

GARFIELD HEIGHTS BOARD OF EDUCATION  
GARFIELD HEIGHTS, OHIO

RECORD OF PROCEEDINGS  
Minutes Organizational Board Meeting  
January 7, 2020

The Board of Education of the Garfield Heights City School District held its Organizational Meeting on Tuesday, January 7, 2020 at the Garfield Heights Board of Education Offices, 5640 Briarcliff Drive, Garfield Heights, Ohio 44125 at 6:00 p.m. with Mrs. Christine Kitson, President pro-tempore, presiding.

Elected Board Members Nichelle N. Daniels was administered the Oath of Office by her father Gregory McCurry, Joseph M. Juby was administered the Oath of Office by Treasurer Sluka and Ashley M. Thomas was administered the Oath of Office by Ohio State Representative Stephanie House.

ROLL CALL

Present: Mrs. Kitson, Mrs. Daniels, Mr. Dobies, Mr. Juby, Ms. Thomas

Absent:

**RECOMMEND ADOPTION OF AGENDA AS PRESENTED**

Moved by Mr. Juby seconded by Mr. Dobies to approve the agenda as adopted.

Ayes: Juby, Dobies, Daniels, Kitson, Thomas

Nays: None

ELECTION OF PRESIDENT OF THE BOARD FOR THE YEAR 2020

Mr. Dobies nominated Mr. Juby for President of the Board of the Garfield Heights City School District.

Moved by Mr. Dobies, seconded by Mrs. Daniels to close nominations.

Ayes: Dobies, Daniels, Kitson, Thomas, Juby

Nays: None

Mr. Joseph Juby was elected President by a unanimous vote.

Treasurer Sluka administered the Oath of Office to the elected President, Mr. Juby.

The meeting continued with Mr. Juby as president.

### ELECTION OF VICE PRESIDENT OF THE BOARD FOR THE YEAR 2020

Mrs. Kitson nominated Mr. Dobies as Vice President of the Board of the Garfield Heights City School District.

Moved by Mr. Juby, seconded by Mrs. Daniels to close nominations.

Ayes: Juby, Daniels, Dobies, Kitson, Thomas

Nays: None

Mr. Dobies was elected Vice-President by unanimous vote.

Treasurer Sluka administered the Oath of Office to the elected Vice President, Mr. Dobies.

### SETTING OF THE TIME, DATE AND PLACE FOR REGULAR MEETINGS

Moved by Mrs. Kitson, seconded by Ms. Thomas setting the Regular Monthly Board Meetings on the third Monday of every month at 6:00 p.m. unless otherwise designated by an \*.

\*January 21, 2020

\*February 24, 2020

March 16, 2020

April 20, 2020

May 18, 2020

June 15, 2020

July 20, 2020

August 17, 2020

September 21, 2020

\*October 12, 2020

November 16, 2020

December 21, 2020

Ayes: Kitson, Thomas, Daniels, Dobies, Juby

Nays: None

Moved by Mr. Dobies, seconded by Mrs. Kitson to establish the Board Service Fund for the amount of \$20,000.00.

Ayes: Dobies, Kitson, Daniels, Thomas, Juby

Nays: None

Moved by Mrs. Kitson, seconded by Mrs. Dobies to appoint Christine Kitson as delegate to the Ohio and National School Board Association's Convention for 2020, with the remaining Board Members to serve as alternate delegates.

Ayes: Kitson, Dobies, Daniels, Thomas, Juby

Nays: None

Moved by Mrs. Kitson, seconded by Mr. Dobies to approve the Board President's appointment of the following representatives/liaison for the 2020:

Student Activities Liaison	Ms. Ashley M. Thomas
Legislative Liaison	Mr. Joseph M. Juby
City Liaison	Mr. Robert A. Dobies,
Policy Liaison	Mrs. Nichelle N. Daniels & Mr. Joseph M. Juby

Ayes: Kitson, Dobies, Daniels, Thomas, Juby

Nays: None

Moved by Mr. Dobies, seconded by Mrs. Kitson to authorize the Treasurer to make investments with active funds, as they are available.

Ayes: Dobies, Kitson, Daniels, Thomas, Juby

Nays: None

#### TAX BUDGET HEARING

Mr. Sluka held the 2020 tax budget hearing at this time.

