

REQUEST FOR PROPOSAL

Immigration Legal Services

Issued on: January 10, 2025

Bid due date: January 31, 2025 by COB (4:00 PM AKST)

CLASSIFICATION: Immigration Legal Services Request for Proposal

Terms & Conditions

This request implies no obligation on the part of the buyer. All bids submitted must remain valid for a period of 60 days (unless otherwise specified). The Galena City School District (“School District or GCSD”) reserves the right to negotiate the terms and conditions of any contract entered into as a result of accepting any bid submitted by the successful bidder(s).

The Galena City School District is not responsible for any costs to the bidders for preparation of this bid.

One or more addenda to the Request for Proposal (RFP) may be issued by the School District after the RFP process is opened. A copy of any addendum issued by the School District must be signed by the bidder and submitted along with its bid. While the School District will make reasonable efforts to notify bidders of any addenda, it is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued. Bidders should check the School District website to ascertain if any addenda have been issued.

Any interested party may obtain a copy of the RFP from the School District website at <https://www.galenaalaska.org/procurement/>.

To be considered for award, the bid must be received by via email no later than 4:00 P.M., Alaska Time, January 31, 2025

Submit bid to Dr. Jason Johnson, GCSD Superintendent, via email at the following email address:

jason.johnson@galenanet.com

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SECTION 1 – INTRODUCTION

The Galena City School District (GCSD) is seeking proposals from qualified and experienced law firms or legal service providers to provide comprehensive immigration legal services. These services are essential for supporting GCSD's recruitment and retention of international educators and specialized staff to serve our diverse student population in rural Alaska.

The selected provider will assist GCSD with all aspects of employment-based immigration matters, including but not limited to visa processing, status adjustments, and ongoing immigration compliance. The provider should have demonstrated experience working with educational institutions in Alaska, particularly with rural school districts, and a thorough understanding of the unique challenges and requirements of securing appropriate work authorization for educators in remote locations.

The successful provider will serve as GCSD's primary immigration counsel and should be prepared to:

- Provide strategic guidance on immigration matters affecting school staffing
- Process various types of visa applications and status adjustments
- Offer timely consultation on immigration-related employment decisions
- Ensure compliance with all federal immigration regulations

Maintain clear communication with both GCSD administration and affected staff members

SECTION 2 – SCOPE OF WORK

The Galena City School District (GCSD) is seeking comprehensive immigration legal services from qualified providers. The selected provider shall perform the following services:

1. Required Visa Processing Services
 - J-1 Visa transfer of status to H-1B visas
 - Initial H-1B visa petitions and extensions
 - H-4 dependent visa applications
 - Employment-based permanent residence (Green Card) applications
 - H-1B visa renewals
 - Other employment-based nonimmigrant visa categories as needed

2. Advisory Services
 - Assessment of immigration options for prospective employees
 - Strategic planning for visa applications and status changes
 - Guidance on status maintenance and compliance
 - Immigration-related employment consultation
 - Regular case status updates
3. Documentation Services
 - Preparation and filing of all required forms
 - Review of educational and employment documentation
 - Response to Requests for Evidence (RFEs)
 - Maintenance of immigration records
 - Tracking of key dates and deadlines
4. Response Time Requirements
 - 24-48 hour response time for inquiries
 - Initial consultation within 3 business days
 - Application drafts within 10 business days of documentation receipt
 - RFE responses within government-mandated timeframes
 - Emergency consultation availability
5. Communication Requirements
 - Weekly updates for HR staff
 - Monthly status reports on pending cases
 - Quarterly progress meetings with administration
 - Direct communication with sponsored employees
 - Regular updates on immigration law changes

The selected provider must demonstrate expertise in educational institution immigration matters and understanding of rural Alaska's unique staffing needs. All services must comply with current U.S. immigration laws and regulations.

Section 2 – SELECTION CRITERIA

Proposals will be evaluated based on the following criteria, with points awarded out of 75 total:

Experience and Qualifications (30 points)

- Demonstrated experience with immigration services in rural Alaska
- Past performance on similar projects
- References from comparable service contracts
- Expertise in immigration services for rural Alaska certificated staffing

Technical Capability (25 points)

- Demonstrated ability to meet response time requirements
- Demonstrated understanding of immigration services and processes
- Demonstrated understanding of local staffing needs

Cost Effectiveness (20 points)

- Cost breakdown clarity
- Fee structure for services rendered

Minimum Score Required: 50 points

GCSD reserves the right to request additional information or clarification from bidders during the evaluation process.

Section 3 – COMPLIANCE

The selected vendor, contractor, installer will be required to adhere to all Alaska Department of Education and Early Development (DEED), State of Alaska, and Federal laws and regulations as applicable, including, but not limited to FERPA, COPPA, CIPA, CIPA-2, HIPAA, ADA and the Galena City School District board policy.

The Galena City School District is committed to providing access to our electronic information, including our websites, for individuals with disabilities in accordance with all applicable State and Federal laws.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require us to ensure that anyone with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by any other members of the public who are not individuals with disabilities. This requirement extends to any and all web-based services, applications, or other technology that is acquired, contracted or otherwise made available by the School District, to its students, staff and/or community members. Responders to this solicitation shall be equally responsible and contractually bound to ensure their product and service offerings are accessible pursuant to the aforementioned laws. The School District’s website accessibility standards can be found here: <https://www.galenaalaska.org/>.

Section 4 – QUESTIONS

Please direct all questions to Lisa Shelby, GCSD Assistant Superintendent, via e-mail: lisa.shelby@galenanet.com. Please Cc GCSD Superintendent Jason Johnson: jason.johnson@galenanet.com.

All correspondence is required to be made in writing to ensure the integrity of our bidding process and for recording purposes. Questions initiated during the bid process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued or updated.

Section 5 – SUBMISSION

To be considered for the award, the bid must be received by via email no later than 4:00 P.M., Alaska Time, January 31, 2025

Submit bid to Dr. Jason Johnson, GCSD Superintendent, via email at the following email address: jason.johnson@galenanet.com

The following PROPOSAL TRANSMITTAL FORM must be completed and returned with the proposal. Please also include the following cost breakdown:

PRICING	
J-1 to H-1B Visa	\$
H-1B Application	\$
H4 Application	\$
Green Card Application	\$
Hourly rate for staff communication and consultation services	\$

PROPOSAL TRANSMITTAL FORM

BUSINESS NAME

MAILING ADDRESS
CITY / STATE / ZIP

PHYSICAL BUSINESS ADDRESS
CITY / STATE / ZIP

CONTACT PERSON FOR THIS PROPOSAL

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

ALASKA BUSINESS LICENSE #

FEDERAL TAX ID #

CERTIFICATION: I certify that I am a duly authorized representative of the business listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the business to provide the services as indicated in compliance with the requirements of the RFP.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **PRINTED TITLE:** _____