

DELTA COUNTY BOARD OF COMMISSIONERS
310 Ludington Street, Suite 222
Escanaba, MI 49829

REQUEST FOR QUALIFIED ATTORNEY SERVICES

GENERAL INFORMATION

1.1 Purpose

Delta County is soliciting competitive sealed qualifications to provide attorney services on behalf of the Delta County Prosecutor's Office.

1.2 Background

Delta County is looking for an attorney who is fully licensed to practice law in the State of Michigan and holds a Juris Doctorate degree from an accredited Law School. Due to the pandemic, there have been great challenges in how the Prosecutor's Office has been conducting court and investigations. This position would aid in assisting the office with a backload of work that recent governmental shut downs has created.

1.3 Scope of Work

The awarded attorney must be able to confirm their Juris Doctorate degree as well as their license to practice law in the State of Michigan. In addition to these qualifications, the attorney would be responsible for:

- Review police reports to authorize or deny warrant requests for criminal prosecution.
- Represent the State of Michigan in all stages of prosecution for misdemeanor, felony, and probate cases by appearing in District, Circuit, and/or Probate courts from authorization through trial.
- Interview victims and witnesses
- Draft all types of legal pleadings; for example: motions, briefs, stipulations, witness lists, and jury instructions.
- Prepare and review search warrants.
- Consult with law enforcement agencies and/or Department of Health and Human Services representatives
- Any other duties assigned by the prosecuting attorney.

1.4 Residency/Travel

The selected attorney is not required to live in Delta County, however all travel costs for day to day business will not be reimbursed outside of the approved contract amount.

1.5 County Responsibilities

Delta County will provide: public meeting spaces; limited technology support and assistance; and travel for required training will be reimbursed if the contracted attorney follows county protocol.

1.6 Business Costs

The contracted attorney will not be reimbursed for ordinary business costs such as printing, postage, telephone, and other expenses incurred in the ordinary course of doing business. County funds are available for investigative services and expert witnesses as approved by the courts.

1.7 Experience and Qualifications

The attorney must be licensed to practice law in the State of Michigan and in good standing with the Michigan State Bar. The attorney should demonstrate the ability to communicate effectively, both verbally and in writing. They must have a minimum of 5 years of experience as a licensed attorney in criminal law with trial experience.

1.8 Insurance

The attorney must provide appropriate liability insurance or a quote indicating they will be able to immediately obtain insurance if awarded the contract.

1.9 Schedule of Events

Materials must be received, in a sealed envelope in the Delta County Prosecutor's Office, Delta County Courthouse, 310 Ludington St Suite 237, Escanaba MI 49829, no later than **January 22, 2021 at 4:00pm**. Materials will be opened on January 27, 2021 by the Prosecutor's Office, in the Delta County Board of Commissioners Meeting Room Suite 222 at 3:00pm. Materials received after 4:00 p.m. on January 22, 2021 will not be opened or eligible for consideration. The Delta County Prosecutor will notify the attorney who is selected for the contract on or before January 29, 2021. The contract should be signed by all parties prior to February 1, 2021.

1.10 Amendments to Proposals

Amendments to proposals will only be allowed if received prior to the deadline (**4 p.m. on January 22, 2021**) set for receipt of proposals. No amendments will be accepted after the deadline unless they are in response to the Prosecutor's request.

1.11 Questions

Comments or questions should be made in writing to Brett Gardner, Delta County Prosecutor, (bgardner@deltacountymi.org) or 310 Ludington Street Suite 237, Escanaba, MI 49829.

1.12 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Delta County and may be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence prior to the public opening of bids. Material considered confidential by the attorney must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

1.13 Response Format and Content – See attached

The response format is flexible but should include all of the following:

- Statement of interest clarifying if the attorney has criminal law or trial experience.
- Written affirmation that the attorney will follow all policies and procedures put forth from the Delta County Prosecutor's Office.
- A narrative (not to exceed 1 page) of the attorney's experience and qualifications, please specifically address trial experience.
- Proof of licensure.
- Proof of appropriate liability insurance, or a quote indicating they will be able to immediately obtain insurance if awarded.
- 3 professional References

Failure to include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

1.14 Preparation Costs

The County is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.

2. STANDARD CONTRACT INFORMATION

2.1 Contract Term

The contract shall be effective from the date a contract is signed. The term of the contract is intended to be 6 months. The attorney will be paid monthly.

Tax Exemptions: The County is exempt from federal excise and transportation taxes. The County's registration number with the IRS is 38-6004846. No exemption certificates are required and none will be issued.

2.2 Additional Terms and Conditions

The County reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.

3. PROPOSAL EVALUATION, SELECTION AND AWARD PROCESS

3.1 Proposal Evaluation

All proposals will be reviewed to determine if they are responsive. The Delta County Prosecutor will award the contract based on factors to include, but not limited to: qualifications; and experience. The Delta County Prosecutor reserves the right to accept or reject proposals at their discretion.

SAMPLE RESPONSE TO REQUEST FOR QUALIFICATIONS

Attorney Name
Attorney Address
Attorney Phone

01/__/2021

Delta County Prosecutor:

I am a Michigan licensed attorney in good standing. My P# is . I am interested in providing legal services to Delta County.

My legal experience and qualifications include the following:

I am willing and able to provide the scope of work articulated in the request for qualifications. I agree to the term of the contract of 6 months. I understand the compensation available for this contract and agree to those terms. I agree to make good faith efforts to sign the contract for services as soon as reasonably possible.

I have attached certificate of liability and a copy of my current Michigan bar card. Three professional references are:

Respectfully Submitted,
Attorney