

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Justice Services

Approved By: Walter J. Blum 8/26/2022
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures					
Operating Costs	1,167,800				
External Revenues	(275,000)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	892,800				
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Is Item Included In *Proposed* Budget? Yes X No

Does this item include the use of federal funds? Yes No X

Budget Account Exp No: Fund 0001 Department 660 Unit 5216/5260/5261 ✓
Object 8201


Rev No: Fund 0001 Department 660 Unit 5260 RevSc 8261 ✓

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Fund: 0001: General Fund
Unit: 5216: Legal Aid- Public Guardianship Program
5260: Legal Aid-Program
5261: Legal Aid-State Required


Based on Internal Audit's recommendation for improvements to the Legal Aid Contract, this will be the second year that instead of reimbursing based on allocation of staff time/cost and operating expenses, reimbursement criteria has been established for each type of service. General Civil (state mandate) will be reimbursed 1/12 of the total amount, which increases, by 1.5% each fiscal year. Domestic Violence will be reimbursed at \$1,114.15/case for 102 cases. Public Guardianship will be reimbursed 1/12 of the total amount for 30 wards (based on \$5,084.73/ward for 30 wards)

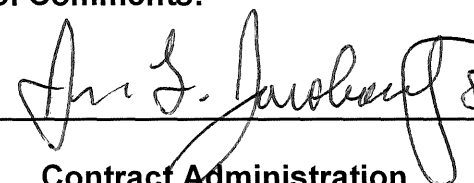
Departmental Fiscal Review:  7/6/22

MG 6/14/22



III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

 8/18/22
OFMB QA 8/17 8-17-22

 8/23/22
Contract Administration
8-23-22 TH

B. Legal Sufficiency:

 8/26/22
Assistant County Attorney Richard Sena for Shannon Fox

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Background and Justification (continued from page 1)

General Civil Legal Services: Provides civil legal services to address matters including, but not limited to, legal assistance in family, consumer, and immigration law; issues affecting eligibility for Social Security, Medicare, and Medicaid; assistance with housing, juvenile, and/or probate matters; the provision of services to disabled public school children to assist them in obtaining an appropriate academic placement; and other emerging needs.

Family Law: Provides legal representation of eligible clients in matters dealing with the dissolution of marriage, paternity, child custody, child visitation, etc.

Elder Law: Provides legal assistance to individuals over 60 years of age who have been victims of abuse and exploitation. Also handles Social Security, Medicare, and housing issues for the elderly.

Juvenile Advocacy: Provides court appointed representation for children dealing with the court, School Board, and Florida Department of Children and Families. The majority of the children are emotionally, developmentally, or physically challenged.

Public Guardianship: Provides court appointed public guardianship services to indigent citizens of Palm Beach County who are adjudicated incapacitated and have no family or friends willing or able to make decisions for their ongoing care. Services include, but are not limited to, advice and legal consultation, representation at relevant hearings, and referral where appropriate to address the needs of each client.

Domestic Violence Legal Assistance and Representation: This program provides legal services to victims of domestic violence to maximize the safety of the victim and their family. Services include, but are not limited to, legal advice and consultation, representation at domestic violence injunction hearings, and referral where appropriate to address the safety of each client.

(Revised 02/04/22)

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the 13th day of September, 2022, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and LEGAL AID SOCIETY OF PALM BEACH COUNTY, INC., authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 59-6046994.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

ARTICLE 1 - SERVICES

The CONSULTANT'S responsibility under this Contract is to provide professional/consultation services in the area of PROFESSIONAL LEGAL SERVICES TO INDIGENT CITIZENS OF PALM BEACH COUNTY, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be LATRONDA HAYES, telephone no. 561-688-4623.

The CONSULTANT'S representative/liaison during the performance of this Contract shall be ROBERT BERTISH, EXECUTIVE DIRECTOR, telephone no. 561-655-8944.

ARTICLE 2 - SCHEDULE

The CONSULTANT shall commence services on OCTOBER 1, 2022 and complete all services by SEPTEMBER 30, 2023.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 - PAYMENTS TO CONSULTANT

- A. The total amount to be paid by the COUNTY under this Contract for all services and materials including, if applicable, "out of pocket" expenses (specified in paragraph C below) shall not exceed a total contract amount of One Million One Hundred Sixty-Seven Thousand Eight Hundred Dollars (\$1,167,800). The CONSULTANT shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.
- B. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.

