



REQUEST FOR QUALIFICATIONS/PROPOSALS

FOR

LEGAL SERVICES

Request for Qualifications/Proposals Issued: 10/13/21

Deadline for Submittal of Qualifications/Proposals: 10/29/21

Bidders are invited to provide information on products and services for the above mentioned services for the above mentioned project by providing a response to this RFQ/RFP and forwarding it to the address indicated in this document by the date and time prescribed.

To preserve the integrity of this RFQ/RFP, the Bidder is requested not to contact any individual or Board Member within the District, other than that listed in the designee in the **Requests for Information** section of this solicitation.

NO FAX QUALIFICATIONS/PROPOSALS WILL BE ACCEPTED

Request for Qualifications/Proposals for Legal Services

I. OBJECTIVE

The San Ramon Valley Unified School District (District) utilizes the services of a variety of legal firms. It is the intent of the District to engage with one firm for an annual flat rate to provide all legal services. Legal firms with experience and expertise in California, Contra Costa County public education are to provide such services in the areas including, but not limited to: General Legal Counsel, Human Resources, Employee Relations/Negotiations, Business Services, Facilities, and Special Education.

The District will receive responses to this RFQ/RFP and, if deemed necessary, may conduct interviews in order to select firm, which in the opinion of the District, is best suited to perform legal services for the District as described in the Scope of Services (Section XI).

Bidder is hereby informed that this RFQ/RFP is intended as an informal solicitation of Qualifications/Proposals 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.

Background

The San Ramon Valley Unified School District (“District”) serves the communities of Alamo, Blackhawk, Danville, Diablo, and San Ramon (including the new Dougherty Valley communities in east San Ramon) as well as a small portion of the cities of Walnut Creek and Pleasanton. The District is comprised of 36 schools serving more than 30,000 students in Transitional Kindergarten through Grade 12.

The District employs approximately 4,500 people, hiring 250-300 employees per year. With an annual operating budget of over \$350 million, SRVUSD receives more than \$20 million per year in parent/private donations, including approximately \$6.9 million per year from a local parcel tax.

District students are exposed to a rigorous, 21st-century, standards-based curriculum with a strong focus on essential skills including language arts, mathematics, social studies and science. Strong physical education, health, foreign language, technology, and visual and performing arts programs are also offered. The District has transitioned to the California State Standards, and is committed to ensuring that students, parents and staff are fully prepared for more meaningful, innovative and rich learning experience for all students. Opportunities include a rigorous academic program, outstanding technical and vocational curricula, innovative elective courses, and personalize learning initiatives and independent study options. All students have opportunities to participate in a wide range of extracurricular activities.

The District is one of the top performing districts in California. Over 94% of the District’s graduating seniors attend college or university, and District students are accepted into the University of California and the California State University systems at rates far exceeding state averages. Furthermore, the District has been recognized for its excellence through such honors as the coveted State Department of Education's Distinguished Schools Award (schools in the District have received this honor more than 50 times, more than any other district in northern California), and through recognition by the U.S. Department of Education as National Blue Ribbon Schools. The District also has a wide range of state and federally-mandated special education programs. The District's Inclusion Program is a model in the state.

The District is proud of its highly trained, talented, and dedicated staff and an involved, committed, and highly educated community.

II. INSTRUCTIONS

Interested firms are invited to submit one original signed proposal and one Searchable PDF electronically to Sandra Corsetti at scorsetti@srvusd.net. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in the same PDF addressed and delivered in the district e-mail inbox no later than 4:00 PM PST on 10/29/2021.

The email subject line shall be titled "Legal Services RFQ-RFP."- "Firm name". It is the Proposer's sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Qualifications/Proposals does not commit the San Ramon Valley Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Qualifications/Proposals. The District further reserves the right to accept the proposal that it considers being in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFQ/RFP.

Requests for Information

Questions related to this RFQ/RFP should be submitted electronically to Sandra Corsetti at scorsetti@srvusd.net no later than 10/20/21 4:00 PM PST. Specify "RFQ/RFP for Legal Services" in the subject line. Responses to all questions received will be posted on the District's Business Services website at 4:00 PM PST on 10/22/2021.

Restriction on Communications

- A. Except as specified in this Section, Bidders are not permitted to communicate with District personnel, or members of the Board of Education regarding this solicitation during the period between the RFQ/RFP issue date and the announcement of award(s) except during:
 - i. The course of a Bidders' conference, if conducted; and
 - ii. Oral presentations and office visits, if conducted.
- B. If a Bidder is found to be in violation of this provision, the District reserves the right to reject its proposal.

