

REQUEST FOR QUALIFICATIONS ("RFQ")
FOR LEGAL SERVICES FOR THE SENIOR CITIZEN LAWYER REFERRAL
PROGRAM AT THE DEPARTMENT OF HUMAN SERVICES

PART I

Instructions to Vendors

1.0 PURPOSE

The intent of this Request for Qualifications ("RFQ") is to allow the County, through the Department of Human Services, to issue a RFQ and to request responses from qualified attorneys, duly licensed and in good standing in the State of New Jersey, from which the County may award a contract for the term of January 1, 2016 through December 31, 2016 for participation in the Burlington County Senior Citizen Lawyer Referral Program. The pool will be current for a three year period for the following legal services including, but not limited to: to select a pool of attorneys to participate in the Senior Citizen Lawyer Referral Program for the period January 1, 2016 through December 31, 2018. Vendors responding to this RFQ must have a minimum of five (5) years of experience. Additional information is contained within the "RFQ RESPONSE FORM" attached, which must be completed and returned with Statement of Qualifications.

The County intends to award a contract for legal services pursuant to N.J.S.A. 40A:11-5(1)(a)(i). This RFQ is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The specific extent and character of the legal services to be performed shall be subject to the general control and approval of the Department of Human Services and/or the Burlington County Solicitor's Office.

2.0 COMPLIANCE WITH LAWS

The successful vendor shall comply will all applicable federal, state and local statutes, rules and regulations. If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

3.0 PROCEDURE FOR RESPONDING TO REQUEST FOR QUALIFICATIONS

3.1 SUBMISSION OF RESPONSES TO RFQ

Five (5) copies of the Response, INCLUSIVE OF ALL INFORMATION required in Part II, "Response Requirements" should be provided. Responses must be provided to the Director of the Department of Human Services. Responses sent regular mail should be addressed to the Director - Department of Human Services, RFQ LEGAL SERVICES, P.O. Box 6000, Mount Holly, New Jersey 08060. Responses sent UPS, Federal

Express or Hand Delivery should be addressed to the Dina Rocco, First Assistant Solicitor RFQ LEGAL SERVICES at 49 Rancocas Road, Room 225, Mount Holly, NJ 08060. Responses are scheduled to be opened on **Tuesday, December 1, 2015 at 4:00 p.m.** Any Responses received after said opening whether by mail or otherwise, will be returned unopened. Responses should be provided in a sealed envelope with the title of the "RFQ LEGAL SERVICES" clearly marked on the outside. It is recommended that each Response package be hand delivered. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the Response to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is NOT PERMITTED.

The Burlington County Board of Chosen Freeholders shall make final selection of pool attorneys by formal resolution.

3.2 QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS

Any questions regarding this RFQ must be made in writing to: Dina Rocco, First Assistant Solicitor, 49 Rancocas Road, P.O. Box 6000, Mount Holly, New Jersey 08060.

3.3 ADDENDA/REVISIONS TO REQUEST FOR QUALIFICATIONS

Addenda/revisions to this RFQ shall be provided to all vendors who have received this RFQ.

4.0 INSURANCE

Prior to commencing work under any agreement awarded to a duly qualified vendor to be created by virtue of this RFQ, the successful vendor shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through A.M. Best. Vendors will provide the County a sixty-day notice of cancellation, non-renewal or change in insurance coverage. Proof of this level of insurance is part of proper response to RFQ.

The successful vendor shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this RFQ:

Insurance shall be provided in the name of the entity and/or person providing the requested services.

- a. Commercial General Liability including Products Completed Operations coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence/two million dollars (\$2,000,000) annual aggregate.

- b. All Statutory Workers' Compensation and Employer's Liability insurance coverage required to be held by law.
- c. Professional Liability insurance in the amount \$100,000 each wrongful act \$300,000 aggregate.

Prior to the effective date of this agreement, and as a condition precedent to its taking effect, the vendor shall provide a Certificate of Insurance as verification of said policies. Approval of the coverage and the certificate by the Insurance and Risk Management Division is a precedent to the taking effect of this Agreement. This certificate should be issued to:

Burlington County Board of Chosen Freeholders
49 Rancocas Road, PO Box 6000
Mt. Holly, NJ 08060-6000
Attention: Insurance & Risk Management

STATEMENT FROM INSURANCE BROKER: Each responder must include with submission a statement from the responder's insurance broker stating that the responder will, upon successful award any contract to their client, supply the responder with insurance in the types and amounts required by the specifications contained in this section.