- C. "Out-of-pocket" expenses will be reimbursed up to an amount not to exceed ZERO Dollars (\$ 0), and in accordance with the list of the types and amounts of expenditures eligible for reimbursement as set forth in Exhibit "B". All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the Palm Beach County Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Contract. Any travel, per diem, mileage, meals, or lodging expenses which may be reimbursable under the terms of this Contract will be paid in accordance with the rates and conditions set forth in Section 112.061, Florida Statutes.
- D. Final Invoice: In order for both parties herein to close their books and records, the CONSULTANT will clearly state "final invoice" on the CONSULTANT'S final/last billing to the COUNTY. This shall constitute CONSULTANT'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the CONSULTANT.
- E. In order to do business with Palm Beach County, CONSULTANTS are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If CONSULTANT intends to use sub-consultants, CONSULTANT must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-consultant register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the CONSULTANT and all of its sub-consultants are registered in VSS.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONSULTANT'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the CONSULTANT upon sixty (60) days' prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the CONSULTANT or without cause upon ten (10) business days written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for

services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required herein under shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY'S representative before said change or substitution can become effective.

The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the CONSULTANT'S personnel (and all Subcontractors), while on COUNTY premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The CONSULTANT is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the CONSULTANT uses any subcontractors on this project the following provisions of this Article shall apply:

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

The following language only applies if the EBO Ordinance applies to the Contract:

It is the policy of the Board of County Commissioners of Palm Beach County, Florida (the Board) that all segments of its business population including, but not limited to, small, local, minority and women owned businesses, have an equitable opportunity to participate in the COUNTY'S procurement process, prime contract and subcontract opportunities. In pursuance of that policy, the Board adopted an Equal Business Opportunity (EBO) Ordinance which is codified in Sections 2-80.20 through 2-80.30 (as may be amended) of the Palm Beach County Code. The EBO Ordinance sets forth the COUNTY'S requirements for the EBO program, and is incorporated herein and made part of this Contract. Non-compliance with the EBO Ordinance must be corrected within fifteen (15) days of notice of non-compliance. Failure to comply with the EBO Ordinance may result in any of the following penalties:

- Suspension of Contract;
- Withholding of funds;
- Termination of the Contract based upon a material breach of contract pertaining to the EBO Program compliance;
- Suspension or debarment of CONSULTANT from eligibility for providing goods or services to the COUNTY for a period not to exceed three (3) years; and
- Liquidated damages equal to the difference in dollar value of S/M/WBE participation as committed to in the Contract, and the dollar value of S/M/WBE participation as actually achieved.

The CONSULTANT must adhere to the Affirmative Procurement Initiatives (APIs) as incorporated herein as Attachment 1, including RFP , and the specifications set forth in CONSULTANT'S response, which are both incorporated herein by reference. Failure to comply with this Article 7 is a material breach of this Contract. **(NOTE: If consultant has agreed to provide an API percentage that is higher than what was required by the Goal Setting Committee, then you must state what the consultant has agreed to on the API page.)**

- i. CONSULTANT shall report all subcontractor payment information on EBO forms 3a and 4, or as otherwise required by EBO, and, when the EBO portal is available, input subcontractor payment information directly into the COUNTY'S contract management system.

CONSULTANT shall pay subcontractors undisputed amounts within ten (10) days after COUNTY pays the CONSULTANT. In the event of a disputed invoice, the CONSULTANT shall send the subcontractor(s) and COUNTY a written notice of the dispute within five (5) days after receipt of the subject invoice.

- ii. CONSULTANT must notify the Office of EBO of changes in S/M/WBE utilization and get prior approval for any substitutions.

The CONSULTANT agrees to pay its subconsultants in compliance with the Florida Prompt Payment Act. In the event CONSULTANT fails to comply with payments(s) to its subconsultants in accordance with the Florida Prompt Payment Act, CONSULTANT shall be subject to any and all penalties and sanctions available under the terms of the EBO Program, its contract with the COUNTY, or any other applicable law.

