

**CALHOUN COUNTY, ALABAMA 9-1-1  
EMERGENCY COMMUNICATIONS DISTRICT**

**REQUEST FOR PROPOSAL FOR LEGAL SERVICES**

**INQUIRIES AND PROPOSALS SHOULD BE  
DIRECTED TO:**

**Kevin Jenkins  
Executive Director  
Calhoun County 9-1-1 District  
507 Francis Street West  
Jacksonville, Alabama 36265  
[kjenkins@911.calhouncountyal.gov](mailto:kjenkins@911.calhouncountyal.gov)**

**I. GENERAL INFORMATION.**

- A. **Purpose.** This request for proposal (RFP) is to contract for professional legal services to be provided to the **Calhoun County 9-1-1 District** (hereinafter referred to as CC911).
- B. **Who May Respond.** Attorneys currently licensed to practice law in **Alabama**, or law firms including such attorneys, may respond to this RFP.
- C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **4:30 pm** on **Friday, March 8, 2019.**

2. **Inquiries.** Inquiries concerning this RFP should be mailed to:

**Kevin Jenkins**  
**Executive Director**  
**Calhoun County 9-1-1 District**  
**507 Francis Street West**  
**Jacksonville, Alabama 36265**

Or e-mailed to: [kjenkins@911.calhouncountyal.gov](mailto:kjenkins@911.calhouncountyal.gov)

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Calhoun County 9-1-1 District.
4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Kevin Jenkins**  
**Executive Director**  
**Calhoun County 9-1-1 District**  
**507 Francis Street West**  
**Jacksonville, Alabama 36265**

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
**4:30 pm, March 8, 2019**  
SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to insure that the proposal is received by CC911, by the date, time and in the manner specified above. Late, unsealed proposals will not be considered.

5. **Right to Reject.** CC911 reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
  
6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. It is expected that the contract shall be a three-year contract.

D. **Description of Entity.** The Calhoun County, Alabama 9-1-1 District (CC911) consistently delivers the most reliable and effective emergency telecommunications in service of the citizens and first responders of Calhoun County. Since 1986, CC911 exists as a duly-authorized Emergency Communications District (ECD) pursuant to Code of Alabama 11-98-2.

CC911 is responsible for the management, direction and oversight of the 24-7-365 operations and accountancy of Calhoun County's primary Public Safety Answering Point (PSAP) and our Cooperative/Regional Project 25 (P25) Communications System headquartered in Jacksonville, Alabama. The ECD is administered by a seven (7) member Board of Commissioners, all of which are appointed to serve a four (4) year term. Our ECD Board Members are appointed by the Calhoun County Commission, an elected body serving on behalf of the People.

Our 9-1-1/Communications/Dispatch Operations Division serves more than 114,000 citizens and nearly 1,200 public safety officials in Calhoun County, Alabama by providing efficient and highly-professional 9-1-1 call processing along with continuous law enforcement, fire and emergency medical (EMS) telecommunications services using advanced CAD/RMS/GIS/Radio platforms. Our communications center consistently processes 400-500 calls for service each day.

The Systems/Information Technology Services Division operates a regional P25 Land-Mobile Radio (LMR) Communications System serving the 24-7-365 interoperable and mission-critical two-way radio/data requirements for public safety/first responders throughout Calhoun, Cherokee, Talladega and Russell Counties, Alabama. The regional radio network includes 18 simulcast/multicast communications sites and 12 dispatch locations, interconnected with more than 4,000 paid annual subscribers.

**II. SCOPE OF SERVICES.** The Proposer shall be readily available to perform the following legal services, as requested by the Executive Director and/or Board of Commissioners:

- A. Review drafts of contracts and leases.
- B. Advise on legal issues.
- C. Advise on individual labor and employment matters.
- D. Review personnel and other policies, as well as agency bylaws.
- E. Advise on responses to subpoenas, court orders, and requests for information from third parties.
- F. Initiate and/or defend lawsuits, administrative claims, or other legal claims.
- G. Conduct litigation as necessary.
- H. Participate in Board of Commissioner's Meetings or other engagements as directed.

