

**MACON COUNTY, NORTH CAROLINA**  
**DEPARTMENT OF SOCIAL SERVICES**

**APRIL 8, 2011**

**REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES**

**Responses to Request For Qualifications will be received by the Macon County Department of Social Services until 5:00 p.m. local time on Friday, May 20, 2011.**

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**MAILING INSTRUCTIONS**

- 1. Bidder submit a complete, fully executed RFQ document.**
- 2. If mailed, response should be forwarded by certified U.S. Postal Services. Please address and mark your sealed bid as shown below.**

<p><b>MACON COUNTY</b> <b>DEPARTMENT OF SOCIAL SERVICES</b> <b>ATTN: JANE C. KIMSEY</b> <b>1832 LAKESIDE DRIVE</b> <b>FRANKLIN, NC 28734</b></p>
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- 3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Macon County Department of Social Services, 1832 Lakeside Dr., Franklin, NC 28734.**

**NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DEADLINE FOR RESPONSES TO REQUEST FOR QUALIFICATIONS, RESPONSES THUS DELAYED WILL NOT BE CONSIDERED.**

## **CONTENT OF RESPONSE TO REQUEST FOR QUALIFICATIONS AND SUBMISSION REQUIREMENTS**

Responses should include the following, as a minimum, and should conform to the numbering system used below:

1. A letter of transmittal including a brief introduction, attorney name, address and telephone number.
2. Explanation of approach to project of this nature.
3. Attorney's statement of qualifications.
4. Listings and detailed descriptions of similar legal services successfully completed by the attorney during the past three (3) years. Include the name and telephone number of a contact person for each client who can verify the information provided.
5. Brief resume and experience record for personnel expected to perform substantial amounts of work on this project.
6. Include monthly flat rate inclusive of all associated costs to complete the work, based on an average of 100 hours of legal services per month.

Interested parties will have until 5:00 p.m., 29, April, 2011 to submit their statements of qualifications/proposals. Responses received after this time will not be accepted.

Responses submitted should be concise and limited to a maximum of 10 pages.

Questions concerning administrative or technical matters must be in writing and addressed to Jane Kimsey and faxed to (828) 349-2401 or emailed to [jkimsey@maconnnc.org](mailto:jkimsey@maconnnc.org).

The Department reserves the right to reject any and all responses, or any portions thereof, or select responses which, in its opinion, are in the best interest of the Department.

A professional services contract will be negotiated with the selected attorney based on the proposed scope of work. Attach an example of the attorney's standard legal services contract. This may serve as a basis for any contract with selected firm. The agreement must include the following:

### **Insurance and Indemnity Requirements:**

To the extent permitted by the law the attorney shall indemnify and save harmless the Department, its officers, agents and employees and assigns from and against all loss, cost

damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the attorney, its offices, employees, agents and assigns in the performance or professional services under this contract.

The attorney further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to the Department and authorized to do business in the state of North Carolina the following insurance:

Automobile: Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$500,000 bodily injury and property damage; \$500,000 uninsured/under insured motorist; and \$25,000 medical payment.

Comprehensive General Liability: General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000 Combined Single Limit. (Defense cost shall be in excess of the limit liability).

Professional Liability: In a limit of not less than \$1,000,000.

Workers' Compensation: Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.

Certificates of such insurance will be furnished to the Department prior to signing contract and shall contain the provisions that the Department be given sixty days written notice of any intent to amend or terminate by either the attorney or the insuring company.

Additional Certifications attached to the Contract document include Drug Free Workplace and Non-Discrimination, Conflict of Interest, No Overdue Taxes, Lobbying, and Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion of Lower Tier Covered Transactions.

## **INTRODUCTION**

Macon County DSS is issuing a Request for Qualifications for Legal Services.

