

***Superior Court of California
County of Monterey***



Superior Court of California,
County of Monterey
240 Church Street
Salinas, CA. 93901

Request for Qualifications

Research Attorney

RFQ #20130520 MCSC

Response Due By:

June 5, 2013 by 1:00 p.m.

Invitation to Respond:

The Superior Court of California, County of Monterey is issuing this Request for Qualifications (RFQ) to solicit and contract with research attorney(s) that will perform complex and detailed legal analysis with an emphasis on criminal, civil and family law. The chosen contractor(s) must be a licensed California attorney with significant experience in legal research and writing in general criminal, civil and family law. Experience performing such work for superior court matters is highly preferred.

Further description of the required services, the referral process, information to be provided to the Court, and reporting requirements can be found in the **below** sections.

Responses with listed qualifications and a letter of interest must be submitted to the Court by **June 5, 2013, no later than 1:00 p.m.**

Purpose:

The Superior Court of California, County of Monterey desires to contract with highly qualified independent contracting attorney(s) who have expertise in providing services, performing complex and detailed legal analysis with an emphasis on criminal, civil and family law. The purpose of this solicitation is to establish a list to make assignment based on the expertise of the contractors. The assignments will be based on the courts needs and the Court cannot guarantee any minimum assignments or hours. The Court anticipates using this list for 2 years before soliciting new or additional qualifications.

General Description:

The Legal Research Attorney performs complex and detailed legal analysis with an emphasis on criminal, civil and family law. The chosen contractor must be a licensed California attorney with significant experience in legal research and writing in general criminal, civil and family law. Experience performing such work for superior court matters is highly preferred.

The Research Attorney(s) works under the direction of the assigned Judge and is expected to communicate with the ACEO or the Director of Operations for the assigned Division, for any operational needs or concerns. The Court will provide office space, a computer, printer and phone for use at the assigned division in either Salinas or Monterey.

Selected contractors are permitted access to the Court during regular working hours from 7:30 AM to 5:00 PM, Monday through Friday, unless otherwise authorized by the Court's Executive Management or designee. Contractors will have access only through Express Lanes, Public Exterior Building Entrances and pre-approved general internal entrances.

Minimum Required Qualifications:

1. Certified by the California State Bar.
2. Insurable for liability worker's compensation and professional liability insurance, including property damage. Bonded, minimum amount of \$1,000,000.00.
3. Hold and maintain a valid California driver's license
4. Required to use privately-owned vehicle.
5. Pass a detailed background/criminal history check. Contractor is responsible for payment of fees associated with the background check.

Education and Experience:

The knowledge and skills listed below may be acquired through various types of experience, education, or training, typically:

Experience: Five years of experience performing legal research or in the practice of family law, probate, criminal or civil law; and

Education: Completion of all coursework leading up to a Juris Doctorate or Bachelor of Law degree.

Knowledge and Abilities:

Knowledge of:

1. Legal principles and precedents as applied to judicial procedure
2. One or more of the following areas: Family Law, Probate, Civil Law or Criminal Law
3. Legal principles and precedents as applied to judicial procedures
4. Legal research techniques, including the use of legal reference works, case law and statutory law
5. Legal terms and procedures
6. General computer equipment and operation.

Ability to:

1. Perform legal research in order to identify central and secondary issues
2. Analyze and appraise legal principles, facts and precedents and apply them to legal problems
3. Present statements of fact, and points of law clearly and logically, both orally and in writing
4. Prepare clear and comprehensive correspondence, reports and memoranda
Establish and maintain cooperative working relationships
5. Work independently with a minimum of supervision
6. Organize, plan and review the work of subordinate staff
7. Analyze and plan projects.

Scope of Services:

As ordered by the Court, the Research Attorney(s), shall provide the following services:

1. Performs legal research on issues pending before the court; reviews transcripts of trial proceedings, pleadings, motions, orders and the legal propositions urged by opposing counsel; performs independence legal research as necessary;
2. Reviews and summarizes applicable cases and statutes and prepares written summaries of the research;
3. Assists the judges in preparing matters taken under submission, preparing for the law and motion calendars in civil, family law and probates cases, reviewing writs of habeas corpus and criminal cases and preparing appeals;
4. Prepares legal memoranda presenting facts, issues, points of law and recommendations;
5. Analyzes court procedures; prepares reports and recommendations on statutory changes in court procedures.