III. QUALIFICATION REQUIREMENTS

- A. Bidders should be able to demonstrate their current capability and possess a record of successful past performance in providing substantially similar services as those specified in this RFQ/RFP.
- B. Accordingly, prospective Bidders should conform to the following qualification standards and provide the required information in order to be considered for award:

I. Minimum Qualifications:

- 1) On-going legal practice representing other TK-12 school districts in one or more of those areas of law described in "Scope of Services", Section XI.

II. Desired Qualifications:

- 1) Substantial knowledge and experience in the interpretation of state, federal and local laws and codes as they relate to California TK-12 Districts.
- 2) Substantial experience in working with TK-12 Districts and/or agencies and public boards with multi-hundred million dollar annual budgets.
- 3) Substantial expertise and experience in various aspects of contract law as it pertains to Public Contracts Code, Government Code, Field Act, Title 5 and Title 9 Education Code, Section 508 et al.
- 4) Knowledge of labor relations, personnel, business contracts, and purchasing codes and regulations of the State of California.
- 5) Knowledge of the Education Code.
- 6) Knowledge of the Brown Act, Political Reform Act, and Govt. Code 1090.
- 7) Member of the California State Bar [The selected firm(s) will be required to disclose all other clients having potential conflicts with the interests of the District].
- 8) Support an inclusive and diverse workforce which includes beliefs that diversity fosters awareness, promotes mutual understanding and respect, and provides suitable role models to your clients.

IV. WITHDRAWAL OF QUALIFICATIONS/PROPOSALS

Proposals may be withdrawn by written notice received by the District at any time prior to the submittal deadline.

V. REJECTION OF QUALIFICATIONS/PROPOSALS

Reasons for rejection of proposals by the District include the following:

Late proposals will not be accepted;

- A. Proposals may be rejected for failure to conform to the rules or requirements contained in the RFQ/RFP;
- B. Failure to sign the proposal;
- C. Proof of collusion among Bidders, in which case all proposals involved in the collusive action will be rejected;
- D. Noncompliance with applicable law, unauthorized additions or deletions, conditional proposals, incomplete proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning; and
- E. Provisions reserving the right to accept or reject an award or to enter into a contract containing terms and conditions that are contrary to those in the solicitation.

VI. QUALIFICATIONS/PROPOSALS ACCEPTANCE PERIOD

All proposals shall remain available for District acceptance for a minimum of one hundred and eighty (180) days following the RFQ/RFP closing date.

VII. DISTRICT RIGHTS-RFQ/RFP FOR LEGAL SERVICES

- A. The District reserves the right, at its sole discretion, to negotiate any price or provisions, accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in any proposal; amend, withdraw or cancel this RFQ/RFP at any time without prior notice; postpone proposal openings for its own convenience; and request or obtain additional information about any and all proposal(s), whenever, in the sole opinion of District, such action shall serve its best interests and those of the tax-paying public.
- B. Bidders are encouraged to submit their best prices in their proposals. The Contract, if any is awarded, will go to the Bidder whose proposal best meets the District's requirements.
- C. The District reserves the right to contract with any Bidder responding to this RFQ/RFP.
- D. The District makes no representation that participation in the RFQ/RFP process will lead to an award of contract or any consideration whatsoever.
- E. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFQ/RFP.
- F. The awarding of the contract, if at all, is at the sole discretion of the District.

VIII. DISCLOSURE OF RECORDS

- A. All proposals, supporting materials and related documentation will become the property of the District.
- B. All information submitted as part of the proposal must be open to public inspection (except items marked as trade secrets and considered trade secrets under the California Public Records Act) after the award has been made. Should a request be made of District for information that has been designated as confidential by the Bidder and, on the basis of that designation District denies the request for information, the Bidder may be responsible for all legal costs necessary to defend such action; if the denial is challenged in a court of law.

IX. CONFLICT OF INTEREST

- A. Bidder shall not hire any officer or employee of the District to perform any service under this RFQ/RFP or any agreement resulting from this RFQ/RFP.
- B. Bidder affirms that to the best of his/her knowledge there exists no actual or potential conflict between Bidder's family, business, or financial interest and the service under this RFP or any agreement resulting from this RFQ/RFP, and in the event of change in either private interests or service under the award, any question regarding possible conflict of interest which may arise as a result of such change will be raised with the District.
- C. Bidder shall not be in a reporting relationship to a District employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Bidder.