## **SCOPE OF WORK**

The selected attorney will be responsible for provision of legal representation and consultation to the Macon County Department of Social Services. In general, the following tasks shall be included in the scope of work including a narrative that explains the attorney's approach:

### **SERVICE DESIGN:**

Specific activities may include but are not limited to:

- Legal Representation and Consultation regarding child protective services, foster care, adoptions, adult protective services, guardianships, child support, Medicaid estate recoveries and program integrity.
- Legal Advisor to the Agency Director and the Board of Social Services; represent the Board of Social Services in appeal proceedings and in any litigation relating to appeals.
- Perform such other duties as may be assigned by the Board of Social Services or the Director of Social Services.

### **LICENSES, REGULATIONS AND POLICIES:**

- Obtain all relevant federal, state and local licenses.
- Comply with all applicable Federal and State Standards, regulations, court orders, or other provisions governing the services provided.
- Considerable knowledge of federal and state statutes, policies and procedures pertaining to service activities stated above.
- Support Macon County DSS mission and values (See Attachment I).
- Support state DHHS, DSS and DAAS mission, vision and values for child welfare services and adult services (See Attachments II & III).

## **ATTACHMENT I**

### **Macon County Department of Social Services Mission**

Partnering to promote, protect, and strengthen our community.

#### **Our Commitment to a Standard of Behavior**

We are committed to **serving** through:

**C** ompassion  
**L** earning  
**I** ntegrity  
**E** xcellence  
**N** ew Innovations  
**T** eamwork

#### **Compassion**

- I will be attentive and sensitive to the needs and wishes of those we serve without prejudice.
- I will be polite in both my face to face and telephone contacts.
- I will treat others as I want to be treated.
- I will create an environment of safety and security for my clients.
- I will be sincere, kind and respectful.

#### **Learning**

- I will strive to align myself with the established agency mission and goals.
- I will utilize the tools and resources that are provided to grow personally and professionally.
- I will pursue to be a lifelong learner.
- I will find the answer if I don't know it.
- I will focus on solutions rather than dwelling on the problem.

- I will learn and adhere to policies and procedures of the agency.

### **Integrity**

- I will encourage positive behaviors.
- I will accept responsibility for my choices, performance and behavior.
- I will do the right thing for the right reason even when no one is watching.
- I will safeguard client confidentiality.
- I will adhere to the proper use of technology and time.

### **Excellence**

- I will provide quality and timely services to my clients.
- I will not make excuses to my clients.
- I will always identify myself and my role to my clients.
- I will set an example to others by maintaining a high quality work standard.
- I will strive to maintain consistency in my professionalism.

### **New Innovations**

- I will accept change and proactively seek new ideas.
- I will be open to new technologies.
- I will strive to learn and implement best practices.
- I will do whatever is necessary to improve quality outcomes.

### **Teamwork**

- I will encourage interdepartmental communication.
- I will welcome new employees.
- I will promote an atmosphere of teamwork both with my immediate unit as well as the agency as a whole.
- I will be mindful and respectful of other's time, schedule and space.
- I will celebrate the accomplishments of my co-workers.

## **Our Commitment Statement**

The Macon County Department of Social Services is able to serve our community with excellence because of our employees. We want to maintain a culture that makes Macon County DSS a great place to work. We have described certain standards of behavior that are expected from our employees. These behavioral guidelines guide the exceptional service we provide to all we serve. As an employee, you play an important role in helping us achieve our goals and fulfill our Mission- Partnering to promote, protect, and strengthen our community.

I believe in and am committed to living these daily throughout my employment with the Macon County Department of Social Services.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ATTACHMENT II**

### **CHAPTER VIII: Protective Services 1400 – Purpose And Philosophy**

#### **THE MISSION, VISION AND VALUES FOR FAMILY SUPPORT AND CHILD WELFARE SERVICES**

##### **MISSION**

The Division of Social Services, Family Support and Child Welfare Services Section is committed to provide family-centered services to children and families to achieve well-being through ensuring self-sufficiency, support, safety, and permanence.