**III. PROPOSAL CONTENTS.** The Proposer, in its proposal, shall, as a minimum, include the following:

A. **Legal Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations; real estate, including bond financing and matters of eminent domain; government grants and vendor contracts; and general governmental business operations with public accountancy. Additionally, if applicable, provide a description of any experience advising organizations comparable to CC911 that offer similar programs and government-funded services.

B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should describe its organization in terms of the following:

- size
- structure,
- areas of practice
- office location(s)
- small or minority-owned business

Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

C. **Attorney Qualifications.** The Proposer should separately attach a description of the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and education background of each attorney.

2. Overall supervision to be exercised.
  3. Prior experience of the individual attorney(s) with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered. Additional relevant previous work experience related to governmental operations, public safety or emergency communications may be considered.
- D. **Price.** The Proposer's proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, faxes and electronic communication. This should include any retainer amount (or hourly billing rate) that would be charged to advise CC911 on routine matters that could be handled over the telephone (or otherwise without extensive research or other legal work). CC911 reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

#### IV. PROPOSAL EVALUATION.

- A. **Submission of Proposals.** All proposals shall include one (1) original and seven (7) copies.
- B. **Evaluation Procedure and Criteria.** CC911's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Commissioners for final approval. The Executive Director and/or Board of Commissioners may request a meeting with some qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:
1. Proposed approach to scope of work.
  2. Level of experience of the individual(s) identified to work on this matter.
  3. The Proposer's experience with similar clients and legal matters.
  4. Cost.
  5. Interviews, if conducted.
- C. **Required Format for Proposals.** All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:
1. Page Limit: 12, including cover page
  2. Attorney Qualifications section should be attached and is not included in the page limit
  3. Page Size: 8 ½ x 11; portrait
  4. Font Size: 12
  5. Font Type: Times New Roman
  6. Double-spaced

7. Margins: 1” minimum on the top, bottom, and sides of all pages
8. All pages must be numbered; double-sided printing is acceptable
9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
10. Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together.
11. Do not include attachments other than those requested or required by this RFP.

## **V. PROPOSAL TIMELINE.**

During the period from your organization’s receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of CC911 for additional information except in writing directed to Kevin Jenkins at [kjenkins@911.calhouncountyal.gov](mailto:kjenkins@911.calhouncountyal.gov).

## **VI. QUESTIONS.**

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **4:30 p.m. on February 25, 2019**. Questions must be emailed to Kevin Jenkins at [kjenkins@911.calhouncountyal.gov](mailto:kjenkins@911.calhouncountyal.gov). Questions and responses will be posted as an “Addendum to the Calhoun County 9-1-1 District RFP for Legal Services” on the CC911 website at <http://www.calhoun911.org> by 4:30 p.m. on March 1, 2019. Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a professional services contract through this proposal.

## **VII. GENERAL INFORMATION.**

### **A. Contract Award**

CC911 reserves the right to award a professional services contract in a manner deemed to be in the best interests of CC911.

### **B. Stability of Proposed Prices**

Any price offerings from Proposers must be valid for a period of 30 days from the due date of the proposals.

### **C. Amendment or Cancellation of the RFP**

CC911 reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of CC911.

**D. Proposal Modifications**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by CC911. CC911, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

**E. Proposer Presentation of Supporting Evidence**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that CC911 deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

**F. Proposer Demonstration of Proposed Services and/or Products**

Proposers must be able to confirm their ability to provide all proposed services.

**G. Erroneous Awards**

CC911 reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer. Such action shall not constitute a breach of contract on the part of CC911 because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

**H. Ownership of Proposals**

All proposals shall become the property of CC911 and will not be returned.

**I. Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of CC911 unless otherwise stated in the contract.

**J. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by Proposers with CC911 will be disregarded in any proposal evaluation or associated award.

**K. Not a Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. CC911 will pursue negotiations with the highest scoring proposal. If, for some reason, CC911 and the initial Proposer fail to reach consensus on the issues relative to a contract, then CC911 may commence contract negotiations with other Proposers. CC911 may decide at any time to start the RFP process again. The selected Proposer will be required to sign a formal professional services contract.

**L. Subcontractors**

CC911 must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of CC911 and that the CC911 Executive Director or designee may communicate directly with any subcontractor as CC911 deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to CC911 upon request. The successful Proposer must provide the majority of services described in the specifications.

---

---

END PAGE 8 OF 8