

1.

# MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Contract Defense Attorney

961-049

20-016-KMB



MACON-BIBB COUNTY

ISSUE DATE: September 27, 2019

DUE DATE: October 3<sup>rd</sup>, 2019

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.

## II. GENERAL

### A. Invitation

Notice is hereby given that State Court -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, October 3<sup>rd</sup>, 2019, for **Contract Defense Lawyer** for Macon- Bibb County.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on **Thursday, October 3<sup>rd</sup>, 2019, 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

**"20-016-KMB- "Contract Defense Attorney"**

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

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

Telephone: (478) 803-0554

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 have Insurance “Required by Law.”
- 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.

## **I. INTRODUCTION**

The State Court of Bibb County Swift Certain & Fair Domestic Violence Probation (SCF Probation) program combines immediacy and accountability of legal sanctions with intensive supervision and treatment. This program is developed through Grant funds from the Bureau of Justice Assistance (BJA) and is a multidisciplinary and interagency effort between the State Court of Bibb County, The Bibb County Solicitor-General’s Office, The State Court of Bibb County Probation Office, and treatment professionals.

**J. SCOPE OF SERVICES**

The State Court of Bibb County is seeking a qualified person to represent participants in SCF Probation as a contract Defense Attorney. The services will include acting as the Client/participant’s legal counsel in the context of an attorney-client relationship for the limited purpose of SCF Probation. The representation will include interviewing clients and witnesses, conducting legal research, performing some investigation, conferring with prosecutors, treatment providers, the Project Coordinator, and the Court, defending against sanctions when appropriate, and/or encouraging improved participation when appropriate.

If selected, Contractor must:

- Maintain a means to communicate with program participants by phone, text, and/or email.
- Attend monthly SCF Team meetings, as needed.
- Attend all SCF court sessions, bi-weekly on Tuesdays @ 2:00 PM, or as otherwise scheduled.
- Be available to start in October, 2019.

**K. QUALIFICATIONS and EXPERIENCE**

Contractor must:

- Be licensed to practice law in the State of Georgia.
- Have at least one year of experience as a practicing attorney.
- Maintain any and all insurances as required by law.
- Preference for experience in handling criminal cases.

**L. TIME FRAME**

The Contractor would begin participation in SCF Team meetings upon acceptance of the Contract. Implementation of SCF Probation is expected to begin and end as follows:

- a) Year 1: begin October 1, 2019<sup>1</sup> and end September 30, 2020
- b) Year 2: begin October 1, 2020 and end September 30, 2021
- c) Year 3: begin October 1, 2021<sup>2</sup> and end September 30, 2022

**M. COMPENSATION**

The Contractor will be paid through the BJA Grant for the life of the grant at the rate of \$80.00 per hour, not to exceed \$10,000.00 per year. Contractor will be paid on a monthly basis and will submit invoices showing their hours spent on SCF Probation matters to the Project Coordinator by the 10<sup>th</sup> of each month.

**N. INDEPENDENCE**

The Contractor is an independent contractor and will exercise his/her own judgment in representing the SCF Probationers. The Contractor must provide an affirmative statement that he/she is independent of Macon-Bibb County and there is no direct or indirect conflict of interest present as required by federal and state law.

**O. RESERVATIONS**

The award of a contract pursuant to this RFP is contingent on approval of funding for this position by BJA. The State Court of Bibb County makes no guarantee that an award will be made as a result of this RFP 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 RFP or contract when deemed to be in the State Court of Bibb County’s best interest.

The acquisition and continuation of Contractor’s services by the State Court of Bibb County is contingent upon, and is ONLY possible with, the continuation of BJA grant funding of the SCF Probation. The State Court of Bibb County reserves the right to cancel the Contract in the event BJA funding is terminated.

The State Court of Bibb County reserves the right to terminate the contract upon any finding of the Contractor being unable to fulfill the courts mandated requirements.

1. <sup>1</sup> Year 1 of the Grant started October 1, 2018, but due to the BJA's Action Plan requirement process and budget approval process, SCF Probation will actually start October 1, 2019.
2. <sup>2</sup> Based on the delayed start in 2019, a request will be made to extend the SCF Probation when year two expires in 2021.

### III. 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

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

Background – Maximum 35 points

Project Approach – Maximum 20 Points

Project Timeline – Maximum 20 Points

Price – Maximum 25 Points