Moved by Mrs. Thomas, seconded by Mrs. Kitson to approve resolution No. 2020-01, a resolution to approve the 2020 Tax Budget as presented in Exhibit "A".

Ayes: Thomas, Kitson, Daniels, Dobies, Juby

Nays: None

Moved by Mrs. Kitson, seconded by Mrs. Daniels to approve the Superintendent and Treasurer to seek request for proposals for the legal services as presented in Exhibit "B".

Ayes: Kitson, Daniels, Dobies, Thomas, Juby

Nays: None

Mr. Dobies welcomed the new board members and stated he looked forward to working with them both.

Ms. Thomas wanted to share how much of an honor it is to be able to serve this district in the capacity of a board member, being the first African American board member elected is monumental to myself and to my family. I wanted to thank everyone for coming out tonight and showing their support of our future, the children. An old saying goes "it takes a village to raise a child", and tonight's turnout shows your commitment to our community. I ask that as a community we continue to be involved and show our support in the growth, development and education of our students. Public education should be a priority for all, so please stay connected, share and follow our district social media and web pages to stay updated with all of the amazing changes happening in our district. I look forward serving this term with my fellow board members. Our next board meeting will be Tuesday, January 21, 2020 at 6pm. Thank you.

Mrs. Daniels stated what an Honor it is to be able to serve the Garfield Heights City School District. She is very passionate about this District. She is raising my 8 children in the Garfield Heights City Schools. She thanked the educators of Garfield Heights City School District. They have been monumental in her family thriving in this school district. She also thanked this Board and the current people sitting here that have developed the policies and sorts; it has made a positive impact on her children. She stated "I am a Parent. I am a Stakeholder. I am so honored to sit at the table and provide a parental influence, a community influence as someone directly impacted the policies that are being administered at this table". She looks forward to making great changes with these wonderful men and women of the community. We all have a passion for the children of this community and public education. We just ask that you continue to support us as we move forward in making positive decisions that will impact our children, our community and public education overall. Thank you!

Moved by Mr. Dobies, seconded by Mrs. Daniels to adjourn at 6:22 p.m.

Ayes: Dobies, Daniels, Dobies, Thomas, Juby

Nays: None



President



Treasurer

## ALTERNATIVE TAX BUDGET INFORMATION

Name of School District: **Garfield Heights City Schools**

For the Fiscal Year Commencing: **July 1, 2020**

Fiscal Officer Signature Allen D. Sluka Date: **January 7, 2020**

# COUNTY OF CUYAHOGA

### **Background**

Substitute House Bill No. 129 (HB129) effective June 3, 2002, was enacted by the 124th General Assembly in part to allow a county budget commission to waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281.

Under the law in effect prior to June 3, 2002, the budget commission could only waive the tax budget for a subdivision or other taxing unit that was receiving a share of the county undivided local government fund or the county undivided local government revenue assistance fund under an alternative method or formula pursuant to ORC Sections 5747.53 and 5747.63. Thus, tax budgets could be waived only for counties, municipalities, townships, and park districts. This restriction is now removed.

### **Ohio Revised Code Section 5705.281**

Under the amended version of this section pursuant to HB 129, a county budget commission, by an affirmative vote of a majority of the commission, including an affirmative vote by the county auditor, may waive the tax budget for any subdivision or other taxing unit. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04.

### **County Budget Commission Duties**

The county budget commission must still certify tax rates to each subdivision or other taxing unit, by March 1 for school districts and by September 1 for all other taxing authorities under ORC Section 5705.35, even when a tax budget is waived. Also, the commission is still required to issue an official certificate of estimated resources under ORC Section 5705.35 and amended official certificates of estimated resources under ORC Section 5705.36.

Therefore, when a budget commission is setting tax rates based on a taxing unit's need, for purposes of ORC Sections 5705.32, 5705.34, and 5705.341, its determination must be based on that other information the commission asked the taxing authority to provide under ORC Section 5705.281, when the tax budget was waived. Also, an official certificate must be based on that other information the commission asked the taxing authority to provide.

