

**NORWALK PUBLIC SCHOOLS
Central Office
125 East Avenue
Norwalk, Connecticut 06852-6001**

REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL LEGAL SERVICES

Project # 2962

Response Date: May 11, 2010

Response Time: 2:00 p.m.

**REQUEST FOR PROPOSALS
PROFESSIONAL LEGAL SERVICES**

**The Norwalk Public Schools is accepting sealed proposals for PROFESSIONAL LEGAL SERVICES until 2:00 p.m. on May 11, 2010. At this time proposals will be opened in the administrative offices located at
Norwalk Public Schools, Central Office,
125 East Avenue Norwalk, Connecticut 06852-6001.**

All proposals must be clearly marked: PROFESSIONAL LEGAL SERVICES Norwalk Public Schools and should be sent to:

Norwalk Public Schools
Purchasing Department, 3rd Floor
125 East Avenue
Norwalk, Connecticut 06852-6001

Proposals may be submitted up to 2:00 p.m. on May 11 2010. Any proposals submitted after that time will be disqualified. Questions concerning the proposal may be directed to giannittig@norwalkps.org (Purchasing Agent). Enclosed are our requirements and specifications.

At the time designated by Norwalk Public Schools all proposals will be opened in the administrative offices located at 125 East Avenue, Norwalk, The Norwalk Public Schools reserves the right to reject any and/or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals and to select the RFP that in the opinion of the Norwalk Public Schools, will meet its best interests. Provided, however, that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the Norwalk Public Schools be responsible for any costs related to preparing any proposal. The Norwalk Public Schools reserves the right to waive any and all guidelines herein and to reject any and all proposals in order to make an award it deems, in its sole discretion, to be in the best interests of the Norwalk Public Schools.

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one bid for the contract will cause rejection of all proposals in which the proposer is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among proposers. Participants in such collusion may not be considered in the future offers for the same contract. Each proposer, by submitting a proposal, certifies that it is not a part of any collusive action.

The successful proposer agrees that it will not discriminate or permit discrimination against any person or group of persons on grounds of race, religion, color, sex, or national origin; except where religion, sex, age, marital status, national origin, ancestry or mental or physical disability, including but not limited to blindness unless it is shown by the Law Firm that such disability

prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The successful proposer, in all solicitation and advertisements for employees, placed by or on behalf of the proposer, will state that such successful proposer is an Equal Opportunity Employer. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of the section.

Awards will be made based on the lowest quotes and considerations of the quality of the Proposal and experience and qualifications of the Proposer while taking into consideration all other relevant factors.

The Norwalk Public Schools reserves the right, in its sole discretion, to waive any irregularity or informality in any question; to reject any or all proposals or any one or more items or part of any proposal for any reason, or to accept those proposals that appear to be in the best interest of the Norwalk Public Schools. The right is reserved to cancel this RFP if instructions are not followed. Any proposal received after the date specified shall not be considered.

All questions should be directed to Mr. George Giannitti, Purchasing Agent, Norwalk Public Schools Central Office, 3rd Floor, 125 East Avenue, Norwalk, Connecticut 06852-6001. Phone: 203-845-4120, 203-667-9220.

I, (We) _____, the undersigned, hereby agree to provide Legal Services.

COMPANY: _____ TELEPHONE: _____

ADDRESS: _____

Signature of Authorized Representative _____

Printed Name of Authorized Representative _____

Thank you for your interest in the Norwalk Public Schools.

Sincerely,

George Giannitti

George Giannitti
Purchasing Agent
Norwalk Public Schools (NPS)
125 East Avenue, 3rd Floor
Norwalk, Connecticut 06852-6001
203-854-4120
203-854-4065
GiannittiG@norwalkps.org

Schedule

- A copy of this RFP will be available on the City of Norwalk's Purchasing Department website at <http://www.bid.ci.norwalk.ct.us> . If your company prefers a copy of the RFP by email or Fax sent your request to:

Email GiannittiG@NorwalkPS.org

Fax 203-854-4065

- May 4, 2010 -- Deadline for questions, 2:00 p.m., all questions must be in writing.

May 11, , 2010 -- Sealed proposals are due in Norwalk Public School, Purchasing Department, 125 East Avenue, Norwalk, Connecticut 06852-6001 on or before 2:00 p.m., at which time they will be opened and recorded.
- May 18, 2010 -- Law Firm(s) may be requested for a presentation of their proposal to the selection committee.
- Selection committee will make a recommendation to the Board of Education members and or their sub-committee(s) for award.
- Anticipated award July 1, 2010

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SECTION I: Instructions

1.1 Purpose of this request for proposal (RFP):

The organization or individual responding to this request will be referred to as the LAW FIRM and the contract will be between the LAW FIRM and Norwalk Public Schools NPS.

