



**MOHAVE COUNTY  
PROCUREMENT DEPARTMENT  
700 W. Beale Street, First Floor East  
Kingman, Arizona 86401  
Phone: (928) 753-0752  
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[www.co.mohave.az.us](http://www.co.mohave.az.us)**

**ATTORNEY SERVICES PROCUREMENT  
JUVENILE DEPENDENCY CASE ASSIGNMENTS**

**PRE-QUALIFIED ATTORNEYS LIST  
FROM DATE OF AWARD - CONTINUOUS  
FOR  
MOHAVE COUNTY SUPERIOR COURT**

The Mohave County Superior Court on behalf of its Juvenile Division is developing a Pre-Qualified Attorney listing to accept Juvenile Dependency Case assignments from the Juvenile Court's Presiding Judge based in Kingman, AZ. Attorney services for these cases shall be provided to indigent parties residing throughout Mohave County, including Kingman, Bullhead City, and Lake Havasu City, Arizona.

**Statements of Interest will be accepted on an ongoing basis by the Mohave County Procurement Department.**

**Delivery Address:** Mohave County Procurement Department  
700 W. Beale Street, First Floor East  
Kingman, Arizona 86402-7000

All inquiries shall be directed to Terri H. Williams, Procurement Officer at (928) 753-0752, Ext. 1, or via e-mail at: [terri.williams@co.mohave.az.us](mailto:terri.williams@co.mohave.az.us)

## **OVERVIEW**

This Contract is for indigent attorney services to be provided upon Juvenile Dependency case assignment by the Juvenile Court's Presiding Judge.

1. The Procurement Manager shall maintain a list of qualified County resident attorneys, properly licensed with the Arizona State Bar Association, that have expressed an interest in providing indigent attorney services for the County's Superior Court as relate to Juvenile Dependency case assignments, and have provided evidence of their professional qualifications for such work. The attorney list may be categorized to reflect the attorney's and/or law firm's primary field of expertise. Attorneys or law firms desiring to be included on the pre-qualified list may notify the designated Procurement Officer or may register with the Procurement Office in-person at any time.
2. The Procurement Officer will notify each attorney or law firm listed on the register annually of their status and invite updating of their professional qualifications. In addition to publication in the official newspaper of Kingman, AZ, a public advertisement may be placed in other major County newspapers of general circulation inviting resident County attorneys and law firms to apply for inclusion on the County's list of pre-qualified contractors.
3. Attorneys who fail to provide satisfactory evidence of professional qualifications or who do not provide indigent attorney services in accordance with the terms outlined in the Juvenile Dependency Indigent Attorney Services Contract at any given time may be subject to removal from the County's list of pre-qualified contractors by the Court.
4. All contracts entered into for Juvenile Dependency Indigent Attorney Services shall be executed in the name of the County by the Mohave County Board of Supervisors in accordance with the requirements of all applicable Arizona State Statutes and the Mohave County Procurement Code.

It is the intent of Mohave County to award individual contracts to provide indigent attorney services for assignment of Juvenile Dependency cases including:

- Representation, as assigned, to children, parents, or other parties in dependency and severance proceedings in the Juvenile Court of Mohave County.
- Guardian Ad Litem as assigned to children, parents, or other parties in dependency and severance cases in the Juvenile Court of Mohave County.

## **PAYMENT TERMS**

Mohave County Superior Court has set forth a compensation and payment schedule within the terms of its Juvenile Dependency Indigent Attorney Services Contract that has been approved by the County's Board of Supervisors. Registered Attorneys to this contract are responsible for submitting proper documentation, as specified within the terms of the Juvenile Dependency Indigent Attorney Services Contract, in order to receive accurate and timely payment.

Registered Attorneys and the Mohave County Superior Court acknowledge that the continuation of any contract after the close of the County's fiscal year (on June 30th of each year) is contingent upon the approval of a County budget that identifies such contract as an authorized expenditure. The County does not represent that any budget item will be actually adopted. The approval of contract funding is the exclusive province of the County's Board of Supervisors at the time of the adoption of the County's annual budget.

## **REMOVAL FROM LIST OF ELIGIBLE CONTRACTORS**

Either party may request removal of an attorney upon thirty (30) days prior written notice to the other stating the reason for the removal request.

Removal of an Attorney may be pursued by Mohave County Superior Court with cause resulting from any of the following:

1. The Court may suspend, modify or terminate a registered attorney's contract upon attorney's failure to perform any requirement of the contract, including fulfillment of reporting requirements outlined in the contract. Attorney's contract may be terminated due to economic events that may have an adverse effect upon the Court's budget.
2. The Court may terminate Attorney's contract subject to:
  - a. No Cause: Upon thirty (30) days written notice to Attorney.
  - b. For Cause: Immediately upon written notice to Attorney.
3. Failure on the part of Attorney to meet the insurance requirements outlined in the Juvenile Dependency Indigent Attorney Services Contract shall constitute a material breach of Contract, which may result in immediate termination of contract.
4. Contracted Attorney may terminate his/her contract upon thirty (30) days written notice to the Court. Attorney's termination of his/her contract does not terminate attorney's duty to continue representing those cases/persons assigned to Attorney prior to the effective date of termination.

#### **SERVICES PERFORMED**

The attorney services provided under the Juvenile Dependency Indigent Attorney Services Contract shall be in full compliance with all applicable statutes, ordinances, codes, regulations and laws (collectively "laws"), and in actual conformance with the described Scope of Work, and all activities associated therewith.

#### **INSURANCE COMPLIANCE**

The Attorney shall, without additional expense to the County, be responsible for obtaining any necessary licenses and permits, for compliance with applicable Federal, State, and Local laws, codes, and regulations applicable to the performance of the work outlined in the contract. Additionally, Attorney shall meet the insurance requirements outlined specifically within the Juvenile Dependency Indigent Attorney Services Contract *prior* to being able to accept Juvenile Dependency case assignments from the Court once confirmed for the Attorney roster.

#### **CONTRACT AWARD / CONTRACT ADMINISTRATION**

Prior to an award of contract, the successful Attorney shall provide the following to the Procurement Officer:

1. Have a completed vendor application on file with the Procurement Office, which may be downloaded from the County's website at: [www.co.mohave.az.us/depts/purch/purch\\_default.asp](http://www.co.mohave.az.us/depts/purch/purch_default.asp). Internet access is available at all public libraries.
2. Provide a W-9 form, or Tax I.D. as applicable.
3. Provide the required insurance certificates as specified within the contract.

**ATTORNEY INFORMATION PAGE**

_____ Attorney Name (Full Legal Name)	_____ Arizona State Bar Number
_____ Law Firm Name (if applicable)	_____ Telephone Number (including area code)
_____ Office Address (street address, including suite #)	_____ Fax Number (including area code)
_____ City / State / Zip Code	_____ Email Address

By signature below, I authorize Mohave County to verify the information provided to them as relates to the **Juvenile Dependency Indigent Attorney Services Contract** and having my name added to their roster of attorneys who are deemed qualified, able and willing to have case assignments made to them.

_____ Attorney Signature	_____ Date Signed
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**Please sign this page and return an original (original signature) via mail or express delivery to:**

**Terri H. Williams, Procurement Officer  
Mohave County Procurement Office  
700 West Beale Street  
Kingman, AZ 86402-7000  
Telephone: (928) 753-0752  
Fax: (928) 753-0787**