X. ETHICS

- A. Bidder shall exercise extreme care and due diligence to prevent any action or conditions which could result in conflict with the best interest of the District.
- B. Throughout the term of any agreement resulting from this RFQ/RFP, Bidder shall not:
 - 1) Accept any employment or engage in any work which creates a conflict of interest with the District or in any way compromises the work to be performed under this RFQ/RFP or any agreement resulting from this RFQ/RFP.
 - 2) Offer gifts, entertainment, payment, loans, or other gratuities or consideration to District employees, their families, other suppliers, subcontractors, or other third (3rd) parties for the purpose of influencing such persons to act contrary to the District's interest or for personal gain.
- C. Bidder shall immediately notify the District of any and all such violations of this clause upon becoming aware of such violations.

XI. SCOPE OF SERVICES

The District is seeking proposals for legal services in the following areas (your proposal must indicate whether you are proposing to serve in all areas, only as General Counsel, or only as special counsel for services "A" through "F"):

General Legal Counsel- The General Counsel will provide consultation, advice, and opinions to the Superintendent, Key Personnel, Board of Education, and will attend Board Meetings as requested and will coordinate the involvement of other specialist counsels when required, and if appropriate.

- A. General Counsel
- B. Human Resources
- C. Employee Relations Negotiations
- D. Business Services
- E. Facilities
- F. Special Education

A. GENERAL COUNSEL

- Provide advice and consultation with the Board of Education, the Superintendent, and Key Personnel in connection with their general and specific powers and duties.

Includes but not limited to:

- Be physically present on days of Board meetings as needed.

- Attend Board of Education Meetings as needed.
- Provide advice with respect to all Constitutional questions.
- Provide advice and consultation with respect to issues related to the Brown Act and California Public Records Act.
- Assist in the development of employment contracts upon request.
- Provide advice, consultation, and representation on student matters, including hearings and related proceedings.
- Provide advice and consultation with respect to school board elections and ballot measures, including Federal and CVRA.
- Provide such other services as are inherent in matters relating to the operation of a school district.
- Provide information on new federal and state laws that may impact the District operation and advise appropriate action.
- Assist the District in developing contract templates for outside services as needed.
- Review contractual agreements as requested.

B. HUMAN RESOURCES

Includes but not limited to:

- Provide advice, consultation, and representation of the District with respect to the employment, discipline, and dismissal of certificated and classified employees.
- Provide advice, consultation and representation on issues involving District employees relative to: legal qualifications; teaching credentials and certificates, and other required licenses; proposed reductions in force and related seniority and tenure questions; various forms of leaves of absence; substitute and part-time employees; and matters related to compensation.

C. EMPLOYEE RELATIONS/NEGOTIATIONS

Includes but not limited to:

- Provide advice, consultation, and representation on all matters related to certificated and classified collective bargaining and related negotiated agreement development.
- Provide advice, consultation, and representation on grievances and actions taken to PERB, hearings, etc.

- Provide such other services as are inherent in matters related to employee relations and negotiations.

D. BUSINESS SERVICES

Includes but not limited to:

- TK-12 business, contract and purchasing services, including Accounting and Finances, Maintenance and Operations, Transportation, Technology, Food Services and other business operation areas required to deliver services to students.
- Attendance and independent study expertise and advice related to revenues from California and the Federal Government.
- Parcel taxes and parcel tax oversight committee requirements.
- Provide such other services that are inherent in matters related to school business.

E. FACILITIES

Includes but not limited to:

- Provide advice, consultation, and representation related to real property matters, including acquisition, disposition, environmental impact reports, leasing and construction of facilities, as well as contract and bidding requirements.
- Provide advice, consultation, and representation related to facility measures, such as General Obligation Bonds, Mello Roos taxes, etc.
- Provide advice and consultation related to the formation and responsibilities of facility-related committees, such as the Bond Oversight Committee.
- Provide such other services that are inherent in matters related to school facilities.

F. SPECIAL EDUCATION

Includes but not limited to:

- Provide advice, consultation, and representation in connection with the placement of special needs students, including participation in hearings and representation in related administrative and judicial proceedings.
- Provide such other services as are inherent in matters related to the provision of services to special needs students.
- Provide employee training.

XII. CONTENTS FOR QUALIFICATIONS/PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized, and demonstrate both respondents' qualifications, and its ability to follow instructions. The quality of answers, not length of responses, or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements as set forth below:

I. Capability and Related Experience

Please include information that will identify the area(s) of expertise offered to the District

- General Legal Counsel-Education Code pertaining to K-12 Education Code. Review and Interpretation of Administrative Law, Statutes, Codes & Policies
- Human Resources
- Personnel and Employee Relations
- Business Services
- Facilities
- Special Education
- Others (Please Specify)

Note: Please submit information that will support your firm's qualification and experience for the checked area of legal service. Please indicate the type of organization serviced, i.e., community college, K-12, public sector entities, etc.)

