

COUNTY OF CHATHAM
REQUEST FOR QUALIFICATIONS FOR
LEGAL SERVICES

Description

The Chatham County Department of Social Services is requesting proposals from qualified individuals and firms to provide statements of qualification for the following legal services:

1. Child Support Services—Consultation, legal advice and representation in all legal matters arising under Section 128 through 140 of Chapter 110 of the North Carolina General Statutes and United States Publication 93-642.
2. Adult Protective Services—Consultation, legal advice and representation in all legal matters arising under North Carolina General Statutes 108-A-99
3. Guardianship—Consultation, legal advice and representation in all legal matters arising under North Carolina General Statutes 35A-1101-1295.

Scope of Work

The work elements include, but are not limited to:

1. For Adult Services, complete petitions and orders as requested with input from staff. Provide representation in court for related proceedings.
2. For Child Support Services, review orders and assure compliance with legal standards.
3. Provide legal advice, consultation and representation in the areas of law specified above.
4. Attend training provided by the Department of Health and Human Services for Adult Protective Services, Guardianship, and Child Support Services.
5. Provide representation in court for child support cases –usually two court days per month.
6. Maintain appropriate records and make these records available for federal and state audit.

Proposed Schedule

May 5, 2014	Announce Opportunity
By May 15, 2014, 5:00 PM EST	Proposals must be received
By May 21, 2007	Evaluate respondents
By May 22, 2014	Notify respondents of those granted Interviews
May 27-29, 2014	Interviews will be held
June 16, 2014	Board of Commissioners meeting

Requirements

- Chatham County will receive written responses until 5:00 on May 15, 2014. Responses after this time will not be accepted.
- Responses should be concise and address the objectives requested by the County
- All respondents to the Request for Qualifications shall address the following, as a minimum and should conform to the numbering system used below:
 1. Letter of transmittal identifying the contact person and contact information including Name, Mailing address, physical address, e-mail address, phone and fax numbers.
 2. Statement substantiating the firm's understanding of the legal duties, expectations, and assignments being requested.
 3. Firm's background and history.
 - A brief history of the firm
 - Resumes of principals
 4. Identify all key personnel to be assigned to perform the services outlined in this RFQ
 5. Provide information regarding education, training, registrations, certifications and/or licenses for each team member.
 6. Describe the firm's resources available to support the services to be performed as outlined in this RFQ.
 7. Summarize what you consider are the qualifications of your firm and/or team that make you the most qualified firm to perform the work associated with this solicitation.
 8. State any history or present condition that would put the firm in any conflict of interest.
 9. Describe your firm's approach and method to successfully develop and deliver the services requested under this RFQ.
 10. Describe firm's policies, procedures and plans to ensure quality services (continuing education, on-going training, internal quality practices, etc.).
 11. List any similar work experience in the targeted legal area stated above.
 12. Provide a brief description of Respondents relevant clients, including municipal government clients during the last three (3) years.
 13. Describe your firm's flexibility in responding to immediate needs that arise.
 14. If there will be a specific attorney who will be assigned this responsibility, name this attorney.
 15. Please provide 3 references
 16. Describe your firm's interaction with staff in preparing for court.
 17. Describe the level of technology used by your office.
 18. Provide your proposed fee schedule for service and support hours.
 19. Speak to your firm's ability to provide necessary service and remain within the budgeted number of hours.
 20. Describe your firm's billing practices.
 21. Limits of malpractice insurance
 22. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If any exist, please explain.
 23. Whether the Respondent is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.

24. Confirmation of appropriate federal and state licenses to perform activities.
25. Respondents must list all cases where they represented a client in opposition to the Chatham County Department of Social Services.

Insurance Requirement

During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

- (a) **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract. (Non-applicable-individual)
- (b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- (c) **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$500,000.00 bodily injury and property damage; \$500,000.00 uninsured/under insured motorist; and \$25,000.00 medical payment. **(Non-applicable)**

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. The Contractor may meet its requirements of maintaining specified coverage and limits by demonstrating to the County that there is in force insurance with equivalent coverage and limits that will offer at least the same protection to the County. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the contractor's.

Everify

Pursuant to legislation action 09/04/13, legislation specifically prohibits governmental units from entering into certain contracts "unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes. All vendors submitting an RFQ must show they have complied with this requirement by completing the E-Verify affidavit included within this document,

confirming your company has either complied with the E-verify requirement or you are exempt from the requirement. The affidavit must be included with the required signature in the RFQ submittal. Failure to submit the E-Verify affidavit may result in declaring the RFQ as non-responsive.