##### **VISION**

The vision of the Division is that all programs administered by the Division of Social Services will embrace family centered practice principles and provide services that promote security and safety for all. This means that every child in North Carolina will grow up in a safe, permanent, self-sufficient family where well-being needs of all are met.

##### **VALUES**

The Division believes that the family is the fundamental resource for the nurturing of children and that children have a right to their own families and that parents should be supported in their efforts to care for their children in ways that assure the safety and well being of the child. We support parents by respecting each family's cultural, racial, ethnic, and religious heritage in their interactions with the family and our mutual establishment of goals. We support and require the involvement of children and families throughout their involvement with child welfare. Child and Family Team meetings focus on the family's strengths and recognize that families are our partners in the process of service planning and delivery. Judgments about families are often based on incomplete information, and can wait. A crisis can be an opportunity for change; inappropriate intervention can do harm. It is our job to instill hope because even families who feel hopeless can grow and change. This means that we as an agency arrange our schedules to accommodate the child and his/her family, that the family's ideas and resources are given the same legitimacy as those proposed by professionals, and that mutual agreement in decision making is a primary goal. For youth and families whose supports may exist outside the family unit, this means allowing and encouraging them to invite those whom they wish to attend Child and Family Team Meetings. Shared parenting meetings, which encourage interaction between caregivers and birth families, continue the partnership to enable families to best parent their children.



Service delivery does not exist in a vacuum. In order to best serve the needs of children and families, all agencies that work with the family should work cooperatively in ways that maximize service delivery and resources. To the fullest extent possible, service providers should be within the family's community, convenient for the family and child.

It is important to note the foundational philosophy of the NC Multiple Response System is family-centered practice delivery within a System of Care framework. The six family-centered principles of partnership are:

- Everyone desires respect
- Everyone needs to be heard
- Everyone has strengths
- Judgments can wait
- Partners share power
- Partnership is a process

The foundational philosophy of the NC System of Care is family-centered practice. The six System of Care Principles are:

- Interagency collaboration
- Individualized strengths based care
- Cultural competence
- Child and family involvement
- Community based services
- Accountability

**ATTACHMENT III**  
**NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES (DAAS)**

**MISSION**

Department of Aging and Adult Services (DAAS) Operational Statement in Support of the Department of Health and Human Services (DHHS)

DAAS works to promote the independence and enhance the dignity of North Carolina's adults, persons with disabilities, and their families through a community-based system of opportunities, services, benefits, and protections; to ready younger generations to enjoy their later years; and to help society and government plan and prepare for the changing demographics. Through partnering with our fellow DHHS divisions and offices as well as with Area Agencies on Aging, County Departments of Social Services, County Departments and Councils on Aging, other local services and programs for older adults, persons with disabilities, senior leaders, and other public and private interests-the Division plans, administers, coordinates, and evaluates a community-based system of opportunities, services, benefits, and protections to advance the social, health, and economic well-being of seniors and persons with disabilities and their families.

**VISION**

DAAS Action in Support of DHHS Vision

The Division of Aging and Adult Services will be North Carolina's foremost leader in identifying and responding to the increasing challenges and opportunities presented by our rapidly expanding aging society and the challenges of persons with disabilities. We will achieve these goals through effective public policies and programs developed in cooperation with others across state departments, within the Department of Health and Human Services, and outside of government. The Division will act as a catalyst to empower consumers in support of enhancing personal responsibility and to promote the effective use of all resources for the well-being of seniors and persons with disabilities and their families.

**VALUES**

DAAS will work in a manner consistent with DHHS Values:

- Consumer-focused. North Carolinians are the center of our service design and delivery, and allocation of human and fiscal resources
- Anticipatory. DHHS uses feedback from our customers and partners on all levels – national, state and local- to guide our thinking, planning, policies and practices
- Collaborative. DHHS values internal and external partnerships
- Transparent. DHHS shares information, planning and decision-making processes and communicates openly with its customers and partners
- Results-oriented. DHHS emphasizes accountability and measures its work by the highest standards

