



Gulf Coast Education Initiative Consortium, Inc.

11975 Seaway Road, Suite A220, Gulfport, MS 39503 Office:
601.528.5342 Fax: 800.960.849 www.gceic.org

Dr. Christine Moseley, Director of Professional Development

REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES

Issued by:

Gulf Coast Education Initiative Consortium, Inc. (GCEIC)
11975 Seaway Road, Suite A220
Gulfport, MS 39503

GENERAL INFORMATION

Overview:

Gulf Coast Education Initiative Consortium, Inc. (GCEIC), an educational nonprofit organization, is soliciting Statements of Qualifications from qualified attorneys to provide legal services for the organization.

Scope of Services:

The selected attorney will provide legal counsel and services related to 501 (c) (3) nonprofit organizations, educational law, and other relevant legal matters as needed by GCEIC.

ADMINISTRATIVE INFORMATION

Term of Contract:

The period of the contract resulting from this RFQ will be from the time of appointment, anticipated to be July 1, 2025 – June 30, 2026. Afterwards, there will be a one-year extension of the contract available at the mutual consent of both parties.

Proposer Inquiries:

Inquiries and requests for information or clarification regarding RFQ must be emailed to:

Dr. Christine Moseley, Executive Director – cmoseley@gceic.org

RFQ INFORMATION

Minimum Qualifications:

A qualified candidate:

- Must be a licensed attorney in the State of Mississippi.
- Must be in good standing with the Mississippi Bar Association
- Must have at least three (3) years of experience with legal matters in education and nonprofit organizations



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Submission Requirements:

Interested attorneys must submit a Statement of Qualifications including the following information:

1. **Letter of Interest** – A brief statement indicating your interest in providing legal services to GCEIC.
2. **Attorney Qualifications and Experience** – Provide a resume outlining relevant legal experience, particularly in school board consultation or educational law matters.
3. **References** – Provide at least three (3) professional references, preferably from educational institutions or organizations.
4. **Fee Structure** – Outline proposed fees for services, including hourly rates.
5. **Proof of Mississippi Bar License** – Provide a copy of an active Mississippi Bar License.

RFQ Addenda:

GCEIC or its representative(s) reserve the right to change the timeline or revise any part of the RFQ by issuing an addendum at any time.

Waiver of Irregularities and Informalities:

GCEIC reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal. In addition, GCEIC reserves the right to seek clarification of any RFQ for the purpose of identifying and eliminating minor irregularities or informalities.

RFQ Rejection/RFQ Cancellation:

Issuance of this RFQ in no way constitutes a commitment by GCEIC to award a contract. GCEIC reserves the right to reject any and/or all proposals if that course is determined to be in its best interests.

Subcontracting Information:

GCEIC shall have a single prime contractor as the result of any contract negotiation, and the prime contractor shall be responsible for all deliverables specified in the RFQ unless specifically excluded in the executed contract.

Ownership of proposal:

All materials submitted in response to the request become the property of GCEIC. Selection or rejection of a proposal does not affect this right.

Proprietary Information:

Only information which is considered legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.



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Cost of Preparing Proposals:

GCEIC is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing or presentation of the proposal are entirely the responsibility of the proposer and shall not be reimbursed in any manner by GCEIC.

Errors and omissions in Proposal:

GCEIC will not be liable for any errors in proposals. GCEIC or its representative(s) reserves the right to make corrections or amendments due to errors identified in proposals by GCEIC or by the proposer. TCEIC has the right to request clarification or additional information from the proposers.

Contract Award and Execution:

GCEIC reserves the right to enter into a contract without further discussion of the RFQ submitted based on the initial offer received.

If the contract negotiation period exceeds ten (10) business days or if the selected proposer(s) fails to sign the final contract within ten (10) business days of delivery, GCEIC may elect to cancel the award and award the contract to the next-highest-ranked proposer.

Code of Ethics:

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if awarded the contract.

RFQ SUBMISSION:

Submission Instructions:

Firms / Individuals who are interested in providing services under this RFQ must submit a proposal containing the information specified in the ***Submission Requirements*** section. The proposal must be submitted in a sealed envelope which includes a hard copy of the fully completed RFQ with original signatures by an authorized representative.

Incomplete proposals, late proposals, or those not following the submission format will not be considered.

Submission Deadline:

All proposals must be submitted by **August 15, 2025** at 2:00 p.m. Central Time to:

Gulf Coast Education Initiative Consortium, Inc. (GCEIC)
Attn: RFQ – Legal Services



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Evaluation Criteria:

Submissions will be evaluated based on the following criteria:

- Demonstrated experience in educational law and school board consultation.
- Qualifications and professional reputation.
- Cost-effectiveness of proposed fee structure.
- Overall quality and responsiveness of submission.

GCEIC reserves the right to reject any or all submissions and to negotiate terms with selected candidates.

For additional information, please visit www.gceic.org or contact GCEIC via email at info@gceic.org.