



Request for Qualifications (RFQ) B21-11-010 For Legal Services

Contact Information:

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Navajo County Legal Services
NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)
B21-11-010

Navajo County is seeking Statements of Qualifications from qualified contractors to perform legal services for Navajo County.

RFQ NUMBER: B21-11-010
RFQ DUE DATE: December 21, 2021 AT 2:00 P.M. LOCAL AZ TIME
PUBLIC RFQ OPENING: December 21, 2021 AT 2:15 P.M. LOCAL AZ TIME
SUBMITTAL LOCATION: Navajo County Clerk of the Board of
Supervisor's Office
100 East Code Talkers Drive
Holbrook, Arizona 86025

DIRECT WRITTEN QUESTIONS TO: Cheryl Hollins
(928) 524-4100
cheryl.hollins@navajocountyaz.gov

Notice is hereby given that Navajo County is conducting a competitive request for qualifications process to retain qualified contractors to perform legal services for Navajo County.

Navajo County invites interested contractors to submit written Statements of Qualifications relating to this solicitation. A Selection Committee will evaluate contractor's qualifications and work experience. The contractor(s) determined to be best qualified will enter into contract negotiations.

A complete copy of this RFQ and amendments (if any) may be obtained on the County's website www.navajocountyaz.gov/Departments/Finance/Procurement or a copy may be picked up during regular business hours at 100 West Public Works Drive, Holbrook, Arizona 86025. Respondents are invited to review the information and to submit their Statements of Qualifications in accordance with the criteria established within this RFQ. Written questions regarding this RFQ must be received by the Procurement Office via electronic mail no later than **12:00 p.m., M.S.T., Monday, December 13, 2021**. Questions may then be responded to by written amendment to this document and will be published on the County website by end of day Tuesday, December 14, 2021. Oral statements or instructions shall not constitute an amendment to the RFQ.

All submittals must be received by the due date, time and at the submittal location specified herein. **Any response received at the specified submittal location after the due date and time assigned will be returned unopened.** The county reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized, or all proposals are rejected.

Holbrook Tribune News
11/24/2021 & 12/01/2021 - Publish Date(s)

1. Overview of the Requirement

- 1.1 In anticipation of a long-term leave of one of our Deputy County Attorneys, County Attorney Brad Carlyon has determined that the position might be filled through a services contract rather than recruiting for an employee.
- 1.2 The purpose of this RFQ is to identify an attorney to provide legal services; therefore, Navajo County is seeking interested individuals that have extensive experienced in governmental law.
- 1.3 The County Attorney must deliver timely criminal legal services that support our five municipal justice courts.

2. Request for Qualifications

2.1 Inquiries

All inquiries related to this RFQ are to be directed to the Navajo County Procurement Officer Cheryl Hollins, at cheryl.hollins@navajocountyaz.gov. Information obtained from any other source is not official and should not be relied upon. Written questions regarding this RFQ must be received via electronic mail no later than **12:00 p.m., M.S.T., Monday, December 13, 2021**. Questions may then be responded to by written amendment to this document and will be published on the County website by end of day Tuesday, December 14, 2021. Oral statements or instructions shall not constitute an amendment to the RFQ.

2.2 Submitting a Response

Respondents should deliver an original signed hard copy and five copies by 2:00 p.m. on December 21, 2021, to the following address.

Navajo County Clerk of the Board of Supervisor's Office
100 East Code Talkers Drive
PO Box 668
Holbrook, AZ 86025

Responses must not be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and the title of this RFQ "Navajo County Legal Services RFQ B21-11-010". Late responses will not be accepted and will be returned unopened.

2.3 Acceptance of Responses

An acceptable response shall fully address the submission requirements, be legibly signed in ink by the respondent, and be submitted on time to the proper address. Any response that does not comply with the instructions provided shall not be accepted.

2.4 Qualifications Review

The Qualifications Review Committee shall be comprised as follows:

- Navajo County Attorney Brad Carlyon
- Deputy County Attorneys

2.5 Review and Selection Process

The qualifications review committee will check responses against the mandatory criteria, and responses not meeting all mandatory criteria will not be considered for review. If chosen for the shortlist, the best qualified respondent(s), if any, will be contacted for an

in-person interview.

