

RFSQ Title: *Indigent Defense Services – Juvenile Dependency*

RFSQ Number: *RFSQ-2024-0100*

# REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

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***MONTEREY COUNTY SUPERIOR COURT***

**REGARDING:**

*RFSQ-2024-0100 Indigent Defense Services – Juvenile  
Dependency*

**ONGOING CONSIDERATION UNTIL FILLED.**

**SUBMIT MATERIALS ELECTRONICALLY TO:**

[DLBSPROCUREMENT@MONTEREY.COURTS.CA.GOV](mailto:DLBSPROCUREMENT@MONTEREY.COURTS.CA.GOV)

**COURT'S WEBSITE LINK FOR THE RFSQ**

[HTTPS://WWW.MONTEREY.COURTS.CA.GOV/RFP](https://www.monterey.courts.ca.gov/rfp)

## **1.0 BACKGROUND/PURPOSE**

The Superior Court of California, County of Monterey (“Court”) has released this Request for Statement of Qualifications (“RFSQ”) to select and retain a panel of qualified private attorneys to represent minor children of parties and parents as provided in California Welfare and Institutions Code section 300. This RFSQ is the means for attorneys to submit their qualifications for consideration by the Court.

Interested and qualified attorneys who can demonstrate their ability to meet or exceed the minimum qualifications of this RFSQ and to successfully provide the Services described in this RFSQ are invited to submit a Statement of Qualification (SOQ). A contract will be awarded to one or more qualified Applicants who meet or exceed minimum qualifications.

All SOQs must be submitted electronically to [dlbprocurement@monterey.courts.ca.gov](mailto:dlbprocurement@monterey.courts.ca.gov) in accordance with the requirements set forth in this document. Materials submitted in response to this RFSQ shall become a part of the SOQ and may be incorporated in a subsequent contract between the Court and the selected Contractors.

The use of the term “Applicant” in this RFSQ shall be considered synonymous with the term “Contractor”. The use of the term “Agreement” in this RFSQ shall be considered synonymous with the term “Contract”.

## **2.0 SCOPE OF WORK**

2.1 The Court is looking to expand its panel of attorneys to represent minors and indigent adults in Juvenile Dependency proceedings. This panel will handle Minor’s Counsel and Parent’s Counsel as provided in Welfare and Institutions Code section 300. Applicants may apply for Children, Parents, or appointment to both case types, however this does not guarantee contract award for each.

2.2 The Court averages annual caseload of approximately 150 cases, which will be divided and assigned to the Contractors selected for the panel.

2.3 In each case in which they are appointed by the Court, the appointed attorney will render to their client all professional legal services reasonably and legally required from the time of appointment to and including, a final adjudication or disposition of such case, or until relieved as counsel by the Court, whichever occurs first. As necessary, the appointed attorney may be required to file a Notice of Appeal and other legal documents related to the Notice of Appeal.

2.4 **Applicants are not to contact any Judge or Commissioner of the Court for the purpose of soliciting support for their application. The integrity of the selection**

**process is important to the Court and to you as a candidate. Solicitation by or on behalf of an Applicant may be grounds for immediate disqualification.**

2.5 The selected Contractors will fulfill all responsibilities and obligations as set forth in the Statement of Work: Attorney Services and Performance.

2.6 The Applicant must accept the terms and conditions of the Sample Agreement without exceptions as a condition of the award of a contract.

### **3.0 TIMELINE FOR THIS RFSQ**

The Court has developed the following list of key events related to this RFSQ. All dates are subject to change at the discretion of the Court. Changes made prior to the SOQ Due Date will be posted to <https://www.monterey.courts.ca.gov/rfp>.

<b>EVENT</b>	<b>DATE</b>
RFSQ issued	<i>12/3/2024</i>
Deadline for questions	<i>Continuous</i>
Ongoing SOQ Due Date	<i>Continuous</i>

### **4.0 RFSQ ATTACHMENTS**

The following attachments are included as part of this RFSQ:

4.1 **Application for Indigent Defense Services for Juvenile Dependency Panel**

4.2 **Statement of Work: Attorney Services and Performance**

Describes in detail the specific services for which SOQs are being solicited. Once Contractors have been selected, the Statement of Work will become part of the final Agreement.