Selection and Award

Chatham county DSS anticipates interviewing one or more firms before making a final selection. The interview team will include: 1) the DSS Director, 2) the Adult Services Supervisor, 3) the Child Support Supervisor; 4) the Economic Services Program Administrator.

The contract will be awarded to the most qualified firm and right to reject any of and all responses based on the following criteria:

1. Demonstrated understanding of the specific areas of law addressed in this Request for Qualifications
2. Familiarity with Chatham County court system
3. Proximity to the Department of Social Services staff.
4. Related experience
5. Ability of the firm to meet the availability requirements
6. Successful negotiation of fee
7. Such other appropriate information as the County Department deems advisable.

Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.

PROPOSAL INSTRUCTIONS

- A. **Proposal Deadline:** Must be received by Chatham County no later than May 15, 2014, 5:00 p.m. EST
- B. **Submission of Qualifications:** The County is requesting **5 hard copies** and one electronic on CD. The all copies must be sent to one of the following delivery addresses:
- Postal Address: Robin James, Chatham County Finance Office, P. O. Box 608, Pittsboro, NC 27312
 - Street Address: Robin James, County Finance Office, Courthouse Annex, 12 East Street, Pittsboro, NC 27312
- C. **Withdrawal of Submittals** Proposing vendors may withdraw their proposals any time before the deadline for submission on May 15, 2014, 5:00 p.m. EST, but the withdrawal must be submitted in writing and signed by the proposing vendor.
- D. **Inquiries and Corrections**
All inquiries relating to this request should be in writing and addressed to:
Robin James
Chatham County Finance Office
P.O. Box 608
Pittsboro, NC 27312
They also may be faxed to 919-545-2417 or emailed to: robin.james@chathamnc.org
If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Robin James. Any interpretation of or changes made to the RFP will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be made at least five business (5) days before the proposal deadline, which is 5 p.m. Monday, May 5, 2014. It shall be the responsibility of each proposing organization or individual to verify that every addenda has been received prior to submitting proposals.
- E. **Vendor Certification:**
The submission of proposal shall be deemed a representation and certification that the proposing vendor:
- Has carefully read and fully understands the information provided by Chatham County in this RFP;
 - Is financially solvent and as the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
 - Represents that all of the information contained in the submitted proposal is true and correct;
 - Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this proposals;

- Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
 - Acknowledges that any proposal cannot be modified after its submission for any reason.
- F. **Format & Deadline of Proposals:** Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept proposals by fax or any method. The sender must allow ample delivery time for the selected shipment or transmission methods.
- G. **Definition and Context:** Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.
- H. **County Conditions**
- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Chatham County reserves the right to change the conditions, requirements and specifications as it deems necessary.
 - The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
 - No proposals will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Chatham County Board of Commissioners.
 - Chatham County is not obligated to enter into any contract as a result of the RFQ.
 - All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline.
 - Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
 - Only one proposal can be awarded as the result of the RFP.
 - Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposals.
 - Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
 - All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
 - Chatham County reserves the right to negotiate with any, none or all of the proposing vendors.
 - All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.

- The County will not return proposal materials to those submitting proposals.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by the County Manager and authorized representatives of the vendor.

The Chatham County Department of Social Services is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.

Signature Page

Check box that indicates business structure of Respondent

- Individual or Proprietorship
- Partnership or Joint Venture
- Corporation

The undersigned certifies that (s)he is (title) of the Respondent entity named below; that (s)he is designated to sign this Submittal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Submittal as required by this RFQ, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded, and that the 11-digit Comptroller's Taxpayer Number for the entity is:

Respondent Organization Name

By: _____

Printed Name: _____

Title: _____

By: _____

Printed Name: _____

Title: _____

(If Respondent is a Joint Venture, an authorized signature from a representative of each party is required)

Employer Identification Number _____

By signature above, Respondent agrees to the following:

1. If awarded a contract in submittal to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during Submittal process.
2. Respondent agrees to fully and truthfully submit a General Questionnaire and with understanding failure to fully disclose requested information may result in disqualification of Submittal from consideration or termination of contract, once awarded.

Vendor Information & Signature Form

Vendor Name	
Trade License #	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date & state of incorporation	Date _____ State _____
Name of partnership or joint venture	

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposing Vendor that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and they have read and understand the RFQ. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposing Vendor was not fully informed as to any fact or condition.

Authorized Signature:
Date Signed:
Title of Signatory:

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF CHATHAM

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 2014.

Signature of Affiant
Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 2014.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)