

Purchasing Department  
1320 West Main Street Suite 305  
Franklin, TN 37064-3700  
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**WILLIAMSON COUNTY SCHOOLS (WCS)  
REQUEST FOR QUALIFICATIONS (RFQ) # 1414  
OUTSOURCED ATTORNEY AND RELATED LEGAL SERVICES FOR BOARD OF EDUCATION**

Williamson County Schools (WCS) is accepting qualifications from interested and qualified providers of legal services to represent the Williamson County Board of Education (public K-12). Sealed qualifications documents must be mailed or hand delivered to Williamson County Schools, Central Office, 1320 West Main Street, Suite 202, Franklin TN 37064, Attn: Kirk Elliott, by or before 2:30 pm on Tuesday, July 21, 2026, at which time they will be publicly opened. Submissions will be time stamped for authenticity by WCS Purchasing Department.

Sealed qualification statements must be marked “WCS RFQ #1414 Outsourced Attorney and Related Legal Services for Board of Education.” Professional service providers may include any related literature, brochures, or other proposal materials pertinent to the qualification submittal if they wish. No submissions will be accepted after the deadline of 2:30 pm on Tuesday, July 21, 2026.

THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED QUALIFICATION ENVELOPE:

- WCS RFQ #1414 Outsourced Attorney and Related Legal Services for Board of Education
- Company Name
- Company Address
- Date and Time of Qualification Statement Opening (2:30 pm Tuesday, July 21, 2026)

The Williamson County Board of Education (“Board”), a public body operating under the laws of the State of Tennessee, invites qualified attorneys and law firms to submit Statements of Qualifications to provide legal services to the Board in its governance capacity.

The Board is seeking **independent legal counsel that represents the Board as a governing body**, distinct from legal services that may be provided to the school system administration or superintendent. The intent of this solicitation is to ensure the Board has access to objective, conflict-free legal advice in fulfilling its statutory and fiduciary responsibilities.

## **Purpose of Engagement**

The purpose of this RFQ is to establish a professional relationship with legal counsel who can independently advise the Board on matters of governance, legal compliance, and oversight. The Board recognizes that its role differs from that of the school district administration and requires legal guidance that is focused specifically on the Board's duties as an elected policymaking body.

## **Scope of Services**

The legal services to be provided under this engagement are expected to include a broad range of advisory, compliance, and governance-related functions. Counsel will routinely advise the Board on matters involving its authority, responsibilities, policies (including policy review and development), and procedures under Tennessee law.

The attorney must attend Board meetings as requested, offering real-time legal guidance to ensure compliance with applicable laws governing public meetings and decision-making processes. In addition, counsel will assist the Board in addressing legal questions related to ethics, conflicts of interest, and transparency requirements under state law. The attorney will also advise the Board Chair and Executive Committee from time to time on matters of school governance.

The engagement also anticipates that counsel will provide guidance on matters involving the Board's relationship with the superintendent, including contractual matters, evaluation processes, and other supervisory responsibilities.

In addition to ongoing advisory services, the selected attorney may be asked to develop or review policies, provide legal training to Board members, and assist in mitigating legal risks associated with Board actions. Matters requiring legal guidance may include but are not limited to employment law, vendor contracts, and other legal services as requested by the Board from time to time.

## **Qualifications and Experience**

The Board seeks respondents who demonstrate a high level of professional competence and relevant experience. Qualified respondents must be licensed to practice law in the State of Tennessee and must have demonstrable experience in education law, public sector governance, and/or representation of elected bodies.

Preference will be given to those who have experience working with school boards or similar governing entities and who possess a thorough understanding of Tennessee statutes and legal requirements impacting public education governance. Respondents must also demonstrate the ability to provide independent legal advice free from conflicting interests.

## **Conflict of Interest and Independence**

Given the nature of this engagement, independence is of paramount importance. Respondents are required to fully disclose any current or prior relationships with the school district, its administration, or related entities. This includes any representation of the superintendent, central office staff, or other district personnel.

## **Submission Requirements**

Each respondent shall submit a Statement of Qualifications that provides a clear and comprehensive overview of their ability to perform the requested services. Submissions should describe the firm or attorney's background, identify key personnel who would serve the Board and include their curriculum vitae (CV), and highlight relevant experience with public-sector or school board clients.

Respondents should also describe their approach to advising governing bodies, including how they ensure independence and effectively communicate complex legal issues to elected officials. A proposed fee structure may later be solicited directly upon review of submitted professional qualifications.

Submissions must include a minimum of two references from clients for whom similar services have been provided.

## **Evaluation Process**

The Board will evaluate all submissions in a manner designed to identify the most qualified respondent based on experience, expertise, and fit with the Board's needs. Evaluation will consider the respondent's experience with public governance and school boards, knowledge of Tennessee law, demonstrated independence, overall approach to representation, cost structure, and client references.

If deemed necessary, the Board may invite selected respondents to participate in interviews. These interviews will further evaluate communication style, responsiveness, and overall compatibility with the Board.

## **Contract Terms and Conditions**

The Board anticipates entering into a professional services agreement with the selected respondent for an initial term of one (1) year, with options for renewal upon mutual agreement.

The attorney-client relationship established under this contract will be exclusively between the selected counsel and the Board. The attorney shall not represent the school district administration in matters that would create a conflict of interest with the Board during the term of the agreement unless expressly authorized in writing by the Board.

Compensation for services will be structured based on the fee proposal submitted and accepted, prior to entering an attorney-client relationship, which may include hourly billing rates or a negotiated retainer arrangement.

The Board reserves the right to terminate the agreement with or without cause upon reasonable notice, or immediately in instances involving conflicts of interest, ethical concerns, or material breach of contract terms.

The selected attorney must maintain confidentiality in accordance with the Tennessee Rules of Professional Conduct. All applicable attorney-client privilege protections shall apply to communications with the Board.

The attorney shall maintain professional liability insurance in amounts customary for the services provided and shall furnish proof of coverage upon request.

All services provided under the agreement must comply with applicable Tennessee laws, including open meetings, public records, and ethics requirements. The attorney will be responsible for their own acts or omissions and may not assign the contract without the Board's approval.

### **General Terms**

The issuance of this RFQ does not obligate the Board to award a contract or to pay any costs incurred in the preparation of a response. The Board reserves the right to reject any or all submissions and to request additional information as needed. All materials submitted in response to this RFQ shall be subject to the Tennessee Public Records Act.

### **Closing Statement**

The Board appreciates your interest in providing legal services in support of its governance responsibilities. The Board is committed to selecting counsel who will uphold the highest standards of professionalism, independence, and legal excellence in service to the community.

**QUALIFICATION STATEMENT COVER SHEET  
WILLIAMSON COUNTY SCHOOLS  
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This Qualification Statement Cover Sheet must be attached as the first page of the submitted packet.

I, \_\_\_\_\_ (print name), \_\_\_\_\_  
(title), verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth within. By signing this document and submitting my qualifications statement in a sealed envelope with Williamson County Schools, I fully acknowledge and accept the language contained within this RFQ document.

Notice: If you find any of the language, terms, conditions or specifications unacceptable, then please do not submit your qualifications statement for this project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please attach relevant qualification information pursuant to the requests detailed above.**