



Request for Proposals

Department of Social Services General Legal Services

Issued By:

**Sampson County Finance Department
406 County Complex Rd. Suite 120, Bldg. C
Clinton, NC 28328
Phone: (910) 592-7181 Ext. 2241**

Date of Issue: September 10, 2025

Proposals Due: October 9, 2025

KEY INFORMATION SUMMARY SHEET

Request for Proposals No. 008-25

Department of Social Services General Legal Services

RFP # 008-25

RFP Issue Date:	September 10, 2025
Submittals:	Emailed, mailed, or delivered
Delivery and Mailing address	Sampson County Finance Department Attn: Lavelle Jackson, Purchasing & Contracting Officer 406 County Complex Rd. Suite 120, Bldg. C Clinton, NC 28328
Email address:	winston.jackson@sampsoncountync.gov
Deadline for Written Questions:	12:00 noon September 26, 2025
Questions to be emailed to:	winston.jackson@sampsoncountync.gov
RFP Due Date:	October 9, 2025 2:00PM

If you have received this Request for Proposals from a source other than the Sampson County Finance Department, it is the responsibility of the Proposer to ensure that all addenda have been received. Proposers can notify Lavelle Jackson at winston.jackson@sampsoncountync.gov to ensure that your firm is added to the distribution list.

However, it is still the responsibility of the Proposer to ensure that all addenda have been received prior to submitting a proposal.

1. Introduction & Purpose

The Sampson County Department of Social Services (DSS) is soliciting proposals from qualified attorneys or law firms to provide comprehensive legal services in support of DSS programs. These services will include representation in child welfare, adult protection, and child support enforcement matters, as well as legal consultation, training, and oversight.

Funding for these services will be provided in whole or in part by federal funds, and as such, selected contractors must comply with all applicable requirements under 2 CFR 200 (Uniform Guidance) and other federal, state, and local laws.

2. Background Information

The Sampson County DSS is responsible for protecting children, vulnerable adults, and supporting families through child welfare, adult protective services, and child support enforcement programs. DSS social workers handle extensive caseloads (50+ staff), requiring timely and effective legal support for both litigation and consultation needs.

The selected attorney or firm must demonstrate the ability to:

- Provide representation in high-volume, high-stakes cases.
- Remain available during regular business hours as well as after hours, weekends, and holidays for emergency matters.
- Collaborate effectively with DSS administration, staff, and external stakeholders.

3. Scope of Work

A. Legal Representation

- Represent the Department in all matters pertaining to emergency or non-emergency removal of children and vulnerable adults, termination of parental rights, obstruction petitions, in-home protective services, permanency planning, judicial review of children receiving services, adult protective orders, guardianship hearings, establishment and enforcement of child support, and any appeals resulting from such actions.
- Timely preparation, filing, and service of all pleadings, motions, orders, notices, orders to show cause, briefs, judgments, and other documents related to representation of the Department.
- Litigation of cases for Sampson County Child Protective Services, Adult Protective Services, and the Child Support Enforcement Agency.
- Litigate and consult on cases in other counties as needed for conflict cases.

B. Consultation & Advisory Services

- Timely conduct case staffing meetings for the purpose of analyzing the legal status of cases and otherwise advising staff on Department legal matters.
- Consult with opposing attorneys, consulting attorneys, staff, and outside agency representatives.
- Receive and respond to legal questions and research requests from the Department.
- Be available during and after business hours, including weekends and holidays, to consult on Department emergency issues, including preparing, reviewing, and signing documents as needed for emergency orders.
- Problem solving with Department staff and DSS administration regarding various Department issues.

C. Training, Meetings & Professional Development

- Maintain legal knowledge including changes to statutes and policy regarding DSS issues and attending regular Continuing Legal Education (CLE) programs.
- Develop and participate in training initiatives for social work staff to enhance understanding of child welfare law, strengthen legal compliance, and improve case practice.
- Participate in quarterly meetings with DSS management staff to review program strengths and weaknesses, troubleshoot challenges, and collaboratively develop practical solutions.
- Provide legal oversight to two agency paralegals.