### **Alternative Tax Budget Information Filing Deadline**

The fiscal officer for each school district must file one copy of this document with the County Auditor on or before January 20, 2015. [Note: The traditional deadline for submission of the tax budget has been January 20. There is the potential for flexibility on this date as a result of HB 129 depending on the needs of the Budget Commission, but in order for them to be on track with the certificate of available resources, the date may need to be very close to January 20].

# DIVISION OF TAXES LEVIED

(Levies Inside & Outside 10 Mill Limitation, Inclusive Of Debt Levies)  
For the Fiscal Year Commencing: **July 1, 2020**

## Funds (General, Bond Retirement, Permanent Improvement)

## SCHEDULE 1

I	II	III	IV	V	VI	VII	VIII	IX
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized	\$ Amount Requested Of Budget Commission
001 - General	Current Expenses		Inside	Continuing			4.86	\$ 1,544,213
001 - General	Current Expenses		Outside	Continuing			28.90	\$ 9,182,664
001 - General	Emergency	5/15/2015	Outside	10 years	2015-2024	2016-2025	9.50	\$ 3,018,523
001 - General	Emergency	5/15/2015	Outside	10 years	2016-2025	2017-2026	10.50	\$ 3,336,262
001 - General	Emergency	11/8/2016	Outside	10 years	2017-2026	2018-2027	15.50	\$ 4,924,958
002 - Bond Retirement	School Improvement	Nov 2000		25 years	2001-2025	2002-2026	12.00	\$ 3,812,871
002 - Bond Retirement	School Improvement	Nov 2002		23 years	2003-2025	2004-2026	1.40	\$ 444,835
003 - Permanent Improvement				Continuing			1.50	\$ 476,609
Totals								\$ 26,740,935

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

For the Fiscal Year Commencing: **July 1, 2020**

## SCHEDULE 2

I	II	III	IV	V	VI
Fund BY Type	Beginning Estimated Unencumbered Fund Balance	Total Estimated Receipts	Total Resources Available for Expenditures	Total Estimated Expenditures & Encumbrances	Ending Estimated Unencumbered Balance
<b>General Fund</b>	300,000.00	48,000,000.00	48,300,000.00	48,100,000.00	200,000.00
<b>Special Revenue</b>					
018 - Public School Support	500.00	15,000.00	15,500.00	15,000.00	500.00
019 - Other Grant	25,000.00	150,000.00	175,000.00	155,000.00	20,000.00
034 - Classroom Facilities Maintenance Fund	200,000.00	300,000.00	500,000.00	400,000.00	100,000.00
300 - District Managed Activities	4,500.00	200,000.00	204,500.00	190,000.00	14,500.00
401 - Auxiliary Services	0.00	550,000.00	550,000.00	550,000.00	0.00
439 - Public School Preschool	0.00	80,000.00	80,000.00	80,000.00	0.00
451 - Data Communications	0.00	9,000.00	9,000.00	9,000.00	0.00
452 - SchoolNet Professional Development	0.00	0.00	0.00	0.00	0.00
499 - Miscellaneous State Grants	3,000.00	0.00	3,000.00	0.00	3,000.00
516 - IDEA Title VI-B	0.00	1,250,000.00	1,250,000.00	1,250,000.00	0.00
572 - Title I	0.00	2,050,000.00	2,050,000.00	2,050,000.00	0.00
587 - Early Childhood Special Education Grant	0.00	24,000.00	24,000.00	24,000.00	0.00
590 - Title II-A	0.00	285,000.00	285,000.00	285,000.00	0.00
599 - Miscellaneous Federal Grants	0.00	135,000.00	135,000.00	135,000.00	0.00
<b>Total Special Revenue</b>	25,275.00	5,048,000.00	5,281,000.00	5,143,000.00	138,000.00

# STATEMENT OF FUND ACTIVITY

(List All Funds Individually)