- i. Does your firm provide preventive risk counseling or training? If so, describe the type of preventive risk counseling/training that your firm provides to public agency clients.
- ii. Does your firm have experience in determination of applicability of the laws regarding Special Education/Section 504 Accessibility Standards, defense of claims against districts, or training resources for Districts related to Compliance? If yes, please explain.
- iii. Does your firm provide training to public agency employees in the areas of labor, general business and construction law? If so, describe the type of training your firm has provided to other public agencies. Do you charge your public agency clients for training?

II. Background and Experience in providing work as identified in the Scope of Services section of this RFQ/RFP

III. Staffing and Organization

Please include information that will address the following:

- 1) For **each** of the proposed lawyers or paralegals which will be proposed to be assigned to the District please provide the following information in this format (duplicate this form as needed):

Name Title

Office Location

Role Qualification

How Long in Current Position? How

Long in Relevant Practice? How Long

Licensed in California?

Number of K-12 Education Transactions Individual Has Participated? Brief Profile

Other Relevant Experience Office Location (City and State)

- 2) The total number of attorneys state-wide and the size of any Northern California offices.
- 3) The number of attorneys with experience under the area of legal service your firm has marked above, i.e., General Counsel, Employment & Labor Relations, Special Education, Public Construction on behalf of TK-12 school districts, broken down by partner and associate.
- 4) Describe the District's priority to your firm as compared to the time demands of other clients, including response time to questions and requests for on-site meetings.
- 5) Describe the level of attorney (e.g. senior or junior partner, senior associate, etc.) to be used on various aspects of District legal matters.
- 6) For proposed primary attorney, please state the number of jury and/or bench trials, mediations, and arbitrations (binding and non-binding) that he/she has had (under the category of service you are submitting this proposal under; General Counsel, Employment & Labor Relations, Special Education, Public Construction) in the last ten (10) years.
- 7) Describe how your firm determine to staff a case for your public entity clients.
- 8) Explain the creative, problem solving and technical competency of the proposed team/staff to be dedicated to the District.
- 9) What is the proposed team's approach to working across the diversity of the District and what training and development are provided to your team to understand the diversity of the culture found at the District?
- 10) For the attorneys that you will assign to work on District matters, approximately how many closed sessions have such attorneys attended in the last ten (10) years?
- 11) What would be your firm's process for making sure all members of your firms who interact and represent the District are trained and well versed with District needs?

IV. References of work done of similar nature.

V. Corporate Information

Please provide the following information:

- Type of Firm: Corporation: _____ Proprietorship: _____ Partnership: _____
_____ Joint Venture: _____ Other
(please describe): _____
- Business License Number: _____
- Number of years in business under firm name: _
- Has the firm changed its name within the past three (3) years? If yes, provide former name(s)
- Have there been any recent (within the last three years) changes in control/ownership of the firm? If yes, explain.
- Have officers or principals of the firm ever had their business license suspended or revoked for any reason? If yes, please explain.
- Has the firm been terminated from any contract in the last 5 years? If yes, please explain.

VI. Fee Proposal

Please provide the following information:

- 1) Fee proposal specifically reflecting the flat rate for all legal services performed, and include hourly rates for the following assuming there may be extraordinary scenarios where the flat rate for services is not applicable:
 - a) Principal
 - b) Senior Partner
 - c) Partner
 - d) Senior Associate
 - e) Mid-Level Associate
 - f) Associate
 - g) Of Counsel Attorney
 - h) Graduate Legal Assistant
 - i) Law Clerk
 - j) Paralegal Staff
 - k) Travel Note: Fees for the initial term are to be fixed.
- 2) Other additional costs, if any, and necessary costs and expenses.
- 3) A listing of any other types of services generating a cost to the District and not

included in the fees shown on the proposal are to be included, plus a formula or explanation on how these additional costs will be determined and billed to the District.

- 4) Please explain fully any exceptions or caveats your firm is placing on its submitted financial proposal. Be thorough and specific as this may form the basis of any contract for services that may be presented by the District.