3. Services

The following services are expected to be delivered through a legal services contract with the Navajo County Attorney's Office. The qualified respondent:

- 3.1 Reviews citations and reports to determine if sufficient cause exists to prosecute.
- 3.2 Review and file charges as appropriate that are sent for review either by investigating agency or NCAO.
- 3.3 Advises law enforcement officers and witnesses of legal procedures.
- 3.4 Files complaints on Justice Court misdemeanor cases
- 3.5 Prosecutes or defends cases in Justice Courts.
- 3.6 Confers with clients. Advises clients regarding their legal rights, courses of action and strength of a case.
- 3.7 Reviews performance and gives instructions and guidance in court procedures, trial techniques and in matters of law.
- 3.8 Conducts legal research on own behalf and that of other attorneys by computer.
- 3.9 Obtains and reviews source documents such as police reports, medical records, and transcripts. Locates and interviews witnesses.
- 3.10 Prepares and files necessary court documents.
- 3.11 Attends and participates in court appearances and legal proceedings.
- 3.12 Make plea offers, file appropriate motions, and defend appropriate motions.
- 3.13 Participate in case management conference.
- 3.14 Participate in change of plea proceedings and participate in sentencing hearings.
- 3.15 Conduct bench trials and conduct jury trials.

4. Evaluation Criteria

NCAO's Executive Team and appropriate staff will review proposals and make recommendations to the County Attorney for final approval. The County Attorney may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- 4.1 Demonstrate that respondent is a current member in good standing of the State Bar of Arizona and maintains a local office in Navajo County. **(10 points)**
- 4.2 Possess of legal experience with experience representing a government entity in a manner that demonstrates the respondents' trustworthiness and adherence to high ethical standards. **(30 points)**
- 4.3 Possess a proven track record for delivering project requirements on time. **(30 points)**

- 4.4** The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: prosecution, criminal law, criminal defense, and criminal procedure. Additionally, if applicable, provide a description of any experience advising organizations comparable to NCAO that offer similar programs and government-funded services. **(30 points)**

5. Submission Requirements

In order to be considered for this position, qualified applicants should submit the following information no later than 2:00 p.m. on December 21, 2021. This submission should be in Arial 12 font, 1" margins.

- 5.1 Statement of interest of why respondent would be the ideal candidate (one page).
- 5.2 A resume outlining the respondent's experience and qualifications.
- 5.3 A response to each of the Evaluation Criteria described in section 4. This part of the submission should not exceed 6 pages.
- 5.4 Sample of a report or correspondence related to this type of position that was personally prepared by the respondent without external review or assistance.
- 5.5 At least three professional references that Navajo County may contact in order to validate the respondents experience, trustworthiness, high ethical standards.
- 5.6 Submittal Format: One original and five copies (6 total) of each submittal should be submitted on the forms and in the format specified in the RFQ. The original copy of the submittal should be clearly labeled "Original" and shall be unbound and single-sided. The material should be in sequence and related to the RFQ. The sections of the submittal should be clearly identifiable. The County will not provide any reimbursements for the cost of developing or presenting proposals in response to this RFQ. Failure to include the requested information may have a negative impact on the evaluation of the offeror's submittal.

6. General Terms and Conditions

- 6.1 There are no expressed or implied obligations for Navajo County to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.
- 6.2 The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
- 6.3 By submitting qualifications, a party certifies that it has fully read and understood this RFQ, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.
- 6.4 No proposals may be withdrawn or revoked for a period of 60 days after date of opening.
- 6.5 Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to Navajo County and will be considered a public record and subject to public inspection in accordance with Arizona Public Records Law.
- 6.6 The Navajo County Attorney's Office reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposal, and to select the qualified parties. The Navajo County Attorney's Office reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by be in the best interest of citizens of Navajo County.
- 6.7 This RFQ shall be governed in all respects by the laws of the State of Arizona and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
- 6.8 By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Navajo County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- 6.9 By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Arizona and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Arizona or the federal government.
- 6.10 **CONTRACT NEGOTIATIONS:** At the completion of the evaluation process, Navajo County may enter into negotiations with the top ranked Offeror to determine payment terms, and to negotiate any other portion of the Contract deemed necessary. In the event that Navajo County is not able to negotiate successfully with the top ranked Offeror, the County shall cease negotiations with that Offeror and either begin negotiations with the next ranked Offeror or may choose to cancel the solicitation in its entirety. In the event that Navajo County is not able to negotiate successfully with the next ranked Offeror, the County shall cease negotiations with that Offeror and either begin negotiations with the third ranked Offeror or may choose to cancel the solicitation in its entirety. **Award shall**

be made to the Offeror whose submittal and subsequent negotiation is most advantageous to the County.

- 6.11 CONTRACT TERM: The contract term is one (1) year with the option to renew up to (4) additional one-year extensions upon mutual agreement from both parties. A contract extension should be executed within thirty (30) days of original contract term.
- 6.12 TERMINATION OF CONTRACT: This contract may be terminated at any time by mutual written consent, or by the County, with or without cause, upon giving thirty (30) days written notice to you. The County at its convenience, by written notice, may terminate this contract, in whole or in part. If this contract is terminated, the County shall be liable only for payment under the payment provisions of this contract for services rendered and accepted material received by the County before the effective date of termination.