



**TRANSYLVANIA COUNTY DEPARTMENT OF SOCIAL SERVICES
BREVARD, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS**

**TODAY'S DATE: Friday, January 22, 2016
REQUEST DUE DATE: 5:00 PM EST Friday, February 12, 2016**

**ADVERTISEMENT FOR
REQUEST FOR QUALIFICATIONS
TRANSYLVANIA COUNTY DSS
106 EAST MORGAN STREET
BREVARD, NORTH CAROLINA 28712**

Notice is hereby given that; Transylvania County Department of Social Services (DSS) is soliciting qualification statements for legal services to the Transylvania County DSS.

Introduction, Qualifications, Duties, and Contents of Qualification Statements may be obtained from Cindy Anders at the DSS Office, Transylvania County Community Services Building, 106 East Morgan Street, Brevard, NC 28712-3797, or by calling 828-884-3174 extension 300 or emailing cindy.anders@transylvaniacounty.org.

Questions regarding the Request for Qualifications should be directed to Tracy Jones, DSS Director at 828-884-3174 extension 301 during normal business hours (8:30 a.m. – 5:00 p.m.), or by e-mail at tracy.jones@transylvaniacounty.org.

Qualification statements are to be received no later than 5:00 p.m., Friday, February 12, 2016 with the envelope marked Legal Services. Please submit two (2) copies of the proposal to:

April Alm
Transylvania County Finance Department
101 South Broad Street
Brevard, NC 28712
april.alm@transylvaniacounty.org

The DSS 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
January 22, 2016

I. Introduction

Transylvania County DSS is soliciting qualifications statements for the provision of legal services in the area of child welfare and adult services. In addition, the selected candidate may also provide limited legal services in child support 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.

Transylvania 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 or 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 Transylvania 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.
- When called upon by child support supervisor or DSS Director, 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 1 business day so that amendments can be made if necessary before the 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 days of the hearing. Court orders will be typed and based on the state's model court orders to insure all necessary language is included.
- 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.

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 Transylvania County.

- Statement of Qualifications for the Firm and its key personnel who would provide legal counsel to Transylvania 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.

Questions regarding this Request for Qualifications should be directed to Tracy Jones, Transylvania County DSS Director, at 828-884-3174, extension 301 between 8:30 AM and 5:00 PM, Monday through Friday or by e-mail at tracy.jones@transylvaniacounty.org.