

# MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

## **Attorneys to Serve on the Macon-Bibb County Panel of Attorneys**

918-74  
961-50

19-004-CW



## MACON-BIBB COUNTY

ISSUE DATE: August 7, 2018

DUE DATE: August 30, 2018

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible.

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 4 copies**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, August 30, 2018, for **Attorneys to serve on the Macon-Bibb County Panel of Attorneys** for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, August 30, 2018, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor of the Government Center Building at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

D. Insurance Requirements

A copy of the respondent's Professional Liability/ Malpractice Insurance shall be included with the submission. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory  
Errors and Omission: \$1,000,000  
General Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**"19-004-CW - Macon-Bibb County Panel of Attorneys"**

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

[cwilmore@maconbibb.us](mailto:cwilmore@maconbibb.us)

Telephone: (478) 803-0551

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

## F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

## G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Must be a licensed attorney
- Must be a member in good standing of the State Bar of Georgia for a minimum of 10 years
- Must have experience interpreting employment policies and laws

## H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

## II. BACKGROUND

Macon-Bibb County Government (MBCG) is seeking licensed members of the State Bar of Georgia, in good standing, to serve on the Macon-Bibb County Panel of Attorneys for its general employees and law enforcement personnel. Those selected will serve as hearing officers for employee grievance hearings. Employees that request these hearing are employees governed by the Macon-Bibb County Problem Solving Procedures and/or Macon-Bibb County Civil Service.

## III. SCOPE OF SERVICES

Panel members preside over appeal hearings as a quasi-judicial officer for appeals brought by Macon-Bibb County employees governed by the Macon-Bibb County Problem Solving Procedures and the Macon-Bibb County Civil Service Hearing. These hearings are requested by Macon-Bibb County employees as a means

of appealing a decision or the application of policies and procedures as designated in the Macon-Bibb County Policies and Procedures Manuel. Panel members will:

1. Administer oaths and affirmations;
2. Regulate the course of the hearing which will include ensuring that hearing procedures and evidentiary rules are followed;
3. Set the time and place for continued hearings and pre-hearing conferences;
4. Fix the time for filing written arguments as deemed appropriate;
5. Adjudicate motions pertaining to preliminary, jurisdictional and ancillary matters as set forth by the parties;
6. Provide for, where applicable, the taking of testimony by deposition, interrogatories or other written statements;
7. Reprimand or exclude from the hearing any person for any indecorous or improper conduct committed in the presence of the hearing officer;
8. Make informal disposition of any case by stipulation, agreed settlement, consent order or default, if appropriate and not otherwise precluded by law;
9. Require the attendance of witnesses/employees;
10. Arrange a pre-hearing conference for the purpose of reviewing the matter being appealed and establishing stipulations and agreements to expedite the hearing;
11. Provide a final written disposition of the hearing.

#### IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Attorney Background

- Letter of Interest
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Education

Experience

- Employment History (including name of firm, dates of employment, job title, description of duties)
- Reference list

Evaluation Criterion

- Number of years licensed to practice law in Georgia
- Prior experience with administrative hearings
- Prior experience interpreting employment policies and employment law
- Law practice experience

Price Proposal

- Provide prices on the forms included

#### V. SCORING (total possible number of points = 100)

Background – Maximum 35 points

Experience – Maximum 20 Points

Evaluation Criterion – Maximum 20 Points

Price – Maximum 25 Points

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines included as Attachment “A”.

#### VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.

**PRICE PROPOSAL FORM**

**RPS # 19-004-CW Attorneys for Macon-Bibb Panel**

Pricing

\$ \_\_\_\_\_ /HR

**BIDDER INFORMATION**

Company Name:

Company Address:

Authorized By (typed or printed name):

Title:

Authorized Signature:

Date:

Telephone Number:

Fax Number :

Email Address:

**REMITTANCE INFORMATION (where payments should be sent)**

Remit to Name:

Remit to Address:

City:

State:

Zip:

County:

Phone:

Fax:

Toll Free:

Contact:

Email:

Tax ID:  SSN \_\_\_\_\_ Federal Tax ID \_\_\_\_\_

Business Type:     Individual     Business     Misc.

