blythe, CA 92225

**REQUEST FOR QUALIFICATIONS/PROPOSALS (RFP) 2026-01
FOR
COMMUNITY COLLEGE DISTRICT
COUNSEL LEGAL SERVICES**

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NOTICE TO PROPOSERS

The Palo Verde Community College District is presently accepting **Statement of Qualifications and Proposals for Community College District Counsel Legal Services**, as more described herein, **until 4:00 P.M., July 29, 2026.** Any proposal received after the announced date for submittal will not be considered. It is the sole responsibility of Proposer to ensure that the proposal is stamped by the Superintendent/President’s office before the deadline. Proposals received after the announced date for submittal will be returned unopened. However, nothing in this Request for Proposals (RFP) precludes the Colleges from requesting additional information at any time during the proposal evaluation. Any questions concerning the contents of this document should be e-mailed to pvc-presidentsoffice@paloverde.edu Any changes and notices related to this solicitation will be emailed to those entities that received the RFP notification; as well, posted at the following Purchasing Department’s website: <https://www.paloverde.edu/business/purchasing/index.html#gsc.tab=0> In the event this RFP is obtained through any means other than the District’s direct distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

To facilitate the evaluation process, **one (1) complete electronic version on a flash drive, (1) original AND (2) additional copies of the Statement of Qualifications/Proposal shall be provided.** All Statements of Qualifications are preferred to be typed on 8½” x 11” paper, 12-point (or larger) Arial or Times New Roman font with 1” page margins on all sides. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the Statement of Qualifications/Proposal.

Delivered Statements of Qualifications/Proposals shall be enclosed and sealed in an envelope or container clearly marked **RFP 2026-01 Counsel Legal Services** and addressed to Palo Verde Community College District, Attn: Superintendent/President’s office **Statements of Qualification may be delivered in one of the following methods:**

<p>Hand delivered to: Palo Verde Community College Attention: Superintendent/President 1 College Drive Blythe, CA 92225</p>	<p>U.S. Postal Service, UPS, FedEx, or another common carrier delivered to: Palo Verde Community College Attention: Superintendent/President 1 College Drive Blythe, CA 92225</p>
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EMAIL OR FAXED STATEMENTS OF QUALIFICATION/PROPOSAL WILL NOT BE ACCEPTED.

STATEMENTS OF QUALIFICATION/PROPOSAL DELIVERED TO OTHER THAN THE ABOVE STATED ADDRESS WILL BE REJECTED AND RETURNED TO THE PROPOSER UNOPENED.

It is the Proposer’s sole responsibility to ensure that his/her Statement of Qualification/Proposal is received at the proper place, at the proper time. Postmarks will not validate Statements of Qualifications/Proposals which arrive after the deadline date/time listed above. Any Statement of Qualification/Proposal received after the scheduled closing time for receipt of Statement of

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Qualifications/Proposal may be discarded without further consideration. Statements of Qualification/Proposal may be withdrawn by submitting a written request prior to the scheduled closing time for receipt of Statements of Qualification/Proposal.

Proposers shall be bound to the pricing terms contained within their submitted Statements of Qualification/Proposal, which shall remain in effect as stated until at least five (5) years from date of signed agreement. Statements of Qualification/Proposal shall be signed by an authorized individual or officer of the firm submitting the Statement. If the Proposer is a corporation or limited liability company, the Statement of Qualification/Proposal shall be executed by either the chairman of the board, president, or vice president, the secretary, or the chief financial officer.

Section 1 – Request for Statement of Qualifications Overview

1.1 General Overview

The District’s main campus is in Blythe, California and includes the Needles Educational Center in Needles, California. The District is governed by a seven-member elected Board of Trustees and provides educational services to communities throughout eastern Riverside County, the Needles region of San Bernardino County, surrounding desert communities and several prisons.

1.2 Purpose of Request for Qualifications

The District is seeking Statement of Qualifications/Proposals from law firms with significant experience and demonstrated expertise in California community college law and public-sector representation.

The District reserves the right to select one or more firms to provide legal services on an ongoing or as-needed basis. The District currently utilizes legal counsel services and is seeking proposals from qualified firms that may provide supplemental, specialized or general legal services as determined by the District.

Proposer is hereby informed that this RFP is intended as an **informal solicitation of Statement of Qualifications/Proposal** only. It is not intended, nor is it to be construed as engaging in formal competitive bidding pursuant to any statute, ordinance, policy, or regulation.

