

Barton County Commission - Barton County, Kansas

REQUEST FOR PROPOSAL

COUNTY COUNSELOR

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Barton County Commission  
1400 Main Street, Room 107  
Great Bend, KS 67530

I. GENERAL INFORMATION.

A. Purpose-This request for proposal (RFP) is to contract for County Counselor/legal services to be provided for Barton County.

B. Who May Respond- Qualified offerors shall hold a juris doctorate from an accredited college or university. It is preferred that offerors be a member of the Kansas Bar Association and maintain an office in the state of Kansas.

C. Instructions on Proposal Submission-

1. Closing: Proposals must be submitted no later than Noon, on December 1, 2017.

2. Inquiries: Inquiries concerning this RFP should be directed to: Phil Hathcock, 1400 Main Street, Room 107, Great Bend, KS 67530 Ph: (620) 793-1800

Or e-mailed to: Phil Hathcock, Director of Operations, at [phathcock@bartoncounty.org](mailto:phathcock@bartoncounty.org)

3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the County.

4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Office of the Barton County Clerk  
1400 Main – Room 202  
Great Bend, KS 67530

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked with the following information:

SEALED PROPOSAL for COUNTY COUNSELOR  
Noon, December 1, 2017

It is the responsibility of the Offeror to ensure that the proposal is received by the County, by the date and time specified above. Proposals received after that date and time will be rejected and returned to the Offeror unopened.

5. Right to Reject: The Commission reserves the right to reject any or all proposals received in response to this RFP and to award the RFP in the County's best interest. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

6. Notification of Award: It is expected that a decision selecting the successful Counselor/Firm will be made within three (3) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful counselor/firm. It is anticipated that the contract shall be: A ONE YEAR CONTRACT

II. SCOPE OF SERVICES. The Offeror shall be readily available to provide legal services as required under Kansas law defined by K.S.A. 19-247, and amendments thereto and performs all functions as described therein to include:

1. Interpret state and federal laws and administrative actions.
2. Review, draft, and negotiate contracts, leases and resolutions.
3. Advise on individual labor and employment matters.
4. Review personnel, fiscal, and other Barton County policies.
5. May attend Barton County Commission agenda meetings. At this time, meetings are held at 9:00 a.m. each Monday, unless otherwise announced. There is a possibility that regular meeting dates and times could be added.
6. Advise on grant and contract issues.
7. Represent the County in matters pending before the State Court of Tax Appeals.
8. As the case requires, commence, prosecute, or defend all civil suits or actions in which the County is interested.
9. Represent the County and file necessary court documents for the annual delinquent property tax sale.
10. Other legal services as requested by Barton County.

Specifically excluded are all statutory duties of the County Attorney.

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

A. Legal Experience: The Offeror should describe their legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients.

B. Organization, Size, Structure, and Areas of Practice:

If the Offeror is a firm - describe the organization, size, structure, areas of practice, and office location(s).

C. Attorney Qualifications:

The Offeror should have experience in the following areas:

Civil law; government grants and contracts; labor and employment; and general business operations.

Descriptions should include:

1. Professional and educational background of each attorney.

2. Overall supervision to be exercised.

3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

D. Price:

The Offeror shall submit the following quotes:

- 1) Monthly flat fee based on an overall anticipated average 5 hour week. This quote is inclusive of your attendance at all regularly scheduled Monday Commission Agenda Meetings. Some weeks will require additional hours (ie: tax sale work, COTA hearings), other weeks less.
- 2) An hourly rate for work on an as needed basis. Attendance may be required at some of the regularly scheduled Monday Commission Agenda Meetings. If attendance is not required, the County requests you be available during those hours on an on-call basis.

The Barton County Commission reserves the right to negotiate with the Offeror on the structure of the retainer fee.

The Offeror's proposed price should include a monthly flat fee that would be charged to advise on all legal matters such as those listed, but not limited to, and a hourly fee. The Barton County Commission reserves the right to negotiate with the Offeror on the structure of the retainer fee.

E. Insurance:

The Offeror must provide Certificate of Insurance to Barton County. The Offeror must have Workers' Compensation and Employer's Liability Insurance. General Liability Insurance must not be less than \$2,000,000. Professional Malpractice Insurance must not be less than \$4,000,000.

F. Contractor

Successful Offeror, and or employees thereof, shall be considered to be an independent contractor of Barton County.

#### IV. PROPOSAL EVALUATION

A. Submission of Proposals:

All proposals shall include an original and 6 copies.

B. Evaluation Procedure and Criteria:

The Commission and appropriate Elected County Officials/County Employees will review proposals and make recommendations for final approval.

The Commission may request a meeting with qualified Offerors 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 of the individual(s) identified to work on this matter.
3. Response from references.
4. Cost.
5. Interviews, if conducted.