



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS (RFP) COVER PAGE**

RFP NO: 2020-23

TITLE: Special Prosecutor for Child Support Enforcement Multi-County
Cooperative Agreement (Lincoln & Montgomery Counties)

Solicitation Schedule & Deadlines:

June 5, 2020	Solicitation Release Date
June 19, 2020 2:00PM	Deadline for Submitting Questions
June 24, 2020 4:30PM	Deadline to post Addendum
July 7, 2020 2:00PM	Deadline to Submit Response

Responses must be received no later than "Deadline to Submit Response"

July 7, 2020 2:00PM

Ann Struttman, Purchasing Director

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

PURPOSE/BACKGROUND

The County of Franklin, Missouri invites interested and well-qualified individual attorneys and law firms to submit written proposals to provide services as a Special Prosecutor for Child Support Enforcement Multi-County Cooperative Agreement, specifically providing services to Lincoln & Montgomery counties.

SCOPE OF SERVICES

Chapter 454.400, RSMo, and other related statutes/administrative rules authorize the Missouri Department of Social Services, Family Support Division (hereinafter "Family Support Division") to enter into cooperative agreements with prosecuting attorneys or other attorneys for the purposes litigating and/or prosecuting support actions. The Family Support Division, Franklin County, Lincoln County, and Montgomery County have entered into a Multi-County Cooperative agreement to be run out of the Franklin County Prosecuting Attorney's Office.

Expectations for Court appearances are unknown but expected to be approximately 2-4 times per month in Lincoln County and 1-2 times per month in Montgomery County. All necessary supplies and support staff for the Lincoln and Montgomery County caseloads will be provided out of the Franklin County Prosecuting Attorney's Office.

MINIMUM QUALIFICATIONS

Any attorney(s) proposing to provide these services shall be licensed in the State of Missouri and have experience in the practice of criminal law. Experience prosecuting criminal matters on behalf of the State of Missouri at the County level is preferred.

COMPENSATION

The County and any attorney(s) selected for these services will enter into a professional services agreement which will address compensation, which is expected to be in the area of \$25,000 - \$30,000 per year, fully funded by the Family Support Division. Proposals must clearly set forth the fees or fee structure (e.g., hourly rate, monthly retainer, per-case fee) to be charged for the proposed services.

SELECTION PROCESS

All proposals will be reviewed and screened by the Purchasing Department, County Counselor, and Franklin County Prosecuting Attorney. Proposals will be evaluated by considering the proposed attorney's quality of experience, the strength of the approach

described in the proposal, and the cost to the taxpayer. Finalists will be invited for interviews, after which a professional services agreement will be submitted to the County Commission for their review and approval.

INSTRUCTIONS TO REPLY TO THIS REQUEST FOR PROPOSALS:

To reply to this RFP, please submit a proposal of no more than five pages stating the information described in the “Requested Information” section below.

REQUESTED INFORMATION:

Proposals should include the following information. Proposers may submit additional information as deemed appropriate.

1. The proposer’s professional qualifications for providing services, including for each attorney likely to provide services:
 - A. Year of admission to Missouri State Bar, and years of practice (must be a member in good standing of the Missouri Bar). Provide the attorney’s Missouri Bar number.
 - B. Years of criminal practice and years prosecuting criminal matters on behalf of the State of Missouri at the County level (if applicable).
2. The proposer’s understanding of the type and level of services needed;
3. The proposer’s intended approach to providing the services;
4. Any pending litigation or judgements rendered against the attorneys proposed to provide services that relate in any manner to the professional activities of the attorney and/or the firm, including any pending complaints filed with the Missouri Bar;
5. The proposed compensation structure for the services; and
6. Contact information for two professional references.

The County reserves the right to reject all proposals, to request additional information concerning any proposal, to accept or negotiate modifications to any proposal, to interview any proposer, and to waive any irregularities in any proposal following the proposal submission deadline date, in order to serve the best interests of the County.

All inquiries about this Request for Proposal, should be directed to:

Franklin County Purchasing Department
636-584-6274
purchasing@franklinmo.net
400 E Locust Street, Ste 004
Union, MO 63084

ATTACHMENT 1

SEALED RFP LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

RFP # 2020-23 DATE: 07/07/2020

DESCRIPTION: Special Prosecutor for Child Support
Enforcement Multi-County Cooperative Agreement

Vendor Name: _____

Vendor Address: _____