

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Defense Contract Attorney

22-011-FL

96-149



MACON-BIBB COUNTY

ISSUE DATE: August 23, 2021

DUE DATE: September 2, 2021

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. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Charise Stephens, Director of Small Business Affairs at (478) 803-2819 or cstephens2@maconbibb.us.

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 3 copies**) in the Procurement Department, 700 Poplar Street, 3rd Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on September 2, 2021, for “**Defense Contract Attorney**” for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

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 and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Submittals

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

“22-011-FL, Defense Contract Attorney”
Macon-Bibb County Procurement Department
700 Poplar Street
3rd Floor, Suite 308
Macon, Georgia 31201
flawson@maconbibb.us
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing.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.

E. Responsiveness

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

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

F. 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/INTRODUCTION

The State Court of Bibb County Swift Certain & Fail 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.

III. SCOPE OF SERVICES

The State Court of Bibb County is seeking a qualified person to represent participants in SCF Probation as their 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 on a rotating basis with a second Attorney already contracted. The representation can 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 email.
- Attend monthly SCF Team meetings, as needed.
- Attend SCF court sessions bi-weekly on Tuesdays @ 2:00 PM.

IV. QUALIFICATION 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.

V. 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: TBD and end September 30, 2021
- b) Year 2: begin October 1, 2021, and end September 30, 2022.

VI. COMPENSATION

The Contractor will be paid through the U.S. Department of Justice, Office of Justice Programs, Bureau of (BJA). Contractor will receive THREE HUNDRED, TWENTY-FIVE DOLLARS AND NO 00/100 (\$325.00) per half day to cover SCF Probation Court Sessions. For all other services, Contractor shall Receive EIGHTY DOLLARS AND NO 00/100 (\$80.00) PER HOUR. All contract services shall not exceed a total of SEVEN THOUSAND, FIVE HUNDRED DOLLARS AND 00/100 (\$7,500.00) annually per individual contractor. 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 10th of each month.

VII. 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.

I. INDEPENDENCE

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.