1.3 Anticipated Statement of Qualification Review Dates

The following table identifies the estimated dates/time frame for receipt, evaluation, and notice of acceptance as a legal resource of District. Please note the following key dates when preparing your response to this RFQ.

Description	Date*
Release of RFP	07/06/2026
Last day for Proposers to submit questions	07/17/2026
Last day for District to respond to questions	07/22/2026
Proposal Deadline	07/29/2026
Firm Interviews by District (<i>if any</i>)	August 2026
Notification of Selection as a Legal Resource for District	August 2026

* The above noted dates are subject to change without notice.

1.4 Statement of Qualification/Proposal Evaluation

The Statement of Qualification/Proposal review process used to select qualified law firms will be as follows:

- a. The District will review and evaluate all Statements of Qualification/Proposal received using the criteria below and will develop a resource pool of qualified firms for Counsel Legal Services. Incomplete Statements of Qualification/Proposal may be rejected as non-responsive and may result in being excluded from this legal resource pool.
- b. A District Evaluation Team *may* select firms for interviews. The Board of Trustees *may* request selected firms to make an oral/visual presentation in connection with the oral interview.

1.5 Evaluation Criteria

Proposers submitting Statements of Qualification/Proposal are advised that all responsive documents will be evaluated to determine each firm's ability to best meet the needs of the District. The District's evaluation will include, but is *not* limited to, a consideration of the following criteria:

Criteria Category	Core Focus Areas	Weight
Community College Experience	Higher education track records, community college legal matters, HR legal practices, case outcomes.	30%
Qualifications & Expertise	Counsel capabilities, financial/operational stability(3 years), support staffing, research resources.	25%
Understanding of District Needs	RFP responsiveness, clarity of practice areas, alignment with Counsel specifications.	20%
Fee Structure	The firm's proposed legal fees for services provided, including detailed fee schedules for different classifications of attorneys, support staff, research and search tools, and a detailed explanation of billing practices	15%
References & Performance	Information obtained by the District from the firm's provided references and other clients.	10%
Total Score		100%

1.6 PROPOSAL INSTRUCTIONS

Ink or Typewritten

All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.

Signature Verification

To be considered for award, each proposal must be signed by a legally authorized representative of your company.

Proposal Documents

Failure to completely execute and submit the required documents before the bid submittal deadlines will render a proposal non-responsive.

Informed Respondent

It will be your responsibility to be fully informed as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at your firm's own risk and relief cannot be secured on the plea of error.

1.7 PROPOSAL SUBMISSION REQUIREMENTS

One (1) original copy, two (2) hard copies (one marked "original") and one (1) electronic copy of the proposal shall be submitted in the format contained in the RFP. The original proposals shall be submitted in a three (3) ring loose-leaf binder or report cover. It is critical that all responses follow the same format to allow equal and fair evaluation of each response. Responses should be limited to forty (40) pages (not including table of contents, cover letter, or sample contracts/agreements) and include the following:

SECTION TABS

Proposals should be divided by tab sections according to items in the index. This will assist the evaluation team in identifying items and information submitted with the proposal.

TABLE OF CONTENTS

The table of contents of the proposal should include a clear and complete identification of the materials submitted by tab section and page number.

LETTER OF INTEREST/COVER LETTER

Letter of interest/cover letter (no more than two (2) pages), stating the respondent's interest to provide the services outlined in the RFP and other requested information outlined in section 2 for letter of interest.

Tab 1: Background, & Management Structure

- a. Provide general information on the respondent including: a brief history of the firm, key differentiating factors and areas of expertise, length of time performing services, and location of California offices.
- b. Describe the management structure of the responding firm and include an organizational chart. Provide resumes for personnel to be used on this project and describe their qualifications and experience.

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Tab 2: Qualifications & Expertise

- a. List of qualifications of the firm to include support staffing, firm research and other resources as well as a demonstrated history of competence in handling legal affairs experienced by higher education institutions.
- b. History of California Community College experience.
- c. Demonstrated understanding of the District's needs.
- d. Provide licensing and authorization to practice law in the State of California.
- e. Include relevant information found in section 3.

