

REQUEST FOR PROPOSAL (RFP)

SCHOOL BOARD ATTORNEY / LEGAL SERVICES

MacDowell Preparatory Academy Board of Directors requests proposals for School Board Attorney/Legal Services. Sealed proposals will be accepted until 3:00pm EST on Wednesday, July 16, 2025, at the Academy's administrative office. (3) Copies of the Sealed proposals should be labeled:

“School Board Attorney/Legal Services Proposal” and submitted to:

Dr. Brian Banks, J.D., Ph.D.
Superintendent/Chief Administrative Officer
MacDowell Preparatory Academy
4201 West Outer Drive
Detroit, MI 48221

Proposals received after that time and date will not be opened or considered. MacDowell Preparatory Academy assumes no responsibility for proposals arriving late. The Board reserves the right to reject any and all bids and to waive any informality if such action is in the best interest of the school.

Any questions concerning the proposal process or data concerning the school may be directed to Dr. Brian Banks at BBanks@macdowellprep.com or (313) 494-8141.

I. Introduction

The MacDowell Preparatory Academy Board of Directors (the “Board”) is seeking proposals from qualified attorneys or law firms to provide comprehensive legal counsel. The successful applicant will support the Board, Superintendent, and administrative staff in addressing a broad spectrum of legal issues relevant to charter school operations in Michigan.

II. Scope of Services

- Review of all documents and contracts with the school;
- Provide continued education to the Board and Superintendent.
- Review and ensure compliance with Authorizer, ISD, State of Michigan, and U.S. Department of Education regulations;
- Review contracts for vendors;
- Approve all contracts;

- Review and create Board policies;
- Provide counsel and guidance on all management and operational matters;
- Ensure compliance with federal and state regulations;
- Attend all Board of Directors meetings;
- Take minutes at all Board meetings and ensure timely submission to the authorizer's reporting system;
- Take on other responsibilities as assigned by the Board;
- Work closely with the Board assistant and Superintendent.
- All other work as assigned.

III. Proposal Requirements

1. Cover Letter: A summary of the attorney/firm's qualifications, experience with education law, and commitment to serving MacDowell Preparatory Academy. Include at least three references.
2. Fee Structure: Clearly itemized billing rates for attorneys, paralegals, or other personnel. Description of any additional charges (e.g., travel, filing fees). Proposed billing format (hourly, retainer, flat rate, etc.).
3. Conflict of Interest Disclosure: Statement on any current or potential conflicts related to other clients.
4. Licensure and Insurance: Proof of licensure in the State of Michigan. Proof of professional liability insurance.

IV. Evaluation Criteria

- Relevant experience with Michigan charter schools and education law;
- Depth of expertise in public education and charter school operations;
- References and demonstrated performance with similar clients;
- Cost and transparency of billing practices;
- Commitment to responsiveness and consistent service delivery.

V. Submission Instructions

All proposals must be submitted no later than 3:00pm EST on July 16, 2025, to:

Dr. Brian Banks, J.D., Ph.D.
 Superintendent/CAO
 MacDowell Preparatory Academy
 4201 West Outer Drive
 Detroit, MI 48221
 Email: BBanks@macdowellprep.com
 Phone: (313) 494-8141

Late proposals will not be accepted or reviewed.

IX. Non-Discrimination Statement

The MacDowell Preparatory Academy Board of Directors is an equal opportunity employer. The district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment practices or in the administration of its educational programs and activities.