



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Pkwy N. Ste. 440
City of Industry, CA 91746



REQUEST FOR PROPOSAL

Legal Law Firm Contract

Plaza de la Raza Child Development Services, Inc. operates a Head Start and Early Head Start program that provides comprehensive integrated services to children from birth to 5 years of age. We are currently accepting proposals for a Legal Law Firm to represent the organization on all legal matters. Services are to be provided for three (3) years starting July 1, 2024 -June 30, 2027, with the option to extend for two (2) additional years.

Scope of Work/Services to be provided include:

- Assisting with union contract negotiations and negotiations over other issues with the union that may arise in the collective bargaining relationship
- Advising on all issues arising under the union contract, including grievances and contract interpretation
- Representing the agency in any arbitration or NLRB proceedings brought by the union or union employees
- Representing the agency in any administrative proceedings before the DFEH, EEOC, State Labor Commissioner, or similar government agencies overseeing labor and employment
- Representing the agency in any litigation brought by employees arising out of the scope of their employment, except for workers compensation matters handled by the carrier
- Advising on employment and human resources compliance
- Advising on general human resources matters such as discipline and termination, performance management, leaves of absence, harassment and discrimination allegations, and privacy issues
- Assist the Board of Directors on matters brought before the governing body

Please submit your Bid/Proposal via email to:
Plaza de la Raza Child Development Services, Inc.
Attention: Jennifer Sims, Executive Assistant jsims@pdlr.org
Deadline: June 28, 2024