Tab 3: Fee Structure & Financials

- a. Provide detailed fee schedules and an explanation of billing practices.
- b. Sufficient staffing and resources to provide responsive legal services

Tab 4: Non-Discrimination

- a. The Proposer must demonstrate a proven track record of handling matters of similar complexity to those outlined in this RFP. Please submit five (5) reference profiles

Tab 5: References

- a. Minimum of five (5) verifiable references from a California higher educational institution.

Tab 6: Additional Information

Section 2 – Statement of Qualifications

3.1 Statement of Qualifications Format and Content

The Proposer's Statement of Qualifications should fully state its Counsel experience. The submitted Statement of Qualifications should be organized and indexed in a format that ensures the District can easily review to effectively evaluate the Proposer's Statement of Qualifications.

Suggested Format

I. LETTER OF INTEREST

- A. Identify the submitting organization.
- B. A listing of all principals of the firm
- C. Identify the name and title of the person authorized by the organization to contractually negotiate and obligate the organization.
- D. Identify the name, title, address and telephone number of the firm.
- E. Identify the names, titles, telephone numbers of persons to be contacted for clarification.
- F. Be signed by the person authorized to contractually obligate the organization.

II. SUBMISSION OF STATEMENT OF QUALIFICATIONS

- A. Brief history of the firm, including a resume or Curriculum Vita of the personnel proposed to provide Counsel Legal Services.
- B. The location and listing of resources of the local office (e.g., number of partners, associates, clerical staff, etc.), and the distance from this office to the District.
- C. Professional licenses, memberships, certifications and other qualifications for key individuals assigned to the District
- D. Company's experience and qualifications for similar types of engagements; this summary must include your firm's experience in each of the areas of specialty listed herein for which the Proposer is submitting a Statement of Qualifications.
- E. A listing of cases and outcomes relating to higher education clients that have been handled by the firm through negotiation, settlement, mediation, arbitration, or litigation.

III. NON -DISCRIMINATION

- A. The District is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, gender, gender identity, gender expression, disability, medical condition, genetic information, marital status, sexual orientation, military or veteran status, or any other protected status under applicable law.

IV. REFERENCES FORM (Exhibit B)

- A. A minimum of five (5) verifiable references from a California public or private educational institution shall be listed on the “References” sheet provided in this RFP; this list may include current and former clients (with reason for cancellation if applicable), with all references being able to fully comment on the Proposer’s related experience;

V. ADDITIONAL MATERIALS (optional)

- A. Proposers may include other materials that they feel may improve the quality of their Statement of Qualification/Proposal submissions and/or are pertinent to this RFP.
- B. Proposers are encouraged to include letters of reference and/or testimonials in their Statements of Qualifications/Proposals.

All costs related to the Proposer’s Statement of Qualifications/Proposal submission are the sole responsibility of the Proposer. All Statements of Qualifications/Proposal that are submitted are property of the district.

All information contained in Statements of Qualification/Proposals submitted may be subject to the California Public Records Act (*California Government Code* Section 6250 et seq.), and information’s disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

3.2 Request for Clarification/Information (RFC/RFI)

Questions regarding the meaning of the Scope of Work, Technical Requirements, or other pre-proposal documents shall be directed pvc-presidentsoffice@paloverde.edu

3.3 Request for Qualifications/Proposal (RFP) Submittals

For the Request for Qualifications/Proposal, it should be noted that the documents submitted by prospective Proposers are informal, sealed Statements of Qualification/Proposals, and are **not** competitive sealed bids.

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When submitted Statements of Qualification/Proposals are opened, prices and other information shall not be made public unless the firm submitting the Statement of Qualifications/Proposal is selected as a legal resource by the District. At that time, any executed retainer agreement or other executed contract between Proposer and District shall become public information, subject to disclosure under the California Brown Act through publication on the District's Board Agenda.

Section 3 – Scope of Work and Technical Specifications

The Counsel provides legal services to the District, as authorized by the Superintendent/President, Board of Trustees acting as a whole, the District’s Vice-President of Human Resources and Risk Manager including legal advice, research, training, and opinions to the Superintendent/President and Board of Trustees. The Counsel works closely with the Board Chairperson/President, the Superintendent/President, the Board Clerk, the Board Secretary, and other administrators designated by the Superintendent/President and reports directly to the Superintendent/President and Board of Trustees. Counsel may be invited to attend other Board committee meetings by their Chairs, as needed.

