

NOTICE OF INVITATION TO SUBMIT OFFERS TO CONTRACT

THE TULSA COUNTY DISTRICT COURT gives notice that it will entertain Offers to Contract (“Offers”) to provide legal representation to indigent parents/legal guardians in Deprived Child matters conducted in the Juvenile Division of the Tulsa County District Court. The Court invites Offers from attorneys interested in providing such legal services during Fiscal Year 2020 (July 1, 2019 through June 30, 2020).

DESCRIPTION: Successful bidders will be responsible for providing legal/GAL representation to indigent parents/legal guardians in Juvenile Deprived actions conducted within the Juvenile Division of the Tulsa County District Court. Each contract will require legal representation for all hearings and trials required pursuant to the Oklahoma Children’s Code. Additionally, successful bidders may be required represent parents/legal guardians in appeals. Each contractor shall be assigned to one (1) of four (4) Juvenile Deprived dockets. Bidders may bid to represent parents/legal guardians in two (2) Juvenile Deprived dockets. Each contractor should plan to dedicate an average of two and one-half (2 ½) days each week per docket to assigned cases as well as jury or bench trials as needed. Bidders should be aware that continuances in the Juvenile Deprived cases are rarely or should not be continued (other than jury/bench trials for good cause shown) as state law defines the timeframes in which hearings must be held. Contractors should also be prepared to attend mediation and facilitated court staffings.

QUALIFICATIONS: Each successful bidder must meet the following qualifications:

- Have been admitted to the practice of law in the State of Oklahoma a minimum of two (2) years, and be in good standing with the Oklahoma Bar Association.
- Participate in regular CLE training as well as an additional 6 hours of Juvenile CLE training annually and maintain professional competence in the respective legal areas, to-wit: Oklahoma Children’s Code, Indian Child Welfare Act, Civil Procedure, 14th Judicial District Local Court Rules, Civil Appellate Procedures. Guardianships, Paternity, Custody, Child Support.
- Demonstrate experience and expertise in the assigned case types, and the ability to zealously and effectively represent clients in the assigned cases.
- Provide proof of professional liability insurance covering all professional services to be rendered.
- Interact and work effectively and professionally with judges, case workers, legal professionals, clients, court staff, and others in the performance of this contract.
- Appropriate business attire and professional behavior are required.

APPLICATION: Each bidder must include a resume and affirm under oath current membership in good standing in the Oklahoma Bar association, the existence of professional liability insurance during the term of the contract, and affirmation of the accuracy of the information provided regarding other factors to be considered by the Court. **The Court may accept or reject any or all Offers submitted, make counter-offers, and/or provide for representation in any manner permitted by law to meet its obligation to indigent parties entitled to the appointment of competent counsel.**

FY-2020 Offer-to-Contract application packets may be obtained in person at the Court Administrator’s office or from the Juvenile Division Court Clerk’s office located at 315 South Gilcrease Museum Road, Tulsa, Oklahoma. Sealed Offers will be accepted at the Court Administrator’s office Monday through Friday, between 8:30 a.m. and 5:00 p.m. **The deadline for submitting a sealed Offer is 4:30 PM, Monday, June 10, 2019.** Each Offer must be submitted separately in a sealed envelope or box containing one (1) complete original Offer and three (3) complete copies. The sealed envelope or box must be clearly marked FY-2020 OFFER TO CONTRACT and must clearly identify the specific contract. Sealed Offers may be delivered by hand, by mail or by courier. Offers sent via facsimile or in unmarked or unsealed envelopes will be rejected. Sealed Offers, if mailed, should be addressed to Vicki A. Cox, Court Administrator, FY-2020 OFFER TO CONTRACT, Tulsa County Courthouse, 500 S. Denver, Room 637, Tulsa, OK 74103.