VII. Others

Please provide the following information:

- 1) What experience do you have working with a Public Information Office and the press to get ahead of issues that may be publicized? How can you help the District manage public perception of legal issues?
- 2) Describe and provide evidence regarding your firm's malpractice insurance coverage, including amounts of coverage.
- 3) Is there now pending any legal action alleging malpractice or violations of law in connection with any partner of the firm or any attorney employed by the firm, or in connection with any matter for the type of services your firm would like to provide for the District? Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- 4) Are there pending legal or disciplinary matters involving such actions against the firm by any state or federal regulatory agency? Please describe. Please include information about any criminal indictments or convictions against the firm or its attorneys where the charges involved an offering of municipal securities anywhere in the United States. Also, include information about any material pending legal action or settlement or judgment involving a claim of fraud, whether civil or criminal.
- 5) Describe any existing or potential conflict of interest arising from your firm's relationships with, or representations of, other parties that should be considered as a factor in determining your objectivity. Please provide sufficient facts, legal implications and possible effects in order for the District to appreciate the significance of each potential conflict.
- 6) Do you have an on-boarding process for new clients? Please explain.
- 7) Please submit a statement stating that your firm is solvent and able to conduct business in a professional manner throughout the life of the contract.
- 8) Please include a statement certifying that your firm is not debarred, suspended or ineligible to enter into a contract with a public agency.

XIII. SELECTION CRITERIA

A Selection Advisory Committee may evaluate and select those firms deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will be included in the proposal.

Upon evaluation of all submitted proposals, a limited number of Firms deemed most qualified to provide the requested legal services may be invited to present their qualifications and respond to questions from panel members. The panel may include, but will not be limited to, Board of Education.

The top ranked Bidder(s) may be asked to submit revisions to their proposal for the purpose of obtaining best and final offers. When evaluating best and final offers.

CONTRACT AWARD

The District may make such investigations as it deems necessary to determine the ability of the Bidder to provide the service as specified, and the Bidder shall furnish to the District, as is commercially reasonable, all such information and data for this purpose. The District may discuss or negotiate with one or more firms prior to award. The District will select a Bidder that demonstrates to be the highest, responsive, and responsible Bidder. Responsive refers to meeting the terms, conditions, requirements and specifications of this RFQ/RFP. Responsible refers to those who can provide, for example, evidence and references that support a history of compliant contract performance and sound business operation. The Selection Advisory Committee will review the merits of proposals received in accordance with the evaluation criteria stated in the RFQ/RFP and formulate a recommendation. While a numerical rating system may be used to assist the Advisory Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFQ/RFP. Award will be made to the most advantageous Qualifications/Proposal to the District, taking into consideration the factors outlined in this RFQ/RFP. Award may be made to more than one (1) firm based on Bidder's area(s) of expertise. Therefore, multiple awards may be made by the Board of Trustees in order to obtain the services deemed necessary. The Board of Trustees decision shall be final and is non-contestable; as this RFQ/RFP is not a formal competitive solicitation. Upon approval and acceptance by the District, a purchase order or contract will be issued to the successful Bidder and shall be deemed to result in a binding contract incorporating the solicitation, proposal, and terms and conditions contained herein without further action required by either party. Items are to be furnished as described in the RFQ/RFP and in strict conformity with all instructions, conditions, specifications, and provisions in the complete contract, as defined by this clause or any related integrated agreement.

Thank you for considering this solicitation.

ATTACHMENT A
NON-COLLUSION DECLARATION

I, _____, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proponent has not directly or indirectly induced or solicited any other proponent to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any proponent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the proponent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any overhead, profit, or cost element of the proposal price, or of that of any other proponent, or to secure any advantage against the public body awarding the Contract of anyone interested in proposed Contract; that all statements contained in the proposal are true, and, further, that the proponent has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name of Law Firm

Printed Name of Authorized Company Representative

Signature of Authorized Company Representative

Dated: _____

ATTACHMENT B
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

I am aware of and hereby certify that neither _____ nor
[Name of Bidder]

Its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the bidder/offer or/contractor or any lower participant is unable to certify to this statement, it shall attach an explanation to this solicitation proposal.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named bidder on the _____ day of _____ 2021 for the purposes of submission of this bid.

Name of Law Firm

Printed Name of Authorized Company Representative

Signature of Authorized Company Representative

Dated: _____

As the potential awardee under this Bid, I hereby certify that the above certification remains valid as of the date of proposal and contract award, specifically, as of the _____ day of _____, 2021 for the purposes of proposal and award of contract.

Printed Name of Authorized Company Representative

Signature of Authorized Company Representative

Dated: _____

ATTACHMENT C
AUTHORIZED VENDOR SIGNATURE
PRIME POINT OF CONTACT

Proposal Submitted by:

The undersigned declares under penalty of perjury under the laws of the State of California that the presentations made in this bid are true and correct.

Date	Signature/Title	Type or Print Name
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Name of Law Firm	Address	City and State
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Telephone Number	Fax Number	Email Address
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Federal Tax ID Number