

# Legal Services for Representation to Indigent Parents RFP 2018

## Laramie County



**PROPOSAL RESPONSE COVER SHEET**

**Legal Services for Representation to Indigent Parents RFP - 2018**

The undersigned, having carefully read and considered the Request for Proposal for the above referenced project, does hereby offer to perform such services in the manner described and subject to the terms and conditions set forth in the attached RFP. Services will be performed at the rates set forth in submitted Proposal or as negotiated by all involved parties.

In submitting this Proposal, it is understood that Laramie County reserves the right to reject any and all Proposals, and to waive any informalities in Proposals as submitted. Proposer acknowledges that he or she is qualified in this area of work and has experienced personnel able to provide the required services. The County may request information substantiating the indicated requirements. Failure to provide this information may result in a vendor's Proposal being declared non-responsive. It is the Proposer's responsibility to verify if any addenda were issued prior to submission of the bid.

Proposer acknowledges and accepts that all components of and responses to this RFP will be included and become a part of the final contract by reference.

The undersigned further states that this Proposal is made in good faith and is not founded on, or in consequence of, any collusion, agreement or understanding between the Proposer, the firm, or any other interested party.

**(All contact information must be filled out and form submitted with proposal)**

Proposer (full lawful name):

\_\_\_\_\_

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

Address (Office & P.O. Box): \_\_\_\_\_

\_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**LARAMIE COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSAL  
FOR  
LEGAL SERVICES FOR REPRESENTATION TO INDIGENT PARENTS IN  
ACCORDANCE WITH W. S. § 14-3-422(b)**

**I. GENERAL INFORMATION.**

**A. Purpose.** This request for proposal (RFP) is to contract for legal services with *two* individual attorneys to provide for representation to indigent parents in accordance with W. S. § 14-3-422(b) and to comply with Laramie County’s obligation pursuant to W. S. §14-3-434(b) to pay reasonable compensation for services and costs of counsel appointed by the District Court. Contracts for legal services pursuant to this RFP shall be with individual attorneys, not with firms.

- 1) One position will be as the “primary” or initial attorney to be assigned to an individual case. The other position will be as the “secondary” or “conflict” attorney to be assigned in the event that a conflict exists for the primary attorney in any case. Most conflicts are the result of both a mother and father being named in a neglect action and requiring separate counsel. Current data indicates that the number of cases to be handled for each position may vary but should be approximately the same.
- 2) All proposals will be considered for both positions.

**B. Who May Respond.** Only attorneys who are currently licensed to practice law in Wyoming and who are based in Laramie County, Wyoming. Preference will be given to attorneys with practical experience in this area of the law or related fields.

**C. Proposed Payment.** Payment for the position(s) shall be on a fixed basis, paid monthly upon submission of an invoice. The amount will vary depending on experience and budgetary constraints but should be in the range of \$3000-3800.00 monthly.

**D. Insurance/Contract.** Successful proposers will be required to enter into a contract with the County for services and will be considered independent contractors. An example of *some* of the terms and condition of such a contract are included in this RFP as an attachment. Successful proposers will be considered independent contractors and required to provide proof of insurance, including professional liability/malpractice insurance.

**E. Proposers** should include an overview of any potential conflicts they might encounter in the position. For example, has the Proposer engaged in representation in Laramie County of a class of clients that might appear as potential clients or primary witnesses in neglect matters. Such potential will not prevent consideration of any proposer.

**F. Public records.** Documents or materials submitted to a governmental entity are presumed to be public records. In the event of that materials submitted as a response to this request for proposal should be deemed confidential, these materials must be clearly marked as such and the Proposer should indicate which exemption provision of the Wyoming Public Records Act, (See, W.S.§ 16-4-203(b), (d)) applies to the request for confidentiality.