For the Fiscal Year Commencing: **July 1, 2020**

## SCHEDULE 2

I	II	III	IV	V	VI
Fund BY Type	Beginning Estimated Unencumbered Fund Balance	Total Estimated Receipts	Total Resources Available for Expenditures	Total Estimated Expenditures & Encumbrances	Ending Estimated Unencumbered Balance
<b>Debt Service</b>					
002 - Bond Retirement Fund	2,946,956.00	3,831,935	6,778,891.36	3,881,270.00	2,897,621.36
<b>Capital Projects</b>					
003 - Permanent Improvement Fund	12,000.00	200,000.00	212,000.00	210,000.00	2,000.00
004 - Building Fund	1,000.00	35,000.00	36,000.00	30,000.00	6,000.00
<b>Total Capital Projects</b>	24,600.00	235,000.00	248,000.00	240,000.00	8,000.00
<b>Enterprise</b>					
006 - Food Services	958,000.00	2,100,000.00	3,058,000.00	2,200,000.00	858,000.00
009 - Uniform Supplies	0.00	60,000.00	60,000.00	60,000.00	0.00
<b>Total Enterprise</b>	958,000.00	2,160,000.00	3,118,000.00	2,260,000.00	858,000.00
<b>Internal Service</b>					
014 - Internal Services Rotary	11,000.00	90,000.00	101,000.00	100,000.00	1,000.00
022 - District Agency	5,000.00	20,000.00	25,000.00	24,000.00	1,000.00
024 - Employee Benefits Self Insurance	10,000.00	400,000.00	410,000.00	400,000.00	10,000.00
<b>Total Internal Service</b>	81,000.00	510,000.00	536,000.00	524,000.00	12,000.00
<b>Expendable Trusts</b>					
007 - Expendable Trust	500.00	10,000.00	10,500.00	10,500.00	0.00
200 - Student Managed Activities	3,500.00	60,000.00	63,500.00	62,000.00	1,500.00
<b>Total Expendable Trusts</b>	4,000.00	70,000.00	74,000.00	72,500.00	1,500.00
<b>Non-Expendable Trust</b>					
008 - Blaugrund Endowment Scholarship	100,000.00	1,200.00	101,200.00	1,200.00	100,000.00
<b>Total Non-Expendable Trust</b>	100,000.00	1,200.00	101,200.00	1,200.00	100,000.00
<b>TOTALS FOR MEMORANDUM ONLY</b>	4,439,996.00	59,856,135.36	64,437,091.36	60,221,970.00	4,215,121.36



## UNVOTED GENERAL OBLIGATION DEBT

**For the Fiscal Year Commencing: July 1, 2020**

### SCHEDULE 3

[illegible]

# VOTED AND UNVOTED DEBT OUTSIDE 10 MILL LIMIT

For the Fiscal Year Commencing: **July 1, 2020**

## SCHEDULE 4

I Purpose Of Notes Or Bonds	II Authorized By Voters On MM/DD/YY	III Date Of Issue	IV Final Maturity Date	V Principal Amount Outstanding At The Beginning Of The Year	VI Amount Required To Meet Budget Year Principal & Interest Payments
School Improvement Bonds - 2012 Refunding	November 5, 2002	January 15, 2004	December 15, 2026	\$ 3,945,000	\$ 932,888
School Improvement Bonds - 2015 Refunding	November 7, 2000	October 17, 2006	December 15, 2024	\$ 12,010,000	\$ 2,713,633
School Improvement Bonds - 2016 Refunding	November 7, 2000	October 19, 2016	December 15, 2026	\$ 5,910,000	\$ 234,750
				\$ 21,865,000	\$ 3,881,270

# TAX ANTICIPATION NOTES

Garfield Heights City School District  
For the Fiscal Year Commencing: **July 1, 2020**

## SCHEDULE 5

Tax anticipation notes are issued in anticipation of the collection of the proceeds of a property tax levy. The amount of money required to cover debt service must be deposited into a bond retirement fund, from collections and distribution of the tax levy, in the amounts and at the times required to pay those debt charges as provided in the legislation authorizing the tax anticipation notes. (ORC Section 133.24)

The appropriation to the fund which normally receives the tax levy proceeds is limited to the balance available after deducting the amounts to be applied to debt service.