The Office of EBO has the right to review CONSULTANT'S records and interview Subcontractors.

ARTICLE 8 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONSULTANT authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INSURANCE

The CONSULTANT shall maintain at its sole expense, in force and effect at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the Contract. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by CONSULTANT, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CONSULTANT under the Contract. CONSULTANT agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

- A. Commercial General Liability: CONSULTANT shall maintain Commercial General Liability at a limit of liability not less than \$500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to COUNTY upon request.

- B. Workers' Compensation Insurance & Employer's Liability: CONSULTANT shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.
- C. Professional Liability: CONSULTANT shall maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 each occurrence, and \$2,000,000 per aggregate. When a self-insured retention (SIR) or deductible exceeds \$10,000, COUNTY reserves the right, but not the obligation, to review and request a copy of CONSULTANT's most recent annual report or audited financial statement. For policies written on a "claims-made" basis, CONSULTANT warrants the Retroactive Date equals or precedes the effective date of this Contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form,

retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the term of this Contract, CONSULTANT shall purchase a SERP with a minimum reporting period not less than three (3) years after the expiration of the contract term. The requirement to purchase a SERP shall not relieve the CONSULTANT of the obligation to provide replacement coverage. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims-made" form. If coverage is provided on a "claims-made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage.

- D. Waiver of Subrogation: Except where prohibited by law, CONSULTANT hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONSULTANT shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should CONSULTANT enter into such an agreement on a pre-loss basis.
- E. Certificates of Insurance: On execution of this contract, renewal, within forty-eight (48) hours of a request by COUNTY, and upon expiration of any of the required coverage throughout the term of this Agreement, the CONSULTANT shall deliver to the COUNTY or COUNTY's designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to:

Palm Beach County Board of County Commissioners

And may be addressed:

c/o Department

Using the address as indicated in the "Notices" article or another address on agreement of the parties.

Latronda Hayes

20 South Military Trail

West Palm Beach, FL 33415

- F. Right to Revise or Reject: COUNTY, by and through its Risk Management Department in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements.

ARTICLE 11 - INDEMNIFICATION

CONSULTANT shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether

at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of CONSULTANT.

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The COUNTY and the CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONSULTANT shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 13 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or CONSULTANT.

ARTICLE 14 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The CONSULTANT further represents that no person having any such conflict of interest shall be employed for said performance of services.

The CONSULTANT shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CONSULTANT'S judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONSULTANT. The COUNTY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notification by the CONSULTANT. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the COUNTY shall so state in the notification and the CONSULTANT shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONSULTANT under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CONSULTANT'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - ARREARS

The CONSULTANT shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under

this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONSULTANT does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 20 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CONSULTANT, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 21 - NONDISCRIMINATION

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CONSULTANT warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

As a condition of entering into this Contract, the CONSULTANT represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution

2017-1770, as amended. As part of such compliance, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the CONSULTANT retaliate against any person for reporting instances of such discrimination. The CONSULTANT shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the COUNTY'S relevant marketplace in Palm Beach County. The CONSULTANT understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in COUNTY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. CONSULTANT shall include this language in its subcontracts.

ARTICLE 22 - AUTHORITY TO PRACTICE

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 23 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 25 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the COUNTY'S notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and approved and executed on behalf of Palm Beach County.

ARTICLE 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Stephanie Sejnoha, Director
20 South Military Trail
West Palm Beach, FL 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, Florida 33401

If sent to the CONSULTANT, notices shall be addressed to:

Robert Bertisch, Executive Director
Legal Aid Society of Palm Beach County, Inc.
423 Fern Street, Suite 200
West Palm Beach, FL 33401

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25- Modifications of Work.