Assignment Process:

Assignments are based on the needs of the Court; they may be intermittent and require 20 to 40 hours per week. There is no grantee of hours or assignments. The designated Judge from either the Salinas or Monterey divisions will provide assignments.

The Research Attorney will not assign any Services to a sub-contractor.

Submittal Requirements

Potential contractors should submit a proposal that provides or addresses the following:

1. A copy of contractor's resume and California State Bar Number.
2. Summary of legal research services performed including specific areas of the law, such as criminal, civil law and motion experience, CEQA, probate, guardianships, conservatorships, habeas corpus, and appeals to the Superior Court Appellate Department, and other significant legal practice and experience.
3. Contractor's familiarity with legal research tools including electronic legal research and word processing programs.
4. Two legal writing samples, preferably in the form of a pleading, decision, or memorandum regarding an issue of law. Please limit all writing samples to a maximum of 10 pages.

5. Names and telephone numbers of three professional references who are not a sitting judge, commissioner or staff member in this court.
6. Listing and explanation of any disciplinary action before the California State Bar or any other state bar.
7. Please provide proposed hourly rate, sample time sheet and invoice.

Contract Requirements:

Maintenance of Credentials. The contractor agrees to perform those acts necessary to maintain the credentials and will immediately notify the Court if contractor's credentials become compromised. The Court will not compensate the contractor for costs associated with the maintenance of credentials.

Invoicing. Contractor shall submit a monthly invoice for authorized services. Every invoice shall clearly indicate at least the following:

1. The purchase order number;
2. A unique invoice number;
3. Contractor's name and address and telephone number;
4. The name of the court division where service was provided; and
5. A preferred remittance address, if different from the mailing address.

In addition to the requirements set forth above, invoices shall also include the following, as applicable:

1. The date when services were provided and number of hours (time) for the services provided;
2. Type of services rendered;
3. If applicable, timesheets should be provided to verify invoiced amount;
4. The rate should be identified as set forth per this Agreement's rate schedule;
5. Case Title and Number; and
6. Invoiced dollar amount per case number and overall total.

Address all claims to AccountsPayable@monterey.courts.ca.gov or mail to:

Superior Court of California,
County of Monterey
240 Church Street,
Salinas, CA 93901
Attn: Accounts Payable

The Court's Accounts Payable Division will ensure that payments are processed in accordance with the terms and conditions of the Agreement. If the Court disagrees with the invoice, Contractor will be provided with specific reasons why part or all of the payment is being withheld and what remedial actions Contractor must take to receive the withheld amount. At the Court's discretion, the invoice may be returned to Contractor for proper documentation and invoice revision. The Court will make payment in arrears after receipt of Contractor's properly completed/revised invoice.

Evaluation of Qualifications

The Court reserves the right to award a contract to the contractor that presents the proposal that, in the sole judgment of the Court, best accomplishes the desired results. The Court will only enter into contracts with those contractors who qualify for the list when an assignment becomes available. The evaluation process to create the qualified list will conclude June 28, 2013.

During the evaluation process, the Court may require a contractor to answer questions with regard to the contractor's qualification. It may be necessary to interview one or more contractors to clarify aspects of their qualifications. Interviews, if any, may be conducted in person or by telephone call. Failure of a contractor to substantiate qualifications may be sufficient cause to exclude contractor from the qualified list. The Court will evaluate the qualifications using the following criteria:

- Qualifications;
- Experience on similar engagements;
- Experience and expertise of contractor;
- Fee proposal; and
- Responses to client reference inquiries.

Selection

Award of a contract shall not be based on cost alone, but on the strength of qualifications of the Contractor and the Contractor's capability of providing the services outlined in the RFQ. The Court will rank the contractors in descending order on the total points scored based on the evaluation. Potential contractors must meet a minimum number of points to qualify for the list. The Court will only enter into contracts with those contractors who qualify for the list when an assignment becomes available.

Submittal Information:

Responses will be accepted for this Request for Qualifications by email submissions or by regular mail.) Responses must be received by Wednesday June 5, **2013, no later than 1:00 p.m.** to:

If Submitting by **Email**, send to:

ResearchAttorneyRFQ@Monterey.Courts.CA.Gov

If submitting by **regular mail**, please send to the following address:

Superior Court of California, County of Monterey
Attn: Carey Pearce
240 Church Street
Salinas, CA 93901

RESPONSE FOR:

Research Attorney

Court Contact Information

Carey Pearce, Financial Analyst
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Salinas, CA 93901
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