It is the intent of the NPS to obtain professional legal services and offer Law Firm(s) the opportunity to quote on areas of their specialty. These specifications indicate the essential minimum requirements for the proper execution and completion of the work. Proposals may be submitted for, Special Education, General Services, or a combination of both.

1.2 Response Date

A copy of your proposal must be received at the NPS Purchasing Department on or before 2:00 p.m., May 11, 2010. Any proposal enroute or delivered to any other location of the NPS will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration.

1.3 Consideration and Award

It is the intent of the NPS to award the contract to the Law Firm(s) that submits a proposal that best represents the interest of the NPS and its students and faculty. The NPS may award a contract based upon the initial proposals received to one or more Law Firms without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. All proposals shall include completed forms as provided by the NPS. NPS reserves the right to reject any or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of contract terms at any time, and to select the proposer who, in the opinion of the NPS, will meet the best interests of the Norwalk Public School District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the NPS be responsible for the cost of preparing any proposal.

The NPS intends to contract with a Law Firm(s) whose proposal, in the sole judgment of the NPS, is the most advantageous to its needs. Financial, as well as service capability, experience with similar operations and other factors, will be considered in the evaluation. It is understood that any company submitting a proposal agrees to all terms and conditions of the specifications as set forth herein.

1.4 Issuing Office

The Business Office is the issuing office for this document and all subsequent addenda relating to it.

The information provided herein is intended to assist the Law Firm(s) in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested Law Firm(s) with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data there from. The Law Firm(s) are at liberty and are encouraged to expand upon the specification details to evidence service capability under any agreement.

Questions related to any portion of this Request for Proposal should be directed in writing to the NPS Purchasing Agent GiannittiG@norwalkps.org or sent via fax. Only written questions will be accepted. All questions must be submitted on or before 2:00 p.m., May 4, 2010.

SECTION II – Qualifications and Experience

The following conditions must be addressed in proposals:

- 2.1** The chosen Law Firm must be of sufficient size and expertise to furnish the resources needed to carry out the legal needs that may arise in the NPS district. The qualification data shall be submitted by each firm along with the sealed proposal.
 - a. Provide a brief history and description of the Law Firm(s) including a presentation of qualifications data, limited to not more than ten pages.
 - b. Provide a summary of experience the firm has with the subject scope of work. Identify specific qualifications which you believe especially qualify your Law Firm(s) to perform this work.
 - c. Provide a description, location, date of completion and client contact person regarding services carried out by your Law Firm(s) within the last five years which are comparable in scope to the proposed project. The services must have been carried out by the persons who will be assigned to this project.
 - d. Provide the names and resumes of all professionals to be assigned to this project and identify the project manager or lead attorney that will be the NPS point of contact. The attorneys who will be providing legal services on behalf of the NPS must be admitted to all the courts of the State of Connecticut.
 - e. Provide contact information for at least three pertinent references with which the Law Firm(s) has provided legal advice for the specified services NPS is considering.
- 2.2** Each Law Firm(s) must disclose any conflicts of interest to its accepting an award of the contract with NPS, and if a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the Law Firm(s).
- 2.3** All proposals shall be valid and may not be withdrawn for sixty (60) days after submission.

SECTION III: Project Description

This solicitation is for the purpose of entering into a contract for Professional Legal Services with Law Firm(s) having the experience and qualifications in the field of education and labor law in the State of Connecticut. Firm(s) may be requested to provide any or all education law and labor legal services for the NPS. The NPS is seeking a Law Firm(s) that will take a pro-active approach to prevent crises and minimize expenses, a firm with expertise in a full range of services to meet the ever changing demands placed on our Board of Education.

The successful Law Firm(s) shall conduct the legal services in a manner which best fulfills the following program description: To provide a full range of services to the Norwalk Public Schools, Board of Education, Superintendent and School Departments in a variety of areas listed below. The Law Firm(s) are encouraged to expand upon this general scope of services, to describe particular services available through their particular Firm(s) and explain the benefits that these provide in their proposals.

