



16TH CIRCUIT COURT OF JACKSON COUNTY, MISSOURI
FAMILY COURT DIVISION
625 E. 26TH STREET
KANSAS CITY, MISSOURI 64108



Neil Struchtemeyer, CPPB
Senior Purchasing Agent

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REQUEST FOR QUALIFICATIONS

The Family Court Division of the Sixteenth Judicial Circuit Court of Missouri [hereinafter referred to as the "Family Court"] through the issuance of this Request for Qualifications ("RFQ") is seeking to secure attorneys to serve as counsel for birth parents in adoption matters.

The Family Court will not contract with said attorneys but will appoint counsel for birth parents when necessary under the law. Attorney fees will be assessed, upon application to the Court at the conclusion of the matter, against parties who are statutorily obligated to pay for said fees. Any extraordinary costs such as expert witnesses, depositions, etc. must be approved in advance by the Family Court.

All attorneys selected for inclusion will be placed on a list for appointment. The list of approved attorneys will be published on the Family Court's website. Additional solicitations for RFQs will be made periodically but no less than every two years.

Qualifications. Attorneys must be licensed to practice in Missouri with experience in adoption practice within Jackson County, Missouri. Must be in good standing with no active Missouri bar complaints. Attorneys must provide verification of criminal history free from any felony convictions and be subject to review of the Missouri Child Abuse Hotline Registry. Must provide proof of professional liability insurance.

Submission of RFQ

One (1) copy of the requirements for submission must be provided as follows:

Separate, sealed Statement of Qualification for the service to be provided must be submitted to The Family Justice Center, Office of the Purchasing Department, 625 East 26th Street, Kansas City, Missouri 64108 no later than 2:00 PM on March 31, 2016.

PLEASE MARK YOUR ENVELOPE: "961501116 - RFQ For Birth Parent Attorneys" If your envelope is not marked accordingly, the Family Court will not assume responsibility if it is misdirected or its delivery is delayed.

Mandatory Submission Requirements

The following must be included in the submission:



1. A **letter of interest** identifying the name of the Attorney, and his/her contact information (including phone, fax and email).
2. Provide pertinent information necessary for the selection process of the RFQ, i.e., provide verification of criminal history free from any felony convictions, etc.
3. A copy of license to practice law in the state of Missouri or a copy of Missouri Bar Card. Copy of license or card must be a good and clean copy and easily viewable.
4. Verification from the Missouri Department of Social Service Central Registry Child Abuse Search performed within the last 30 days of the date of submission of the RFQ.
5. Proof of malpractice insurance.

Point of Contact

Any clarification or questions regarding this RFQ shall be directed to Neil Struchtemeyer, CPPB per the following:

- ❖ Email: nstrucht@courts.mo.gov

Selection Process

The Senior Purchasing Agent will review the responses for compliance with the required documentation to determine responsiveness. After responsiveness determination is made the Senior Purchasing Agent will hand over responses to the Deputy Court Administrator, Family Court Services and the Administrative Judge of the Family Court.

The Deputy Court Administrator, Family Court Services along with any designated appointee will review responses and select attorneys for inclusion on the list of approved attorneys as deemed by the Family Court to be the most qualified for appointment.

Late Responses

All responses to the RFQ must be received at the above address no later than the stated RFQ due date and time. Responses received after the deadline may not be considered.

Right To Reject Submissions

The Family Court may at any time prior to the selection of an attorney(s) and approving attorneys for inclusion on the list may reject any and all responses and cancel this RFQ, without liability therefore, when doing so is deemed to be in the Family Court's best interests. Further, regardless of the number and quality of responses submitted, the Family Court shall under no circumstances be responsible for any attorney's cost, risk and expenses. The Family Court accepts no responsibility for the return of successful or unsuccessful responses. This RFQ in no way obligates the Family Court to select an attorney(s) and the Family Court may in its sole discretion reject any and all responses.



Grounds for Disqualification

Any false, incomplete or otherwise unresponsive statements, documents or information provided to the Family Court in connection with this RFQ may be cause for disqualification of your response, if, in the Family Court's sole judgment, it is material to do so. The Family Court's decision to disqualify your response is final.

Notification of Withdrawals of Responses

Responses may be withdrawn by a respondent by formal written notice to the RFQ contact person prior to the RFQ due date and time. All responses not withdrawn prior to the due date will become the property of the Family Court.

Confidentiality

All information gathered in this RFQ process shall be confidential to the fullest extent allowed by law. Generally, each response and all documentation are considered confidential until selection is made. After selection is made, all documents and information you submitted to the Family Court in response to this RFQ becomes public record under the Missouri Sunshine Law or the Freedom of Information Act.

Insurance

In the event professional liability (malpractice) insurance coverage is canceled, the Family Court must be notified immediately.

Termination

Attorneys on the list may be removed from the list by the Administrative Judge at his/her discretion. Inclusion of any attorney on the list does not guarantee any appointments during the course of a year.

Severability

If any clause or provision in this RFQ shall be adjudged invalid or unenforceable, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

Governing Law

All terms of this RFQ shall be governed by the laws of the State of Missouri without regard to Missouri's choice of law rules and shall be deemed executed at Jackson County, Missouri.

Jurisdiction

The parties shall bring any and all legal proceedings arising hereunder in Jackson County, Missouri. The 16th Circuit Court sitting in Jackson County, Missouri, shall be the venue for any state action or proceeding arising hereunder in which the Family Court is a party.



Other Provisions

The resulting appointment does not establish a master/servant or employer/employee relationship. It is intended between the parties that the attorney is an independent attorney. Further it is understood as follows:

The methods to be employed by the attorney will be decided upon by the attorney and not by the Family Court. The Family Court will not have any control over the attorney, except to perform according to the resulting appointment.

The attorney will pay any amounts due as a result of the Federal Insurance Contribution Act ("FICA"), the Federal Unemployment Act ("FUTA"), applicable federal, state and local income tax liabilities, and all workers' compensation laws, and will furnish proof of these payments in a reasonable form as requested by the Family Court.

The Family Court does not have mandatory rules of conduct for the attorney.

The attorney will not be treated as an employee with respect to the services performed under this contract for federal, state, or local income tax purposes.

All property belonging to the Family Court, and used by the attorney, shall be returned to the Family Court on demand and in no event later than the last day of the term of the resulting agreement and/or any subsequent contract renewal periods.

Right to Work

All attorneys doing business in the State of Missouri and working on behalf of the Family Court MUST ensure that they are legally eligible to work within the United States under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA 96") and INA Section 274A of the federal government. If Family Court determines that the attorney is not eligible to work in the United States, the attorney shall be in breach of resulting appointment and the Family Court may lawfully cancel the resulting appointment and suspend or debar the attorney from doing any future business with the Family Court. Attorney certifies, by signing any resulting appointment, that the attorney is legally eligible to work within the United States.