After the issuance of general obligation securities or of securities to which section 133.24 of the ORC applies, the taxing authority of the subdivision shall include in its annual tax budget, and levy a property tax in a sufficient amount, with any other monies available for the purpose, to pay the debt charges on the securities payable from property tax. (ORC Section 133.25)

	Name Of Tax Anticipation Note Issue	Name Of Tax Anticipation Note Issue
Amount Required To Meet Budget Year Principal & Interest Payments:	NONE	
Principal Due		
Principal Due Date		
Interest Due		
Interest Due Date		
Interest Due		
Interest Due Date		
Total		
Name Of The Special Debt Service Fund		

Amount Of Debt Service To Be Apportioned To The Following Settlements:	NONE	
February Real		
August Real		
June Tangible		
October Tangible		
Total		
Name Of Fund To Be Charged		

# **REQUEST FOR PROPOSAL OF LEGAL SERVICES FOR THE GARFIELD HEIGHTS CITY SCHOOLS BOARD OF EDUCATION**

## **1. INTENT**

The Garfield Heights City Schools Board of Education ("Board") invites qualified, licensed, full-service law firms and individual attorneys to submit a proposal to represent the Board in legal matters and litigation, excluding litigation handled by attorneys selected by the Board's insurance carriers.

The Board will consider any proposal that serves the best interest of the Garfield Heights City Schools including, but not limited to, in-house counsel, an all-inclusive flat fee agreement, a subject area flat fee agreement (e.g., special education, labor and employment, etc.), a case type flat fee agreement (e.g., arbitrations, board of revisions, collective bargaining, etc.), and/or hourly rates.

The Board anticipates entering into an agreement with the selected firm(s)/attorney(s) starting on or about February 20, 2020.

## **2. QUALIFICATION REQUIREMENTS**

Firms/attorneys who respond to this Request for Proposal ("RFP") must meet the following minimum requirements:

- 2.1 Member in good standing of the Ohio Bar Association.
- 2.2 Significant experience working with or for Ohio school districts.
- 2.3 Ability to provide same day response.
- 2.4 Assignment of a lead attorney with appropriate experience.
- 2.5 Must have no substantive conflict of interest in representing the Board.
- 2.6 Commitment to the Garfield Heights City School District.

## **3. SCOPE OF SERVICES**

### **3.1 Background Information**

The Board provides a system of public education to approximately 3,650 students in grades K through 12. The Garfield Heights City Schools is located in northeastern Ohio, approximately 8 miles south of the downtown area of the City of Cleveland.

### 3.2 **Specific Tasks**

The successful firm(s)/attorney(s) will provide services including, but not limited to:

- 3.2.1 Bonds.
- 3.2.2 IRS matters.
- 3.2.3 Property tax valuation complaints.
- 3.2.4 Labor relations/human resources.
- 3.2.5 Special education/student services.
- 3.2.6 General Counsel.
- 3.2.7 Business contracts.
- 3.2.8 Tax Increment Financing Arrangements.

### 4. **TIMEFRAME**

The successful firm(s)/attorney(s) will be expected to commence the provision of services commencing on or about February 20, 2020 and the term of the resultant contract will be “at will” with the expectation that another RFP may be done in the future.

### 5. **PROJECT MANAGEMENT**

The contract shall be managed for the Board by the Treasurer/Director of Business Services.

### 6. **SCHEDULE OF PROPOSALS**

January 7, 2020:	Approve RFP
January 8, 2020:	Distribute RFP
January 24, 2020:	Response Deadline
January 27, 2020 – February 14, 2020:	Board Interview with Finalists in Open Meeting
February 19, 2020:	Approval of Firm(s)/Attorney(s)

All firms/attorneys who are furnished a copy of this RFP, but who decide not to offer a proposal to the Board, are asked to submit a negative reply. Specific comments and observations are encouraged.

#### 6.1 **Submittal Letter**

Firms/attorneys shall submit six (6) copies, by U.S. Mail, of a cover letter, addressed to the Treasurer, signed by an authorized principal or agent of the firm/attorney, which provides an overview of the firm/attorney’s offer, as well as the name, title and phone number of the person to whom the Board may direct questions concerning the proposal. The letter should also include a statement by the firm/attorney accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to bind the firm/attorney.

## 6.2 **Experience and Commitment to the Garfield Heights City Schools**

Firms/attorneys are to provide a summary of the firm/attorney's experience on similar types and sizes of engagements with emphasis on school boards in the State of Ohio, and detail on experience with education law. This summary must include your firm/attorney's experience in the areas of services described in Section 3, provide detailed resumes of persons proposed to work directly with the Board and indicate the level of responsibility of each person (excluding clerical staff). This summary should also demonstrate a commitment to the Garfield Heights City Schools (e.g., past performance, Garfield Heights professional staff residents, etc.). Resumes are to include educational qualifications and previous work assignments that relate to this RFP.