5.0 INDEMNIFICATION

The selected vendor shall defend, indemnify and hold harmless the County, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or other liability arising out of or in any way connected with the vendor's acts or omissions under any agreement entered into with the County as a result of being selected for award of a contract from by virtue of this RFQ.

6.0 STATEMENT OF OWNERSHIP

In accordance with N.J.S.A. 52:25-24.2, every corporation and/or partnership submitting a Statement of Qualifications (SOQ) shall, prior to the receipt of the SOQ by the Purchasing Agent for the Board of Chosen Freeholders of the County of Burlington, or accompanying said SOQ, submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership, who own ten (10%) percent or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein, as the case may be. See section 4.01. If one or more such stockholder or partner is, itself a corporation or partnership, the stockholders holding 10% or more of that corporations' stock, or the individual partners owning ten percent 10% or greater interest in that partnership, as the case may be, shall

also be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner exceeding the 10% ownership criteria established by this notice have been listed. **If no stockholder owns more than ten (10%) percent, note by stating "None".**

Each responder must include with submission a signed statement of ownership.

7.0 MISCELLANEOUS REQUIREMENTS

7.1 Burlington County will not be responsible for any expenses incurred by any vendor in preparing or submitting a Response. All Responses shall provide a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

7.2 The contents of the Response submitted by the successful vendor and this RFQ may become part of any agreement for the performance of any services as awarded to any vendor created by virtue of this RFQ. The successful vendor will be expected to execute said contract with the County of Burlington.

7.3 Responses shall be signed in ink by the individual or authorized principal of the responding party. Responses submitted shall be valid for a minimum of 60 days from the date of opening.

7.4 The County of Burlington reserves the right to reject any and all Responses received by reason of this RFQ, or to negotiate separately in any manner necessary to serve the best interests of Burlington County. Vendors who are Responses are not accepted will be notified in writing.

7.5 The selected vendor shall be required to comply with the requirements of P.L. 1975, c.127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.

7.6 All responses to this RFQ, with the exception of proprietary information, shall be subject to public scrutiny, subsequent to the selection of the vendor by resolution. Each vendor must clearly designate in its RFQ response any information, which it deems to be proprietary. It is the County's experience that the vast majority of RFQ responses contain no proprietary information. Therefore, any such designation must be limited in scope and reasonably based.

7.7 Any contract for services awarded to any vendor shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

7.8 Contracts awarded to any vendor created by virtue of this RFQ may be amended to provide for closely related services, the need for which may arise or become

apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Board of Chosen Freeholders.

8.0 CRITERIA FOR EVALUATION OF RESPONSES

A Review Committee has been established to independently evaluate each submission and make a recommendation to the Burlington County Board of Chosen Freeholders as to the vendors to be awarded the contract. The selection criteria to be used in awarding the contract shall include:

The participating attorney must be licensed in the State of New Jersey with at least five (5) years of experience in any of the following areas: public entitlements, SSI/Social Security, Medicare, Medicaid, nursing home/boarding home rights, landlord/tenant problems on behalf of a tenant, utility shut-off, abuse, representation of persons proposed for or under guardianship, mortgage foreclosures, advance directives, simple wills, matrimonial matters without assets, consumer contracts, creditor problems including bankruptcy, and insurance matters.

The participating attorney must have knowledge of resources available to the elderly.

The office of the participating attorney must be handicapped accessible.

The participating attorney must serve the homebound elderly either at their place of residence, a nursing home or hospital.

The County of Burlington reserves the right to award a contract to the vendors that best meet the needs and interests of the County, cost and other factors considered.

SEE NEXT PAGE FOR PART II, RESPONSE REQUIREMENTS

PART II
RFQ RESPONSE REQUIREMENTS

FORMAT

To assure consistency, responses must conform to the following format:

- A. Scope of Services/Statement of Qualifications
- B. Resume
- C. Facilities
- D. Conflict of Interest
- E. Fees
- F. Form of Contract
- G. Statement of Ownership
- H. Insurance
- I. RFQ Response Form

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

SECTION A -SCOPE OF SERVICES

The Director of the Department of Human Services is requesting qualification statements in order to select vendors to provide the following legal services. Your response should detail your qualifications to provide one or more of the following services set forth herein.

