

REQUEST FOR QUALIFICATIONS FOR INDIVIDUALS OR ENTITIES TO PERFORM LABOR AND EMPLOYMENT LAW SERVICES FOR ALLEN COUNTY, OHIO

The Allen County Board of Commissioners, on behalf of Allen County, its agencies and elected officials, is requesting Statements of Qualifications from qualified attorneys and/or law firms or entities to perform hourly labor and employment law services on behalf of the Board of Allen County Commissioners and its related entities.

Under the general direction of the Allen County Board of Commissioners, the attorney and/or firm will assist in the management of labor and employment law claims, services or needs on an as needed basis. This will include the responsibility to oversee and manage claims; interact with the county's third-party administrator; attend hearings; manage, oversee and represent the county in any state or federal courts relating to labor and employment law. The services will also include any representation required by the Allen County Board of Commissioners, its agencies, boards and any other Allen County offices as needed. The attorney and/or firm will be directly responsible to the Allen County Board of Commissioners and its administrators.

This letter shall serve as a Request for Qualifications (RFQ) from qualified attorneys and/or law firms or entities to perform hourly labor and employment law services on behalf of the Board of Allen County Commissioners and its related entities.

Selection of the qualified attorneys or law firms or entities will be based upon the experience in government or federally-funded programs or equivalent, plus at least a four-year college degree, a law degree and admission to practice law in the State of Ohio; knowledge of federal and state labor and employment laws; must be able to provide monitoring and oversight, internal control, compliance, budgeting and government structure and process; must possess the ability to manage all aspects of the county's said legal needs with respect to these practice areas including claims management, administrative hearing attendance and court representation.

It is our intention to provide for open competition for the afore-mentioned professional services, where entities qualifications are evaluated, and once an entity is selected, fair and reasonable compensation will be negotiated. We are inviting qualified attorneys and/or law firms or entities, located within a reasonable distance from the proposed project, to submit a Statement of Qualifications which shall evidence their professional qualifications and related information as follows:

1. General Background-- Number of years in business, location, number of employees, key personnel and disciplines represented.

2. Technical Experience -- management of labor and employment law claims, services or needs on an as needed basis.
3. Local Experience -- Provide project experience in the Lima area and within Allen County Ohio.
4. Staff -- Provide names of staff to be assigned to this project. Include detailed resumes of the assigned staff.
5. References

To be considered, all Statements of Qualifications must be received in our office on or before 12:00 p.m. on September 1, 2016 at the following address:

Allen County Board of Commissioners
Attn: Jay Begg
204 North Main Street, Suite 301
Lima, Ohio 45802

Statements received after this deadline shall not be considered.

Questions are to be submitted in writing to the Allen County Board of Commissioners, Attn: Jay Begg, 204 N. Main Street, Suite 301, Lima, Ohio 45801 or via e-mail to jbegg@allencountyohio.com No phone calls please.

Responding entities will be evaluated and ranked in order of their qualifications. Following this evaluation, the Allen County Board of Commissioners will enter into contract negotiations with the most highly qualified attorney and/or law firms or entities.

It is our intent to give reasonable consideration to at least three (3) attorneys and/or law firms or entities based on qualifications so as to have one or more alternative attorneys and/or law firms or entities which could be asked to enter into negotiations, if negotiations with the preferred firm are not satisfactory.

Thank you for your interest.