- 3.1** To provide legal services to NPS for its Special Education, Pupil Personnel Services Department in the areas of, but not limited to:
 - a. Vendor Contracts**
 - b. Due Process, Due Process Hearings**
 - c. Litigations, Mediations**
 - d. PPT Attendance**
 - e. Case preparation**
 - f. Settlements**
 - g. General Legal Advice and Guidance**
 - h. State Regulations and Federal Laws**

- 3.2** To provide legal services to NPS for its Board of Education, Superintendent and or his/her designee and Human Resources Department in the areas of but not limited to:
 - a. Negotiations**
 - b. General Advice and Guidance**
 - c. Employee Disciplines**
 - d. CHRO**
 - e. Grievance Processing**
 - f. Labor Board Hearings**
 - g. Unemployment**
 - h. FOI Requests**
 - i. Arbitration**
 - j. Mediations**
 - k. Grievances**
 - l. Terminations**
 - m. Policy Development**
 - n. Workers' Compensation**
 - o. Expulsion Hearing**

- 3.3** To provide legal services to NPS for its Business, Support Services Department in the areas of but not limited to:
- a. Vendor Contracts**
 - b. Facilities**
 - c. Real Estate, Contracts**
 - d. Legal Advice Regarding Collections**
 - e. Transportation**
 - f. Food Services**
 - g. Other**

SECTION IV – Term of Engagements

- 4.1** The term of engagement will run for a period of (3) years beginning approximately July 1, 2010 and may be renewed for two consecutive one-year terms upon agreement between the NPS and the successful Law Firm(s).

SECTION V – Quantities and Service

- 5.1** Unless stated otherwise the NPS is not obligated during the period stipulated, to purchase any or all of its legal services specified therein from the Law Firm(s). The Law Firm is nonetheless, obligated to provide the services which the NPS requires for its operation and to make available to the NPS, a sufficient number of qualified and experienced attorneys and staff members to perform the needed services in a timely and professional manner. The successful law firm(s) will be required to coordinate its services with the NPS Superintendent and /or his/her designee.

SECTION VI – Fees

- 6.1** Law Firm(s) proposal / fee should clearly identify each of the following:
- 6.2** The job title or classifications and hourly rate of all individuals to be utilized in the engagement based upon his/her area of law, training and experience.
- 6.3** Law Firm(s) are required to submit hourly rates on each item of service. The hourly rate quoted shall be firm until the end of this agreement.

SECTION VII – Proposal Outline

- 7.1** Please assemble your response to the RFP in the following order:
- 1. Qualifications and Experience – firm information, personnel and references.
 - 2. Project understanding.
 - 3. Price proposal.
 - 4. Additional information – this is an opportunity to expand proposals by addressing areas not specifically addressed in the RFP such as what value does your Law Firm bring to a partnership with NPS, what sets your Law Firm

apart from your competitors and why the Law Firm is the right partner for NPS.

SECTION VIII – Review and Selection Criteria

8.1.1 Norwalk Public Schools will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of the NPS as outlined in this RFP. NPS may choose to use competitive negotiations to develop the contract/agreement with the Law Firm(s) whose proposal best suits the needs of NPS based upon the sole discretion of NPS.

8.1.2 The review and selection criteria shall be based on the written proposals and responses during the interview section if conducted. A listing of the criteria in order of their importance is as follows:

- 1. Qualifications and experience in Education Law with projects of similar size, scope and complexity
- 2. Pricing Scale of Services
- 3. Ability to respond to the client in a timely fashion
- 4. Approach – Proposal Outline
- 5. References

8.3 Proposal Evaluation Criteria

a. Proposals will be evaluated by a committee against the following criteria with assigned weights as indicated. Each area of the evaluation should be addressed in detail in the proposal.

<u>Weight</u>	<u>Criteria</u>
25 points	Qualifications and experiences with projects of similar size scope and complexity.
30 points	Cost Pricing Scale of Services
15 points	Ability to respond to the client in a timely fashion
15 points	Approach – Proposal Outline
15 points	References

SECTION IX – Other

- 9.1** NPS reserves the right to terminate this agreement with (60) days written notice.
- 9.2** Please provide any other information that you believe would be appropriate to assist in the evaluation of your Firm's qualifications.
- 9.3** In the performance of services on behalf of the Norwalk Board of Education and the NPS the Law Firm will be acting in the capacity of a public servant. Public service is a public trust. The proper operation of the City of Norwalk, the Norwalk Board of Education and the NPS require that all public servants, officials, agents and representatives must, at all times be impartial, fair, and responsible to the public and shall at no time use their office, position, knowledge or information for any unfair personal, individual or financial advantage. The Law Firm, its employees, agents and representatives shall refrain from any personal, business or financial activities that potentially adversely affect or create the perception of adversely affecting the Firm's or its employee's agent's or representative's fidelity or impartiality.

In addition, the Law Firm will be expected to adhere to the standards, guidelines and requirements set out in Chapter 32 of the Norwalk Code regarding ethical conduct while in the service of the City of Norwalk, the Norwalk Board of Education or the NPS.

SECTION X – Insurance

- 10.1** The Law Firm(s) shall maintain for the life of the Contract the insurance coverage set forth below or each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts must be submitted at the time of award.

