

DUPLIN COUNTY DEPARTMENT OF SOCIAL SERVICES
KENANSVILLE, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS

TODAY'S DATE: February 22, 2018

REQUEST DUE DATE: March 30, 2018

ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS
DUPLIN COUNTY
P.O. Box 910
Kenansville, NC 28349

Notice is hereby given that Duplin County is soliciting qualification statements for legal services to the Duplin County DSS.

Questions regarding this Request for Qualifications should be directed to Wendy Sivori, County Attorney at (910) 372-9332 or Davis Brinson, County Manager, at (910) 296-2100 between 8:00 AM and 5:00 PM Monday through Friday or by e-mail at wendy.sivori@duplincountync.com or dbrinson@duplincountync.com

Qualification statements are to be received no later than 5:00 p.m., Friday, March 30, 2018 with the envelope marked Legal Services. Please submit two (2) copies of the proposal to:

Pamela Brame
Duplin County Human Resources Department
224 Seminary Street
P.O. Box 910
Kenansville, NC 28349
pamela.brame@duplincountync.com

The County reserves the right to reject any and all proposals in whole or in part and to waive such informalities as may be permitted by law.

Request for Qualifications (RFQ)
Legal Services
February 2018

I. Introduction

Duplin County DSS is soliciting qualifications statements for the provision of legal services in the area of child welfare, child support and adult services. In addition, the selected candidate will also provide limited legal services in Medicaid, State Personnel, Fraud as needed and requested by the DSS Director.

Firms shall include a Statement of Qualifications of both the firm and person(s) directly responsible for the work.

Duplin County reserves the right to reject any and all submittals.

II. Qualifications

- Minimal Qualifications: graduation from an accredited school of law, a license in good standing with NC Bar to practice law in the State of North Carolina, strong legal research and writing skills, and a broad knowledge and general understanding of applicable local, state, and federal laws affecting county social services. Candidates must have or obtain a North Carolina driver's license with an acceptable driving record.
- Preferred Qualifications: Ideal candidates will possess at least three (3) years of relevant legal experience practicing law in the juvenile court of civil family law.

III. Duties

The duties and responsibilities for this position are regulated by state statute as well as some federal requirements. Laws and interpretation of federal policies are subject to frequent change. The DSS Attorney serves generally in the role of the primary legal advisor and general counsel to Duplin County DSS and its Board of Social Services, Management, and Supervisors and must be readily available at irregular hours to handle legal emergencies as they arise.

Essential duties include:

- Provide legal counsel for child protective services, foster care, adoption, and adult protective services.

- Provide legal counsel for child support enforcement cases.
- Provide general legal counsel to the agency Director when needed.
- Provide training as necessary for child welfare staff in the area of effective testimony and court performance.
- Assist in the filing of petitions by reviewing and amending all draft petitions to insure legal requirements are met prior to filing. If it is not possible to review prior to filing, review within one (1) business day so that amendments can be made if necessary before the five (5) day hearing.
- Conference with appropriate DSS staff the week before court on cases to be heard in court.
- Submit orders to the court within ten (10) days of the hearing after review by all attorneys. Court orders will be typed and based on the state's model court orders to insure all necessary language is included. Provide copies of all court orders to all attorneys and a copy to DSS with appropriate certificates of services.
- Schedule hearings in juvenile cases within the guidelines established by state law and policy.
- Attend one DSS attorney conference per year as available.
- Attend Permanency Planning, DSS Board and other meetings as assigned by the Director.
- Represent Child Protective Services, Child Support and Adult Protective Services in court. Current court calendar has child support on every other Tuesday at the Duplin County Courthouse and has Child Protective Services court every other Wednesday at the Duplin County Courthouse. Child Support court and Child Protective Services court are the same week.

IV. Contents of Qualification Statements

Qualifications shall be submitted on 8 ½" x 11" paper. Two (2) copies must be submitted.

Qualification Statements shall include:

- Firm name, address, telephone number, fax number, e-mail address and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Office location of personnel who would be providing legal counsel to Duplin County.

- Statement of Qualifications for the Firm and its key personnel who would provide legal counsel to Duplin County. This would include the following:
 1. Name of the Person;
 2. Name of School of Law graduated from;
 3. North Carolina State Bar license number and whether you are in good standing or not; and
 4. List the number of years of law experience and explain the qualifications that you and your firm possess that meet the minimal and preferred qualifications stated.

- List the name(s) of the person or (people) who would be deemed to operate in the role of DSS Attorney(s).

- List of previous clients for similar work. Include name and location of client, brief description and client references' telephone numbers.

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