



REQUEST FOR PROPOSALS

LEGAL SERVICES for the HALIFAX COUNTY BOARD of EDUCATION

The Halifax County Board of Education invites proposals from qualified attorneys or firms to serve as School Board Attorney. The selected counsel must demonstrate expertise in North Carolina education law, public sector human resources, civil service, and municipal governance, and be prepared to support the Board and Superintendent with comprehensive legal services.

Desired Qualifications

- Licensed to practice law in North Carolina and in good standing with the North Carolina State Bar.
- Demonstrated knowledge of federal and North Carolina education laws.
- Demonstrated litigation experience involving public schools.
- Ability to respond promptly to urgent legal matters.
- Working knowledge of Robert's Rules of Order.

Scope of Services

- Attend regular, special, and emergency Board meetings.
- Provide legal advice by telephone, email, and in person.
- Maintain Closed Session minutes as requested.
- Provide guidance on Open Meetings Law and Public Records Law.
- Advise the Board, Board Chairperson, and Superintendent/designee on legal matters.
- Represent and negotiate on behalf of the Board.
- Review Board actions, contracts, and agreements; provide legal recommendations.
- Respond promptly to urgent or time-sensitive issues.
- Provide annual training on Board procedures and identify potential procedural violations.
- Serve as a consistent advocate for the Board of Education.
- Must be able to create, edit, review, and recommend policies and contracts.

Proposal Requirements

- Letter of Interest.
- Firm history.
- Resume and credentials for all team members, including hourly rates.
- Evidence of the firm's capacity to meet the standards outlined in this notice.
- Clear explanation of billing practices for travel, administrative, and office expenses.
- Retainer options (preferred).
- Completion of the rate table below.
- Conflict of interest disclosure.
- Three to five school district references.
- Proof of professional liability insurance.



Category	Partner Rate	Associate Rate
Special Education		
Threatened Litigation		
Litigation		
Construction		
Real Estate		
Discipline / Students		
Board Meetings		
Board Consultation		
Contracts		
Personnel		
Policies		
Training		
Other Legal Matters		

Submit proposals electronically in PDF format no later than August 15, 2026 to:

Dr. Eric Cunningham
Superintendent of Halifax County Schools

Attn: Tiwana Middleton
Board Clerk
middletont@halifax.k12.nc.us

Late proposals will not be considered.

RESERVATION of RIGHTS

The Halifax County Board of Education reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with one or more firms, and accept the proposal determined to be in the best interest of the Board.

Cc: Halifax County Schools Board Members