



Preble County Board of Commissioners

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NOTICE TO INTERESTED ATTORNEYS

The Board of Preble County Commissioners, on behalf of the Preble County Job & Family Services, is requesting Statements of Qualifications from interested attorneys to provide **Legal Services** for the Preble County Child Support Enforcement Agency.

The successful applicant will be responsible to advise, assist, and represent IV-D cases to the County as assigned by the Preble County Child Support Enforcement Agency and to assist with paternity, establishment and modification of child support and medical support obligations, enforcement of support orders, actions taken under the Uniform Reciprocal Support Enforcement Act as well as inter-county actions and other legal services for the Preble County Child Support Enforcement Agency. This work is expected to require 25 to 30 hours of legal services per week. It is the intention of the Board of Preble County Commissioners to give fair and reasonable consideration to all firms/ individuals, and to select and rank at least three respondents based on their qualifications. Once a firm is tentatively selected based upon an evaluation and ranking of qualifications, the Board of County Commissioners will attempt to negotiate a contract with the selected party providing fair and reasonable compensation. The contract will be based on cost per unit of service.

The County may conduct any investigation it deems necessary to assist in the evaluation of any Statement of Professional Qualifications and to establish the responsibility, qualifications and financial ability of any firm to provide the required services. The County reserves the right to reject any and all firms if evidence obtained by investigation of, or prior experience of the County with, such firm fails to satisfy the County, in the exercise of the sole discretion of the County, that such firm is reliable or otherwise properly qualified to perform the required services. The County further reserves the right to reject any and all firms and the right to waive any informalities or irregularities in the Statement of Professional Qualifications and may reject any Statement of Professional Qualifications not prepared and submitted in accordance with the provisions contained herein.

Interested parties are invited to pick up a Request for Qualifications package from the Preble County Job & Family Services Office, 1500 Park Avenue, Eaton, Ohio 45320. Questions can be directed to 937-456-6205.

The requested information shall be submitted in a sealed envelope no later than 12:00 P.M. (Noon) on Wednesday, November 22, 2017, and should be clearly marked "**RFQ -LEGAL SERVICES**". Statements received after this deadline will not be considered. One original and five copies of the Statements of Professional Qualifications should be submitted to: Attn: Connie Crowell, Board of Preble County Commissioners, 101 East Main Street, Eaton, Ohio 45320.

Connie L. Crowell, Commission Clerk
Board of Preble County Commissioners

REQUEST FOR QUALIFICATIONS

Description of Service to be Provided

The successful applicant will be responsible to advise, assist, and represent IV-D cases to the County as assigned by the Preble County Child Support Enforcement Agency and to assist with paternity, establishment and modification of child support and medical support obligations, enforcement of support orders, actions taken under the Uniform Reciprocal Support Enforcement Act as well as inter-county actions and other legal services for the Preble County Child Support Enforcement Agency (CSEA). This work is expected to require 25 to 30 hours of legal services per week.

Following are Required Performance Standards for the work:

File complaint within 10 days of referral. Copies are to be served on each client. All case activity must be dictated in SETS within 5 days of the activity and recorded on Job & Family Service (JFS) 7035 invoice.

All services shall be performed in a timely manner as prescribed by local, state and federal rules and regulations.

Provider will be in the office on Mondays and Wednesdays for a total of 2 hours each day. This time will be used to discuss the outcomes of court hearings with the appropriate enforcement case manager and dictate each hearing result in SETS.

Dictation should be completed within 5 days of hearing to ensure proper communication with CSEA staff and to have proper communication with customers.

Provider will send an email to all CSEA staff, the Fiscal Specialist, and the JFS Director notifying them of arrival in office and available times to meet.

Court entries should be filed within 15 days of hearing. Copies are to be provided to CSEA by provider. CSEA staff will send mailings to customers. CSEA staff will notify customers of hearings and appointments. CSEA staff will update Compass Appointments with hearing dates.

Provider will assist in providing CSEA with policy changes and interpretation of court orders.

Provider will be the liaison between the CSEA and courts as needed. CSEA Supervisor and /or designee will communicate concerns to provider and hold a discussion on possible solutions. Provider and Supervisor will arrive at a decision and the provider will act upon this decision within a mutually agreed upon timeframe. If a mutually agreed upon decision cannot be reached, the JFS Director will assist with arriving at a solution.

The successful applicant will be expected to enter into an agreement to provide legal services to be effective January 1, 2018, and terminate on December 31, 2018.

PROVIDER INFORMATION

Please submit the following information regarding your/your firm's qualifications to perform the services identified in the Description of Services. This list is not exclusive and you/your firm is encouraged to submit other pertinent information that will assist the Preble County Commissioners in evaluating your firm's qualifications to perform the required services in a professional, cost-effective and timely manner. **Please address the following areas in detail:**

1. Describe your core hours of availability. Include days of the week, holidays, agency hours, etc.
2. Provide your professional resume and/or the resume of any other attorney of your firm who may provide services for the work.
3. Describe your qualifications and experience in advising, assisting, and representing IV-D cases in Court as well as assisting with paternity, establishment and modification of child support and medical support orders, actions taken under the Uniform Reciprocal Support Act, inter-county actions, and other legal services.
4. Provide any examples and experience you have working with Child Support Agencies regarding IV-D cases.
5. Please provide proof of insurance. Preble County requires a minimum of \$1 million per occurrence and \$2 million aggregate in General Liability coverage, and \$1 million in Professional/Malpractice or Errors & Omissions coverage. You will be required to add the Board of Preble County Commissioners as an additional insured on the General Liability insurance.

Persons interested in providing 25 to 30 hours per week for legal services for the Preble County Child Support Enforcement Agency shall submit the above information in a sealed envelope no later than 12:00 P.M. (Noon) on Wednesday, November 22, 2016. The envelope should be clearly marked "**RFQ -LEGAL SERVICES**". Statements received after this deadline will not be considered. One original and five copies of the Statements of Professional Qualifications should be submitted to: Attn: Connie Crowell, Board of Preble County Commissioners, 101 East Main Street, Eaton, Ohio 45320.