CTRFO0910Norwalk

INSURANCE RIDER

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum

requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

A. Minimum Scope and Limits of Insurance:

10.2 Workers' Compensation Insurance

With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000.00) coverage for each accident, One Hundred Thousand Dollars (\$100,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

10.3 Commercial General Liability

With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence per location for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this contract. Each annual aggregate for each site location shall not be less than Two Million Dollars (\$2,000,000.00).

10.4 Automobile Liability

With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00) coverage per accident for bodily injury and property damage.

10.5 Errors and Omissions/Professional Liability

With respect to any damage caused by an error, omission or any negligent or wrongful act of the Contractor or any subcontractor or subconsultant in connection with any professional services performed under this Agreement the Contractor shall carry One Million Dollars (\$1,000,000.00) coverage per claim.

10.6 "Tail" Coverage

If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the services term for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace whichever is longer. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

10.7 Acceptability of Insurers

The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

10.8 Subcontractors

The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractor. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

10.9 Aggregate Limits

Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City and the NPS whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

10.10 Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the City and the NPS. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

10.11 Notice of Cancellation or Nonrenewal

Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

10.12 Waiver of Governmental Immunity

Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

10.13 Additional Insured

The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of

the Project shall include the City and the Board of Education as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

10.14 Certificate of Insurance

As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, P. O. Box 798, Norwalk, Connecticut 06856-0798.

10.15 Waiver of requirements

The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Indemnification: The Law Firm shall defend, save harmless and indemnify the Norwalk Public Schools and the City of Norwalk, its officers, agents, employees and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request For Proposal, and Purchase, Lease/Purchase or Contract Agreements. In addition, the Contractor agrees to indemnify and hold harmless the Norwalk Public Schools and the City of Norwalk, and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injuries or property damages or any other losses which may result from the Contractor's performance or lack of performance of the required services. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Norwalk Public Schools and the City of Norwalk, or any of their respective members, officers, employees or agents in any suit or claim arising from the Contractor's performance or lack of performance of the required services or arising from the enforcement of this provision.

SECTION XI – Proprietary Information

11.1 Law Firm(s) are requested to mark any specific information contained in their proposal, which is not to be disclosed to the public, or issued for purposes other than the evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary.

SECTION XII – Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

I state that I am the _____ of

(TITLE)

(NAME OF FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more that one bid for the work contemplated may cause rejection of all proposers in which the proposer is interested. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers. Participants in such collusion may not be considered in the future offers for same work. Each proposer by submitting a bid certifies that it is not a part to any collusive action.
5. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
6. _____ its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or doing liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with the respect to bidding on any public contract, except as follows:

7. I state that _____ understands and acknowledges
(NAME OF MY FIRM)
that the above representations are material and important, and will be relied on by Norwalk Public Schools in awarding the bid for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Norwalk Public Schools of the true facts relating to the submission of this contract.
8. I agree to furnish and deliver all services on the date and time agreed on by _____ and the Norwalk Public Schools at the time the purchase
(NAME OF MY FIRM)
order is placed. You will also agree to not place us on back order. Furthermore, there will not be cancellations to the Board Of Education. If a proposer submits a bid on any item he/she will be responsible for delivering that item at the bid cost, in accordance with the attached above specifications which were submitted with this bid and upon which the bid was made.
9. By signing this bid the proposer understands and agrees to the attached terms, terms, and specifications, including Collusion Among Bidders and Employment Discrimination By The Contractor Prohibited.

SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE

THIS _____ DAY OF

_____, 20 _____

_____ MY COMMISSION EXPIRES _____

NOTARY PUBLIC

SECTION XIII – COST WORKSHEET

Proposal Cost Worksheet

In the following format explain who will be assigned to this project, their Title and the hourly rate of pay charged for their service.

(For Example: Partner, J. Jones, \$350.00 per hour)

Title: _____ Hourly Rate: _____

Title: _____ Hourly Rate: _____

Title: _____ Hourly Rate: _____

Title: _____ Hourly Rate: _____

Title: _____ Hourly Rate: _____

In the following format enter any charges associated to travel expenses that your Firm(s) will charge to the Norwalk Public Schools.

Enter when the charges begin.

(For Example: Norwalk to Stamford Superior Court, mileage rate charged \$.50 per mile)

Indicate **\$0.00** on the Travel Charges line if your firm **does not** charge for travel.

Travel Charges

Mileage charges _____

Charges begin at _____

Total Cost

Pricing for this project may be submitted for options A, B or C.

A: Special Education: _____

B: General Legal Service's: _____

C: Combination of A & B: _____