- 1) Proposers submitting confidential materials should be advised of the County policy in regard to any response to a request for release of said materials. In the event a public records request is received by the County which reaches materials that have been marked as confidential by the individual submitting said materials, the County will initially respond by denying the request based on the designation of the materials. Simultaneously, the County will notify the individual who had submitted the purportedly confidential material of the request. Should the requestor take further legal action to acquire the materials, the County will appear in support of the denial based on its designation, however, the individual or entity desiring the continued confidentiality of the material will be responsible to appear to provide any needed support or basis for continued confidentiality and to defend, the maintenance of confidentiality.

**G. Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than 3:00 p.m. MDT on **Monday, April 30, 2018.**
2. **Inquiries.** Inquiries concerning this RFP should be emailed to:  
  
Mark Voss  
Laramie County Attorney  
c/o [herringj@laramiecounty.com](mailto:herringj@laramiecounty.com)
3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by Laramie County (hereinafter referred to as "COUNTY"),
4. **Right to Cancel.** The COUNTY at its sole discretion, reserves the right to cancel this RFP, to modify the services sought, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the COUNTY to do so. The COUNTY also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the COUNTY'S best interest.
5. **Instruction to Prospective Contractors.** Your proposal should be addressed as follows:

**Laramie County Commissioners  
310 W. 19<sup>th</sup> St., Suite 300  
Cheyenne, WY 82001**

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left hand corner with the following information:

Request for Proposal  
3:00 p.m., April 30, 2018  
SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to insure that the proposal is received by the COUNTY by the date, time, and the manner specified above. Late, unsealed proposals will not be considered.

6. **Right to Reject.** COUNTY reserves the right to reject any and all proposals received in response to the RFP. A contract for the accepted proposal(s) will be drafted based upon the factors described in this RFP.
7. **Notification of Award.** It is expected that the decision selecting the successful proposal will be made within three (3) weeks or less of the closing date. Upon conclusion of final negotiations regarding the successful proposal(s), all other Proposers will be informed, in writing, of the name(s) of the successful Proposer(s). It is expected that the contract shall be a one-year contract commencing on a date to be determined in June of 2018.

**II. SCOPE OF SERVICES.** Under the proposed agreement the contract attorney will provide representation to indigent parents who have been alleged to have abused or neglected their children on a fixed fee arrangement and in accordance with W. S. §14-3-422(b) and, to comply with the COUNTY'S obligation, pursuant to W. S. §14-3-434(b).

- A. Proposer agrees to provide legal services for indigent parents in the juvenile court, who have been alleged to have abused or neglected their children as appointed by the Laramie County District Court pursuant to W. S. 14-3-422(b).
- B. Primary responsibility is to defend the parent against the allegations and to advocate for the return of the children to the parent.
- C. The description of the work includes but is not limited to the following. Representation begins at a shelter care hearing and continues to initial appearance, adjudication, disposition and permanency hearings. This involves MDT meetings every three months and court review hearings every six months. Generally, there will be 10-15 hearings per week, five to seven MDT meetings per week. Cases generally last 12-15 months but some may last two to three years.
- D. The representation of indigent parents and the providing of legal services to indigent parents shall be in the sole professional judgment of Proposer.
- E. Representation shall be conducted in accord with applicable laws and regulations, including, but not limited to, the Wyoming Rules of Professional Conduct.

**III. PROPOSAL CONTENTS.** The Proposer, in the proposal shall, as a minimum, shall include the following:

- A. **Legal Experience.** The Proposer should describe experience related to the scope of services above. Proposer should include the names, addresses, contact persons, and telephone numbers of at least three individuals as references willing and able to speak in particular as to Proposers prior legal work. Prior or current clients are preferred.
- B. **Attorney Qualifications.** The Proposer should separately attach a description of their qualifications. Description should include professional and educational background.
- C. **Background.** Proposers must submit a description of any disciplinary actions or complaints filed with the Wyoming Bar Association or any other Bar Association under which Proposer had been or is currently licensed. These materials may be submitted under seal and will be considered confidential and not subject to release. Proposers will be required to indicate if they have been convicted of a felony or any charge carrying potential jail time and/or are currently under any form of court supervision or probation.