## 6.3 **References**

Firms/attorney's must have a minimum of five (5) years experience in the areas of law specified in the Scope of Services. A minimum of five (5) client references, which encompass the areas outlined in this RFP. The client references must include the name of the organization, address, telephone number, individual contact person, the dates services were performed and a description of the services provided. The Board will not be asking for disclosure of attorney-client privileged information but, rather, a general description of services rendered and satisfaction with the same.

## 6.4 **Budget/Fee Proposal**

Consistent with the type of proposal being submitted (see Section 1), all firms/attorneys are required to complete and submit the detailed itemized fee schedule and expected schedule of payment to perform all services. Note that the Board expects that all reimbursable charges will be charged at the firm/attorney's actual cost, without additional mark-up, and with prior approval of the Treasurer and/or Superintendent.

## 6.5 **Form of Contract**

The Board intends to negotiate and enter into a contract with the most responsible firm(s)/attorney(s) whose proposal is determined to be in the best interest of the Garfield Heights City Schools. The form of contract for any award made as a result of this proposal will be a Board purchase order, referencing this RFP, which shall be considered as part of such a contract. The amount will be based on the fees shown in this proposal as modified, if necessary, during negotiations. If your firm/attorney will be requiring the Board to sign an additional or separate contract, a copy of the proposed contract must be included with the proposal. In the event of a discrepancy between the firm/attorney's proposed contract and this RFP, the terms of this RFP shall govern.

## **7. EVALUATION AND AWARD**

The following criteria will be used in no particular order and without limitation, in evaluating proposals and determining the most responsive firm(s)/attorney(s):

7.1 Proposals in response to this RFP will be reviewed against the criteria listed below.

- 7.1a The firm/attorney's technical understanding of the scope of services and proposed professional services as evidenced by the proposal submitted.
- 7.1b The background and experience of the firm/attorney in providing similar services as well as specific background, education, qualifications and relevant experience of key personnel to be assigned to this contract.
- 7.1c Office location (any Ohio law firm/attorney is encouraged to respond to this RFP).
- 7.1d Proposed fees and costs, although the Board is not bound to select firm(s)/attorney(s) who proposes the lowest fees. The Board reserves the right to negotiate fees with the selected firm(s)/attorney(s).
- 7.1e Information obtained from the firm/attorney's references or other clients.
- 7.1f Commitment to the Garfield Heights City Schools.
- 7.1g Best interest of the Garfield Heights City Schools.

### **7.2 Selection Procedures**

The Board intends to enter into a contract with the most responsible responsive firm(s)/attorney(s) whose proposal is determined to be in the best interest of the Garfield Heights City School District.

- 7.2a The Board reserves the right to reject any or all proposals or part thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the RFP, and to negotiate a contract with the successful legal firm.
- 7.2b The Board will initially review all proposals to determine responsiveness. Any proposal that does not address all requested requirements or is incomplete may not be considered.
- 7.2c The Board will evaluate all responsive and responsible proposals based on the criteria enumerated in Section 7. The Board may afford firm(s)/attorney(s) the opportunity to clarify proposals for the purpose of assuring a full understanding of their responsiveness to the RFP.
- 7.2d The Board may conduct an interview of the firm(s)/attorney(s) it judges to be the most qualified to perform the services required, based upon the criteria in this RFP. Necessary interviews will be conducted between January 27 and February 14, 2020. The firm(s)/attorney(s) will be notified in advance of the proposed interview date. If conducted, interviews will be in open session. The firm(s)/attorney(s) are advised that the Board reserves the right to award this contract solely on the basis of the submitted proposals.

