

**NYCLASS GOVERNING BOARD
REQUEST FOR PROPOSAL**

LEGAL COUNSEL SERVICES

**PROPOSALS TO BE RECEIVED ON OR BEFORE
November 4, 2022**

**Submit To: NYCLASS
c/o Tim Hilker, Asst. Superintendent for Business
Saratoga Springs City School District
t_hilker@saratogaschools.org**

**NYCLASS GOVERNING BOARD
REQUEST FOR PROPOSALS**

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1. GENERAL INFORMATION

The NYCLASS Governing Board hereinafter called “Board” requests sealed Proposals for LEGAL COUNSEL. The Board is requesting quotations for a two-and-a-half-year term, commencing January 1, 2023, and completing June 30, 2025. All proposals, comments, or questions should be submitted in writing to:

NYCLASS
c/o Tim Hilker
Saratoga Springs City School District
Email: t_hilker@saratogaschools.org

The NYCLASS Governing Board is established pursuant to New York State General Municipal Law Articles 3A and 5G as most recently Amended and Restated as of March 28, 2019. The Governing Board shall consist of no less than three (3) of the participants in the Cooperative Liquid Assets Securities System, herein referred to as CLASS, but no more than fifteen (15) members. Currently the Board is comprised of fifteen (15) members representing member school districts and municipalities across the state.

“NYCLASS” (New York Cooperative Liquid Assets Securities System) is a short-term, highly liquid investment program, designed specifically for public-sector funds, that provides you the opportunity to invest funds on a cooperative basis in short-term investments which are carefully selected to yield favorable returns while providing maximum safety and liquidity. The specific terms of the program are fully defined by the terms of both the NYCLASS Municipal Cooperation Agreement and New York State General Municipal Law.

1. Proposals may be submitted via email to Mr. Tim Hilker, at: t_hilker@saratogaschools.org
2. Proposals should detail the firm's/individual's knowledge and experience of the laws and regulations relevant to New York Municipal Law and municipal investment cooperatives in general and knowledge of the laws and regulations relevant to the NYCLASS Governing Board.
3. The proposal shall list the names of the individuals from the firm who would be responsible for the representation of the Board setting forth their respective backgrounds and other related experience.
4. The Board reserves the right to accept or reject any quotations or parts thereof which, in their judgment, best serves the interest of the Board.
5. There is no expressed or implied obligation for the Board to reimburse responding firms for any expenses incurred preparing proposals in response to this request. The Board reserves the right to reject any or all proposals submitted.
6. Proposals submitted will be evaluated by the Board, the Lead Agent, and appropriate employees of Public Trust Advisors, LLC. During the evaluation process, the Board reserves the right, where it may serve the Board's best interest, to request additional information or clarification.
7. At the discretion of the Board, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the Board.
8. The Board reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the

conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board and the firm selected.

9. It is anticipated that the selection of a firm will be completed by November 18, 2022. A contract will be executed between both parties as soon as possible thereafter.

II. TERM OF ENGAGEMENT

The term shall be January 1, 2023, to June 30, 2025, subject to annual review on or about July 1 of each year. This agreement may be terminated upon 30 days' notice in writing by the Board subject solely to payment of fees and disbursements as of the date of termination.

The firm shall provide disclosure of any other involvement/business relations with the current program administrator, Public Trust Advisors, LLC, and other cooperative investment programs in New York State, to avoid any potential conflict of interest or the appearance thereof.

III. NATURE OF SERVICES

NYCLASS Governing Board's Attorney serves as chief legal advisor to the Board, the Lead Agent, and the then current administrator (at the time of this request, Public Trust Advisors, LLC). Services shall include, but not be limited to the following:

- Act as Board's attorney and chief legal officer in all respects. Act as legal counsel for the Board and/or its officers, agents, and its then current administrator (Public Trust Advisors, LLC) as well as being present at all meetings both formal and informal as requested by the Board, and/or its designee.
- Act as legal counsel for the Board in all its actions, and any proceedings brought against the Board.

IV. EVALUATION

The selection process will include, but not be limited to evaluation in the following areas:

- Fee structure (the Board reserves the right to select either an hourly rate or a set retainer amount)
- Size of firm
- Years of experience in Municipal and Education Law with clients of similar size and complexity
- References
- Oral presentations/interviews, if applicable

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Responses Due: November 4, 2022**

We agree to provide Legal Services as outlined in the Request for Proposal in accordance with the following fee structure.

	<u>Annual Retainer</u>	<u>Hours Included</u>	<u>Fee Per Hour</u>
2023 (Jan. 1 – June 30) Legal Counsel	\$ _____	_____	\$ _____
2023-2024 Legal Counsel	\$ _____	_____	\$ _____
2024-2025 Legal Counsel	\$ _____	_____	\$ _____

Other Expenses (please provide detail) _____

Firm Name: _____

Address: _____

Printed Name of Authorized Official: _____

Signature of Official: _____ Date: _____

Telephone #: () _____ Fax#: () _____

E-mail of Contact: _____