

**REQUEST FOR QUALIFICATIONS
CARROLL COUNTY BOARD OF COMMISSIONERS**

**SCOPE OF SERVICES
PART-TIME CONTRACT JUVENILE PROSECUTOR
(Solicitation No 09-A045)**

“County” in all instances refers to Carroll County Government

I. Introduction

A. Purpose: The Carroll County Board of Commissioners is soliciting qualifications from qualified attorneys to provide, on a contract basis, services as a part-time prosecutor for Carroll County Juvenile Court.

B. Contract Price: The contract will provide a flat fee of \$25,000 for the part-time services which will be paid in 12 equal monthly payments. The part-time prosecutor will attend all Juvenile Court arraignments, detention hearings as requested by the Juvenile Court Judge, prepare all petitions and orders of the Juvenile Court as relates to juvenile prosecutions and other appearances as requested by the Juvenile Court Judge.

II. Submittal Requirements/Format

To be considered, attorneys applying for the contract must be an active member of the Georgia Bar in good standing. While not required, previous experience as a prosecutor is desired. Qualified submittals shall include the following:

Four (4) copies of their resume or qualifications delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117
Attn: Russ Benedict, Purchasing Manager

The qualifications shall be delivered no later than **12:00 PM ET on Monday, June 29, 2009**. Each response should be marked on the outside of the envelope with **“Qualifications – PART-TIME JUVENILE PROSECUTOR SERVICES (Solicitation No 09-A045)”**.

It is the County’s intent to minimize the cost to proposing attorneys in responding to this solicitation, so you are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not curry favor with the reviewers. We are seeking thoughtful, tightly focused qualifications packages that document your suitability for this contract and understanding the needs of the Juvenile Court.

Format and Content: Qualifications shall be on 8 ½ x 11 inch paper and should include a cover letter signed by the submitting attorney, resume of submitting attorney and proof of Georgia State Bar membership (bar number or copy of bar card).

III. Pre-Qualification Questions

Any questions regarding the duties expected of the selected prosecutor should be directed to Judge Dan Camp at 770-832-2482.

IV. Minimum Criteria Used to Determine Responsibility and Responsiveness of Qualifications

- Is the attorney a member in good standing with the Georgia State Bar?

V. Terms

The Term of the Contract will be for one year with the right to early termination with the provision of notice.

R. Benedict
Purchasing Manager