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**REQUEST FOR PROPOSALS (RFP)
LEGAL SERVICES**

CALDS/SSA/12-006-S

AMENDMENT #1

Issue Date: August 23, 2011

Prospective Offerors:

This amendment is being issued to amend certain information in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The changes are listed below; new language has been double underlined and marked in **bold** (i.e., **word**), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. REVISE Section 3.1 (Background) AS FOLLOWS:

3.1 Background

During FY 2010, the attorney for CALDSS represented the Agency in approximately 362 proceedings broken down as follows:

- 38 adjudications,
- 15 Orders of Protective Supervisions and Motions for Protective Orders,
- 43 shelter hearings,
- 20 guardianships, and
- 15 mediations
- 3 adoptions
- 4 contested TPR
- 4 uncontested TPR
- 221 permanency planning and review hearings

Note: In addition to TPR Cases, Adjudications, Shelter Hearings, and Permanency Planning and Review Hearings can be classified as either contested or uncontested.

2. REVISE Section 3.4.2 (Contractor Requirements) AS FOLLOWS:

3.4.2 Contractor Requirements

Requirements specific to Child Welfare Services, Child Protective Services, Foster Care, Adoptions, Services to Families with Children and Purchase of Child Care

- 26. Participate in Settlement conferences with other attorneys on the Friday prior to the Monday court docket in order to discuss and settle issues within a case prior to court.**

Requirements Specific to Adult Services and Adult Protective Services

- 27.** Represent CALDSS' Director or his/her Designee in court with regard to authorization for forced entry, Emergency Adult Protective Services Orders, Temporary Guardianship of the Person for Medical Consent, Emergency Guardianship of the Person, and regular Guardianship of the Person.
- 28.** Consult with Adult Protective Services staff regarding potential and active court cases. Prepare, develop, and file petitions with the Court in Adult Protective Services such as Emergency Protective Services and Guardianship of that Person. Docket cases after filing by the attorney. Review cases with Adult Protective Services staff and other witnesses involved sufficiently in advance of the hearing. Depending upon the complexity of the case, the meeting may need to be held as long as 48 hours prior to the court hearing.
- 29.** Consult with the Supervisor and Adult Services workers upon request regarding legal questions such as liability, Project Home zoning issues, recovery of overpayments to providers, suits filed by clients or their relatives for termination of services or payments, or gaining access to clients' funds in order to secure a needed service.
- 30.** Represent CALDSS in suits filed by clients or their relatives for termination of services or payments.
- 31.** Prepare for and attend court hearings in matters of shelter care, adjudication, disposition, contempt, and child and adult guardianship.
- 32.** Represent CALDSS in all guardianship hearings, proceedings; prepare petitions for guardianship cases, both contested and non-contested.
- 33.** Review cases with the Adult Protective Service Worker and other witnesses involved prior to the hearing for regular Guardianship of the Person.
- 34.** Consult with the Adult Services supervisor and workers, upon request, regarding legal questions to include but not be limited to liability, adult foster care, and Project Home zoning issues.
- 35.** Provide legal assistance to ensure clients' income and assets are used for their benefit.

3. REVISE Section 4.1 (Two Volume Submission) AS FOLLOWS:

4.1 Two-Volume Submission

The envelope of each Proposal must be labeled as follows:

- NAME OF OFFEROR
- SEALED PROPOSAL – Calvert County Department of Social Services
- SOLICITATION TITLE: Legal Services for Calvert County Department of Social Services
- Agency Control Number: CALDSS/SSA/12-006-S
- PROPOSAL DUE DATE & TIME
- PROCUREMENT OFFICER: ~~Althea Berry~~ **Rebecca Gray**

4. Attachment H (Hiring Agreement) has been revised and is attached.

5. The List of Attendees at the Pre-Proposal Conference is attached.

6. The Summary of the Pre-Proposal Conference is attached.

7. The Transcript of the Pre-Proposal Conference is attached.

8. The first set of Questions and Responses is attached as Appendix A.

Offerors are reminded that they are required to acknowledge receipt of this Amendment in your Transmittal Letter accompanying your Proposal (see Sections 2.2 and 4.2.A of the RFP). If you require clarification of the information provided in this amendment, please contact me via email at bgray2@dhr.state.md.us or by telephone at (443) 550-6993.

By:

Rebecca Gray
Procurement Officer