**PURCHASE ORDER INFORMATION (where purchase orders should be sent)**

Purchase Order Name:

Purchase Order Address:

City:

State:

Zip:

County:

Phone:

Fax:

Toll Free:

Contact:

Email:

Payment Terms: Discount \_\_\_\_\_%    No. Days \_\_\_\_\_    Net Due \_\_\_\_\_

Freight Terms: Ship Via: \_\_\_\_\_    FOB \_\_\_\_\_

**MBE/DBE/WBE STATUS (check appropriate box(es))**

African American     Hispanic     Native American     Asian American

Disabled     Woman-Owned     Not-Applicable

**PROPOSER QUALIFICATION FORM**

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

Address: \_\_\_\_\_

Year admitted to the Georgia Bar: \_\_\_\_\_

Number of Years having practiced law: \_\_\_\_\_

Areas of legal expertise: \_\_\_\_\_

Please provide a description of any prior employment law experience: \_\_\_\_\_

\_\_\_\_\_

Please provide a description of any prior hearing officer experience: \_\_\_\_\_

\_\_\_\_\_

Please provide a description of any administrative law judge experience: \_\_\_\_\_

\_\_\_\_\_

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

Authorized By (typed name): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**References**

Following is a reference list of contracts that are similar to this project:

<u>NAME OF PROJECT/DATE</u>	<u>LOCATION</u>	<u>CONTACT</u>	<u>PHONE #</u>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_ My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

Notary Public

**FINANCIAL & LEGAL STABILITY STATEMENT**

Please check appropriate item(s):

Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation. Pending litigations (if any) will not affect the firm's ability to perform on this contract, if awarded.

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_ My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

Notary Public

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**  
**(E-VERIFY) AFFIDAVIT**

Contract No. and Name: \_\_\_\_\_

Name of Contracting Entity: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Bibb County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Bibb County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/E-Verify™ User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
By: Authorized Officer or Agent  
(Name of Person or Entity)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent  
Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

**\* or any subsequent replacement** operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.



**ATTACHMENT “A”  
POINTS ALLOCATION GUIDELINES**

POINTS	References Provided and/or Past Experience – MAXIMUM 35 POINTS
35	Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide <b>exceptional</b> services.
25	Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide <b>above average</b> services.
15	Firm has identified customers that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. Customers contacted are able to verify the service levels and capability of the respondent to provide <b>average</b> services.
5	Firm has identified customers; however none that are currently using or have used services within the past 3 years which are considered comparable to the requirements of the RPS. <u>OR</u> Customers contacted are able to verify the service levels and capability of the respondent to provide <b>poor</b> services.
0	Firm has identified no customers with similar projects or has failed to meet the minimum qualifications.

POINTS	Project Approach – MAXIMUM 20 POINTS
20	Proposed project approach is <b>exceptional</b> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <b>All</b> anticipated resources are identified, including staff, technology and equipment. The proposal includes substantial evidence of the experience and resources necessary to successfully provide the services.
10	Proposed project approach is <b>adequate</b> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <b>Many</b> anticipated resources are identified, including staff, technology and equipment. The proposal includes some evidence of the experience and resources necessary to successfully provide the services.
5	Proposed project approach is <b>marginal</b> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <b>Some</b> anticipated resources may be identified, including staff, technology and equipment. The proposal includes little or no evidence of the experience and resources necessary to successfully provide the services.
0	Proposed project approach is <b>subpar</b> and includes a comprehensive strategy for providing a Disparity Needs Assessment as described in the RPS. <b>Very few</b> or no resources are identified, including staff, technology and equipment. The proposal includes no evidence of the experience and resources necessary to successfully provide the services.

POINTS	Project Timeline – MAXIMUM 20 POINTS
20	<b>Exceeds</b> expectations of timeliness for project.
10	<b>Meets</b> expectations of timeliness for project.
0	<b>Does not meet</b> expectations of timeliness for project.

POINTS	Pricing – MAXIMUM 25 POINTS
Points calculated by Procurement using a standard formula.	