**IV. PROPOSAL EVALUTION.**

- A. **Submission of Proposal.** All proposals shall include one (1) original and five (5) copies.
- B. **Evaluation Procedure and Criteria.** County Commissioners and appropriate staff will review proposals and make recommendations to the County Commissioners for final approval. The County Attorney and/or County Commissioners may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:
  - 1. Proposed approach to scope of work.
  - 2. Level of experience.
  - 3. The Proposer's experience with similar clients and legal matters.
  - 4. Interviews, if conducted.
- C. **Required Format for Proposals.** All proposals must follow the required format. Failure to follow the required format may result in the disqualification of the proposal:
  - 1. Page Limit: 15, including cover page.
  - 2. Attorney Qualifications section should be attached and is not included in the page limit.
  - 3. Page Size: 8 ½ x 11; portrait.
  - 4. Font Size: 12
  - 5. Font Type: Times New Roman
  - 6. Double-spaced
  - 7. Margins: 1" minimum on the top, bottom, and sides of all pages.
  - 8. All pages must be numbered; double-sided printing is acceptable.
  - 9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.

10. Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together.
11. Do not include attachments other than those requested or required by this RFP.

## **V. PROPOSAL TIMELINE.**

During the period from Proposers receipt of this Request for Proposals and until a contract is awarded, Proposer shall not contact any employee of Laramie County for additional information in regard to the position except in writing directed to Mark Voss c/o [herringj@laramiecounty.com](mailto:herringj@laramiecounty.com).

## **VI. QUESTIONS.**

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **4:00 p.m. on April 25, 2018.**

Questions must be emailed to Mark Voss c/o [herringj@laramiecounty.com](mailto:herringj@laramiecounty.com). Questions and responses will be posted as an "Addendum to the Laramie County Legal Service RFP" on the Laramie County website at [www.laramiecounty.com](http://www.laramiecounty.com) by 4:00 p.m. on April 26, 2018. Please note that submissions of questions for response do not in any way enhance, detract from or guarantee the chances of receiving a contract through this proposal.

## **VII. ADDITIONAL INFORMATION**

- A. **Contract Award.** COUNTY reserves the right to award contract(s) in manner deemed in the best interests of COUNTY.
- B. **Stability of Proposed Price.** Any price offerings from Proposer must be valid for a period of 30 days from the due date of the proposals.
- C. **Amendment or Cancellation of RFP.** COUNTY reserves the right to cancel, amend, modify or otherwise change this RFP at any time if COUNTY deems it to be in the best interest of the COUNTY.
- D. **Proposed Modifications.** No additions or changes to any proposal will be allowed after the proposal due date, unless such a modification is specifically request by COUNTY. COUNTY, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.
- E. **Proposer Presentation of Supporting Evidence.** Proposer must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that COUNTY deems necessary or appropriate to fully establish the performance capabilities represented in proposal.
- F. **Proposer Demonstration of Proposed Services.** Proposer must be able to confirm their ability to provide all proposed services.

- G. **Erroneous Awards.** COUNTY reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer. Such action shall not constitute a breach of contract on the part of COUNTY because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.
- H. **Ownership of Proposal.** All proposals shall become the property of COUNTY and will not be returned.
- I. **Oral Agreement or Arrangements.** Any alleged oral agreements or arrangements made by Proposers with COUNTY will be disregarded in any proposal evaluation or associated award.
- J. **Not a Contract.** This RFP is not a contract and, alone, shall not be interpreted as such. This RFP serves only as the instrument through which proposals are solicited. COUNTY will pursue negotiations with the highest scoring proposal. If, for some reason, COUNTY and Proposer fail to reach consensus on the issues relative to a contract, then COUNTY may commence contract negotiations with other Proposers. COUNTY may decide at any time to start RFP process again. The selected Proposer(s) will be required to sign a contract with COUNTY.