The Counsel is responsible for the oversight of all litigation involving the District, including hearings and arbitrations, and, working directly with the District’s Risk Services Manager, recommends the engagement of, and supervises the work of, outside law firms, taking into consideration both the nature of the services they can provide and the fees that they charge.

The selected firm(s) may be requested to provide legal services including, but not limited to, the following:

Governance and Board Matters

- Brown Act compliance
- Board policies and administrative procedures
- Board governance issues
- Trustee training and legal updates
- Ethics and conflict-of-interest matters

Public Records and Open Government

- California Public Records Act (CPRA)
- Record retention and disclosure requirements
- Public meeting requirements

Employment and Labor Relations

- Personnel matters
- Employee discipline
- Labor negotiations and collective bargaining
- Employment contracts
- Personnel investigations
- Leaves of absence and accommodation issues
- Discrimination and harassment matters

Education Law

- California Education Code
- Community college regulations
- Student rights and discipline
- Accreditation-related matters

- Federal and state compliance requirements

Business and Operational Matters

- Contracts and procurement
- Construction and facilities matters
- Risk management
- Public contracting
- Grant compliance
- Administrative regulations

Litigation and Administrative Proceedings

- Representation in administrative proceedings
- Litigation management and oversight
- Legal strategy and risk assessment
- Coordination with insurance carriers and special counsel

Training Services

- Brown Act training
- CPRA training
- Ethics training
- Governance workshops
- Other legal training requested by the District

The District reserves the right to engage separate legal counsel for specialized matters and does not guarantee any minimum volume of work.

Section 4- RATE& FEE SCHEDULE

- A. Proposer will include a fee proposal specifically reflecting the method of determining charges for work performed; and include hourly rates for the following:
- i. Principal
 - ii. Senior Partner
 - iii. Partner
 - iv. Senior Associate
 - v. Mid-Level Associate
 - vi. Associate
 - vii. Of Counsel Attorney
 - viii. Graduate Legal Assistant
 - ix. Law Clerk
 - x. Paralegal Staff
 - xi. Travel

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- B. Proposer shall include other necessary costs and expenses, to include, but not limited to the following:
 - i. Hourly rate for telephone consultation
 - ii. Hourly rate for participation in meetings conducted via videoconferencing platforms (e.g, Microsoft Teams, Zoom)
 - iii. Cost for fax transmission/receiving
 - iv. Cost per hour for court litigation and administrative proceedings
 - v. Cost per hour for attendance at the Board of Trustees meetings (evening)
 - vi. Hourly rate for travel time (Is time charged from portal to portal?)
- C. Proposer shall indicate how Proposer's fees are charged (i.e., 1/10th Hour increments, quarter hour increments, fixed fee, per transmission, etc.).
- D. Proposer shall indicate the cost for In-Person Attendance of Lead Counsel at Board meetings. By mutual agreement, in the event of an emergency, virtual/remote attendance is a possibility.
 - i. Regular Board Meetings are held on the 2nd Tuesday of every month and special meetings are held when necessary, at:
Palo Verde Community College, 1 College Drive, Blythe, CA 92225.

EXHIBIT A

CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH STATEMENT OF QUALIFICATIONS

Proposer hereby certifies in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, or veteran status, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this ____ day of _____, _____.

PROPOSER

(Type or print complete legal name of firm)

BY

(Signature)

Name

(Type or print)

Title

Address

City

State

Zip

EXHIBIT B

REFERENCES	
Proposer shall provide a minimum of three (3) College/University Customer References with three (3) or more years' experience with the Proposer.	
REFERENCE #1	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #2	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #3	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

REFERENCE #4	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #5	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

STATEMENT OF QUALIFICATIONS/PROPOSAL SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Proposer’s Statement of Qualifications/Proposal. It is only intended as a guide.

Proposers are encouraged to use the following checklist when preparing their proposed Statement of Qualifications/Proposal:

- LETTER OF INTEREST** – all requested information included, and signed by authorized representative
- RESPONSE TO MANDATORY REQUIREMENTS** – include narrative, resumes, experience and qualifications, and a brief summary of the firm's past three years of financial statements.
- FEE PROPOSAL** – all requested information included, including hourly rates, billable hours, increments, and other expenses that may be incurred by the District
- EXHIBIT A- DISCRIMINATION**- complete as requested
- EXHIBIT B- REFERENCES**