4.2a **Appendices**

- Appendix A: Relevant Legal Authority  
(Applicants are encouraged to carefully review the cited legal authority before submitting a SOQ.)
- Appendix B: Dependency Counsel Services Claim Form
- Appendix C: Juvenile Dependency Fee Schedule

#### 4.3 **Sample Agreement**

Applicants are encouraged to carefully review the Sample Agreement. Please note that the Sample Agreement language is subject to change, that not all clauses shown may be used in any resultant Agreement, and that other Agreement provisions, which do not currently appear, may be included in any resultant Agreement. Applicants are not required to sign the Sample Agreement at this time. The Contractors selected to provide services as a result of this RFSQ process will be required to sign the final version of the Agreement upon completion of the negotiation process.

#### 4.4 **Required Forms**

All forms listed below must be completed and submitted electronically to [dlbprocurement@monterey.courts.ca.gov](mailto:dlbprocurement@monterey.courts.ca.gov). The completed forms will become part of Applicant's SOQ.

- Darfur Contracting Act Certification
- Unruh Civil Rights Act and FEHA Certification

### 5.0 **MINIMUM QUALIFICATIONS**

SOQs submitted shall fulfill the Court's established minimum qualifications in order to be considered. Failure to comply in any one of the minimum qualifications may be cause for disqualifying a SOQ from further consideration.

5.1 **Qualifications.** Membership in the State Bar of California in good standing.

5.2 **Experience.** Applicant must have a minimum of six (6) months experience practicing law before the Monterey County Juvenile Dependency Court or another equivalent court.

5.3 **Education.** Applicant must have participated in at least eight (8) hours of training or education in juvenile dependency law as set forth in Local Rule of Court section 3.21.

5.4 **Insurance.** Selected Applicants must procure, maintain, and provide to the Court proof of insurance coverage for all the programs of insurance in the amounts specified in Section 7 (Insurance) of the Sample Agreement. Applicant shall attest in the Application for Indigent Defense Services that Applicant will comply with the Insurance requirements provided in the Sample Agreement.

5.5 **Business License and Certification.** Applicant must submit copies of any current business licenses, professional licenses, certificates or other credentials required by the nature of the contract work to be performed by Applicant.

5.6 **Required Forms.** Applicant must complete and submit all Required Forms in Attachment 4.

## 6.0 STATEMENT OF QUALIFICATIONS

In preparing its SOQ, Applicant should do so in its own words and take care not to simply copy the language in the RFSQ. Care should also be taken to ensure that the SOQ responds completely and thoroughly to all of the requirements set forth in this RFSQ. The objective of the SOQ submission is for the Court to ascertain Applicant’s ability to provide or exceed the required service levels. In addition, specific information is requested from all Applicants to ensure that the SOQs can be fairly compared in a standard manner. Only that information which is contained in the SOQ will be evaluated. Incomplete or inaccurate information will result in disqualification of Applicant.

**IMPORTANT: SOQS MUST BE SUBMITTED IN THE FORMAT DESCRIBED BELOW, BOTH AS TO SEQUENCE AND CONTENT. FAILURE TO COMPLY WITH THESE PROVISIONS MAY, IN THE COURT’S SOLE DISCRETION, RESULT IN DISQUALIFICATION OF THE SOQ.**

### 6.1 Application for Indigent Defense Services for Juvenile Dependency Panel

Applicant must attach a completed copy of the Application for Indigent Defense Services.

### 6.2 Curriculum Vitae / Resume

Applicant must attach a copy of Curriculum Vitae or Resume, which should include any experience relevant to the type of services being requested.

### 6.3 Business License and Certification

6.3.1 Applicant must submit copies of all business or professional licenses or certificates required by the nature of the services to be performed and held by Applicant (i.e. California State Board of Equalization Seller’s Permit and Business License).

6.3.1.1 Applicant must include a copy of his/her Attorney Profile from the State Bar of California website:

<https://apps.calbar.ca.gov/attorney/LicenseeSearch/QuickSearch>

## **7.0 INTERVIEWS**

- 7.1 The Court may conduct interviews with Applicants to clarify aspects set forth in their SOQs or to assist in finalizing the ranking of top-ranked SOQ.
- 7.2 The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court's offices.
- 7.3 The Court will not reimburse Applicants for any costs incurred in traveling to or from the interview location. The Court will notify eligible Applicants regarding interview arrangements.