All requests for legal service are handled by the intake personnel to the Program. Interviews are conducted at our address, or at the client's place of residence. The initial interview is free of charge for all interested persons age 60 and over who are residents of Burlington County.

Economically and socially needy clients are given priority and will be referred to a Program attorney, free of charge. Those clients who are not economically or socially needy will be asked to contribute to the cost of the service based on their income.

Referral attorneys bill the Program fifteen dollars (\$25) for the initial consultation and thirty five dollars (\$35) per hour thereafter, with the exception of set fees for certain matters. The following priority legal matters are handled: public entitlements, SSI/Social Security, Medicare, Medicaid, nursing home/boarding home rights, landlord/tenant problems on behalf of a tenant, utility shut-off, abuse, representation of persons proposed for or under guardianship, and mortgage foreclosures. The following

non-priority legal matters may be handled: advance directives, simple wills, matrimonial matters without assets, consumer contracts, creditor problems including bankruptcy, and insurance matters.

The following legal matters are not handled through the Program: criminal matters, municipal court representation, small claims court representation, real estate matters, social security disability, fee-generating cases, wills for large estates, estate planning to protect assets, probate, litigation out of state, litigation out of county with exceptions, or any matter which may involve the expenditure of a disproportionate share of the funds available.

Compensation shall be at the approved rate as established by the Director of the Department of Human Services. Payment shall be made on a monthly basis upon submission of vouchers (and appropriate form of time record sheets) certifying the actual hours worked, in accordance with procedures used by the Burlington County Treasurer's Office. The County will not pay for time spent traveling or for office or related expenses. As full and complete compensation for services during the term of this Agreement, the attorneys will be compensated at an hourly rate specified by the Burlington County Director of the Department of Human Services.

SECTION B –RESUME/CV

This section shall address areas as outlined:

Copy of current license and certifications for each professional

SECTION C -FACILITIES

This section should address areas as outlined:

1. OFFICE LOCATIONS

a. For your facilities, which are located closest to Burlington County, New Jersey, provide:

1. The location.
2. Personnel assigned to this location.
3. The activities performed at this location.

b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Vendors where all activities are performed at one location should leave this paragraph blank.

SECTION D -CONFLICT OF INTEREST

See attached conflict of interest certification to be executed and returned with submission package.

This section should disclose any potential conflicts of interest that the vendor may have in performing these services for Burlington County.

SECTION E -FEES

Vendors will provide fees upon request by Burlington County.

Note: The County reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the policy of the Department of Human Services and the Office of the County Solicitor.

SECTION F -FORM OF CONTRACT

The Office of the County Solicitor will supply the form of contract.

SECTION G -STATEMENT OF OWNERSHIP

Complete this form only if the Firm is a partnership, corporation or limited liability company.

Check here if not applicable.

Name of Firm: _____

Address: _____

City/State/Zip: _____

Form of business: corporation partnership limited liability Company

List the names and addresses of all persons (including business entities) who have 10% or more interest in the Firm's firm. If an interest holder is a corporation name the stockholders holding more than a ten percent interest.

Complete the certification at the bottom of this page.

<i>NAME</i>	<i>ADDRESS</i>	<i>SS #</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that (check one):

_____ the list of persons named above is current and correct to the best of my knowledge.

or

_____ There are no persons having a 10% or greater interest in the Firm's firm to the best of my knowledge.

Authorized signature

Date

typed/printed name

Title

SECTION H- INSURANCE

Statement from broker of your insurance coverage as required in Part I, Section 4

RFQ RESPONSE FORM

Your submission will not be considered complete unless the following has been submitted:

Statement of Qualifications, Part II, Section A

Resume/CV, Part II, Section B

Office Location, Part II, Section C

Executed Conflict of Interest Certification, Part II, Section D

Executed Statement of Ownership, Part II, Section G

Statement from Broker of Your Insurance Coverage, Part II, Section H

CONFLICT OF INTEREST CERTIFICATION

The undersigned certifies to the Board of Chosen Freeholders of the County of Burlington ("Board") that in performing services to Burlington County he knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself or his firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he knows of no circumstances or relationships between himself or his firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the consulting services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

By: _____

DATED:

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will received consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted COUNTY employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job—related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award by prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conduction a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**