4. Qualifications & Experience

Knowledge, Skills, and Abilities

- Thorough knowledge of modern principles and practices of local and State laws and court decisions pertaining to DSS issues.
- Thorough knowledge of legal research, investigation, preparation, and presentation of cases for trial.
- Thorough knowledge of legal office procedures, practices, and methods.
- Thorough knowledge of the eCourts system.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with the Department, Department staff, and Department administration.
- Ability to handle trial litigation.
- Ability to interpret and apply constitutional provisions, statutes, administrative regulations, court decisions, and other precedents.
- Ability to research and analyze facts, evidence, and legal instruments.

- Ability to express conclusions and arguments clearly and logically in oral and written forms.
- Ability to prepare and render legal opinions.
- Ability to exercise sound judgment.
- Ability to effectively prepare, navigate, and strategize the cases of approximately fifty plus social work staff.

Education and Experience

- Graduate of an accredited law school.
- Licensed to practice in the State of North Carolina.
- Ten (10) or more years of legal experience in child welfare, guardianships, and child support preferred.

5. Proposal Submission Requirements

- Cover Letter / Letter of Interest signed by an authorized representative.
- Firm/Attorney Background – including history, size, and resources.
- Narrative Statement of Understanding of Scope of Work and proposed approach.
- Staffing Plan – identify all individuals who will provide services, their roles, qualifications, and availability.
- Relevant Experience and References – minimum of three (3) references.
- Cost Proposal – including hourly rates for attorneys and paralegals, any retainer requirements, and reimbursable expenses.
- Required Affidavits/Certifications (see Section 9).

6. Evaluation Criteria

- Demonstrated understanding of DSS legal needs.
- Experience with child welfare, adult protection, and child support law.
- Qualifications of proposed attorneys and staff.
- Cost effectiveness and clarity of proposal.
- Availability and responsiveness, including emergencies.
- References and past performance.

7. Federal Funding & Compliance Requirements

- Comply with all applicable provisions of 2 CFR 200 (Uniform Guidance), including but not limited to Subpart D (Post Federal Award Requirements).
- Certify debarment/suspension status and comply with 2 CFR Part 180 and 2 CFR 200 regarding covered transactions.
- Maintain records for a minimum of three (3) years (2 CFR 200.334) and provide access for audits and monitoring (2 CFR 200.337).
- Comply with Equal Employment Opportunity and nondiscrimination requirements (e.g., Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, ADA, Age Discrimination Act).
- Avoid conflicts of interest and ensure organizational and personal conflicts are disclosed and mitigated.
- Procurement of recovered materials (2 CFR 200.323; 40 CFR Part 247) where applicable.
- Contract Work Hours and Safety Standards Act (if applicable).
- Clean Air Act and Federal Water Pollution Control Act compliance for applicable thresholds.
- Byrd Anti-Lobbying Amendment compliance, including required certifications for awards above the threshold.

8. Insurance Requirements

The selected Offeror shall, at its own expense, obtain and maintain the following insurance coverage for the duration of the contract. Proof of coverage shall be furnished to Sampson County upon request.

A. General Liability Insurance

- Minimum Coverage: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Coverage shall include bodily injury, personal injury, and property damage.
- Sampson County shall be named as an Additional Insured under this policy.

B. Professional Liability / Errors & Omissions Insurance

- Minimum Coverage: \$1,000,000 per claim / \$2,000,000 aggregate.
- Coverage shall protect against claims arising from acts, errors, or omissions in the performance of professional legal services.
- Coverage shall be maintained in effect throughout the contract term and any applicable reporting period.

C. Workers' Compensation Insurance (if applicable)

- Statutory coverage as required by the laws of the State of North Carolina.
- Employer's Liability coverage with limits not less than \$500,000 per accident.

D. Automobile Liability Insurance (if Offeror-owned vehicles are used for contract performance)

- Minimum Coverage: \$1,000,000 combined single limit per accident.
- Coverage shall include liability for owned, hired, and non-owned vehicles.

9. Required Affidavits & Certifications

The following affidavits must be completed, signed, and submitted with the proposal.