- 7.2d *The Superintendent, Treasurer, and/or Board Officer(s) may conduct interviews of the firm(s)/attorney(s) it judges to be the most qualified to perform the services required, based upon the criteria in this RFP. Necessary interviews will be conducted as outlined herein. The firm(s)/attorney(s) will be notified in advance of the proposed interview date. The firm(s)/attorney(s) are advised that the Board reserves the right to award this contract solely on the basis of the submitted proposals.*

The Board reserves the right to cancel at any time for any reason this solicitation and to reject all qualification statements. The Board shall have no liability to any firm/attorney arising out of such cancellation or rejection. The Board reserves the right to waive minor variations in the selection process.

## 8. **GENERAL REQUIREMENTS AND CONDITIONS**

Firms/attorneys responding to this RFP will be expected to adhere to the following conditions and must make a positive statement to that effect in its proposal submitted:

- 8.1 The selected firm(s)/attorney(s) must have an office or facility in Ohio. The specific location of the facility must be identified in the proposal submitted.
- 8.2 Have personnel/resources reserve sufficient to assure service continuity, and agree to maintain adequate level of qualified personnel for the term of the Agreement.
- 8.3 Agree to maintain and preserve confidentiality in all matters relating to the resultant contract and services provided under it.
- 8.4 Agree that the Board and the firm/attorney may terminate the contract at any time. In the event of termination, the Board shall pay the firm/attorney for any services rendered prior to termination. However, if the selected firm(s)/attorney(s) has damaged the Board in any way, such payment may be withheld until the Board determines whether or by how much such payment should be reduced.
- 8.5 Agree to accept and follow management direction from the Board and specifically, the Board's designated personnel (e.g., Board President, Superintendent, Treasurer, Assistant Superintendent, Director of Special Education, Director of Pupil Services, Principals, etc.).
- 8.6 Agree to conform to all applicable laws and policies of the Board.
- 8.7 Agree that if the Board cannot in good faith negotiate a written contract within a reasonable time with the selected firm(s)/attorney(s), the Board may unilaterally cancel its selection of that firm(s)/attorney(s).
- 8.8 Agree that periodic payments to the firm(s)/attorney(s) will be made as agreed upon in the contract with the Board.
- 8.9 Agree that the contract between the Board and the firm(s)/attorney(s) shall be governed by and construed in accordance with the laws of the State of Ohio and the policies of the Board.
- 8.10 Agree that you maintain adequate liability insurance.



9. **NON-DISCRIMINATION STATEMENT**

As a condition of doing business with the Board, the firm(s)/attorney(s) must comply with all applicable non-discrimination laws.

10. **TAXPAYER'S IDENTIFICATION NUMBER**

The selected respondent whether as individual, proprietor, partnership or a non-profit corporation or organization must fill out and submit the *Internal Revenue Service Form W-9, Payers Request for Taxpayer Identification Number*.

11. **ALTERNATIVES AND EXCEPTIONS**

Only slight additions or changes would be expected to be negotiated with the successful firm(s)/attorney(s) in order to resolve any variances between the proposal and the final contract. A firm/attorney may submit alternate proposals or take exceptions to this RFP which deviate from the RFP; however, alternates and exceptions shall be clearly identified as such, and shall include a discussion of the purpose and benefits to such alternate/exception, and the Board is not bound to accept them if it determines that they are not in the best interest of the Garfield Heights City Schools.

12. **ADDITIONAL INFORMATION AND REVISION TO PROPOSALS**

Information may be provided to potential respondents for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Prospective respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.

13. **QUESTIONS, COMMUNICATIONS, AND SUBMISSION**

Questions regarding this RFP shall be in writing via email as outlined below. Answers to any questions will be sent to any/all firm(s)/attorney(s) on record with the Board as having requested and been furnished a copy of the RFP via the Treasurer. It is imperative that any/all firm(s)/attorney(s) provide full and accurate contact information to the Treasurer.

Any firm(s)/attorney(s) considering responding to this RFP are strictly prohibited from communicating directly with any Board of Education member or staff member other than the Treasurer or Superintendent of the Garfield Heights City School District.

**Five hard copy originals of the statement of qualifications must be submitted to the Treasurer at the address below by not later than 12:00 p.m. (Eastern Standard Time) on Friday January 24, 2020.**

Incomplete statements of qualifications or statements of qualifications received after this deadline will not be accepted or considered. The Board assumes no responsibility for costs incurred in the preparation, presentation, or submission of the statement of qualifications required.

Allen Sluka  
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(216) 475-8100