AFFIDAVIT 1: NON-COLLUSION AFFIDAVIT

Firm/Attorney Name: _____

Address: _____

City/State/Zip: _____

Authorized Representative (Printed Name): _____

Title: _____

Telephone/Email: _____

RFP Title: General Legal Services – Sampson County DSS

RFP Number (if applicable): _____

I, the undersigned, being duly sworn, depose and say that I am authorized to make this Affidavit on behalf of the firm identified above, and that:

- This proposal is made independently and without collusion, connection, communication, or agreement with any other proposer or person to submit a proposal, or to refrain from proposing, or to fix any fee, terms, or conditions of the proposal.
- No attempt has been made or will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
- The firm has not directly or indirectly disclosed the fee, terms, or contents of this proposal to any competitor prior to the public opening.
- No officer, agent, employee, or representative of the County has a direct or indirect financial interest in this proposal, and no County employee or official will benefit personally from the award of this contract.
- The firm has not and will not pay any fee, commission, or consideration contingent upon or resulting from the award of this contract to any County employee or official.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

STATE OF NORTH CAROLINA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by the person named above this ____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

AFFIDAVIT 2: FEDERAL FUNDS COMPLIANCE CERTIFICATION

Firm/Attorney Name: _____

Address: _____

City/State/Zip: _____

Authorized Representative (Printed Name): _____

Title: _____

Telephone/Email: _____

RFP Title: General Legal Services – Sampson County DSS

RFP Number (if applicable): _____

By execution of this certification, the undersigned certifies that the firm/attorney will comply with all applicable federal requirements associated with the award and performance of this contract, including but not limited to:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
- Debarment and Suspension requirements (2 CFR Part 180; related provisions in 2 CFR Part 200).
- Equal Employment Opportunity and nondiscrimination laws (Title VI, Section 504, ADA, Age Discrimination Act).
- Record retention (minimum three (3) years) and access to records for monitoring and audit (2 CFR 200.334–200.337).
- Procurement of recovered materials where applicable (2 CFR 200.323; 40 CFR Part 247).
- Contract Work Hours and Safety Standards Act, if applicable to the contract.
- Clean Air Act and Federal Water Pollution Control Act compliance for awards meeting federal thresholds.
- Byrd Anti-Lobbying Amendment (31 U.S.C. §1352) and associated certification requirements for awards at or above the federal threshold.
- Prohibition on conflicts of interest and disclosure of organizational and personal conflicts.

The undersigned further agrees to flow down applicable federal provisions to any subcontractors and to promptly notify the County of any potential noncompliance.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

AFFIDAVIT 3: E-VERIFY AFFIDAVIT

Firm/Attorney Name: _____

Address: _____

City/State/Zip: _____

Authorized Representative (Printed Name): _____

Title: _____

Telephone/Email: _____

RFP Title: General Legal Services – Sampson County DSS

RFP Number (if applicable): _____

The undersigned hereby certifies that the firm/attorney employs only individuals who are authorized to work in the United States, and that the firm participates in the federal E-Verify program to verify the work authorization of all newly hired employees, as required by N.C.G.S. §64-26(a). The undersigned further certifies that any subcontractors used on this contract will likewise comply with the E-Verify requirements and that the firm will maintain records of compliance.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

STATE OF NORTH CAROLINA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by the person named above this ____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

**AFFIDAVIT 4: CERTIFICATION REGARDING
DEBARMENT/SUSPENSION**

Firm/Attorney Name: _____

Address: _____

City/State/Zip: _____

Authorized Representative (Printed Name): _____

Title: _____

Telephone/Email: _____

RFP Title: General Legal Services – Sampson County DSS

RFP Number (if applicable): _____

The undersigned certifies, to the best of his/her knowledge and belief, that neither the firm/attorney, nor its principals, nor any person or entity affiliated with the firm is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions supported by federal funds, and that the firm will not knowingly enter into any agreements with subcontractors or subrecipients who are so debarred or suspended, consistent with 2 CFR Part 180 and applicable provisions of 2 CFR Part 200.

The undersigned agrees to provide immediate written notice to the County if, at any time, it learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Signature: _____ Date: _____

Printed Name: _____ Title: _____