ARTICLE 28 - CRIMINAL HISTORY RECORDS CHECK

The CONSULTANT, CONSULTANT'S employees, subcontractors of CONSULTANT and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), for unescorted access to critical facilities ("Critical Facilities") or criminal justice information facilities ("CJI Facilities") as identified in Resolutions R2013-1470 and R2015-0572, as amended. The CONSULTANT is solely responsible for the financial, schedule, and/or staffing implications of this

Ordinance. Further, the CONSULTANT acknowledges that its Contract price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Contract may include sites and/or buildings which have been designated as either “critical facilities” or “criminal justice information facilities” pursuant to the Ordinance and above referenced Resolutions, as amended. COUNTY staff representing the COUNTY department will contact the CONSULTANT(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The CONSULTANT shall make every effort to collect the badges of its employees and its subcontractors’ employees upon conclusion of the contract and return them to the COUNTY. If the CONSULTANT or its subcontractor(s) terminates an employee who has been issued a badge, the CONSULTANT must notify the COUNTY within two (2) hours. At the time of termination, the CONSULTANT shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the CONSULTANT if the CONSULTANT 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated CONSULTANT employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 29 - REGULATIONS; LICENSING REQUIREMENTS

The CONSULTANT shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CONSULTANT is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 30 - SCRUTINIZED COMPANIES

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725. Pursuant to F.S. 287.135(3)(b), if CONSULTANT is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Contract may be terminated at the option of the COUNTY.
- B. **When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by CONSULTANT, this Contract may be

terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

ARTICLE 31 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the CONSULTANT: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) F.S., the CONSULTANT shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The CONSULTANT is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.
- B. Upon request from the COUNTY'S Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The CONSULTANT further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the CONSULTANT does not transfer the records to the public agency.
- D. Upon completion of the Contract the CONSULTANT shall transfer, at no cost to the COUNTY, all public records in possession of the CONSULTANT unless notified by COUNTY'S representative/liaison, on behalf of the COUNTY'S Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the CONSULTANT transfers all public records to the COUNTY upon completion of the Contract, the CONSULTANT shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the Contract, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically by the CONSULTANT must be provided to COUNTY, upon request of the COUNTY'S Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the CONSULTANT to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. CONSULTANT acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF

CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

ARTICLE 32 - COUNTERPARTS

This Contract, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively but one and the same Contract. The COUNTY may execute the Contract through electronic or manual means. CONSULTANT shall execute by manual means only, unless the COUNTY provides otherwise.

ARTICLE 33 - E-VERIFY - EMPLOYMENT ELIGIBILITY

CONSULTANT warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of CONSULTANT's subconsultants performing the duties and obligations of this CONTRACT are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

CONSULTANT shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. CONSULTANT shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this CONTRACT which requires a longer retention period.

COUNTY shall terminate this CONTRACT if it has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If COUNTY has a good faith belief that CONSULTANT's subconsultant has knowingly violated section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify CONSULTANT to terminate its contract with the subconsultant and CONSULTANT shall immediately terminate its contract with the subconsultant. If COUNTY terminates this CONTRACT pursuant to the above, CONSULTANT shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this CONTRACT was terminated. In the event of such contract termination, CONSULTANT shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

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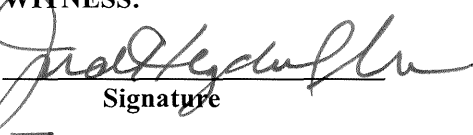
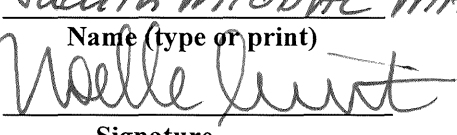
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

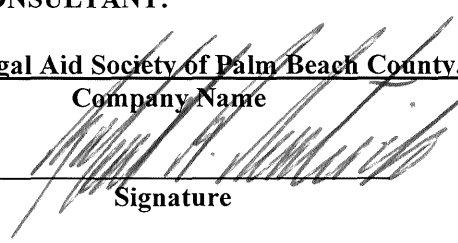
ATTEST:
JOSEPH ABRUZZO
CLERK AND COMPTROLLER

By: _____
Deputy Clerk

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: _____
Robert S. Weinroth, Mayor

WITNESS:

Signature
Judith MIGDAL-MACK
Name (type or print)

Signature
Noelle Smith
Name (type or print)


CONSULTANT:
Legal Aid Society of Palm Beach County, Inc.
Company Name

Signature
Robert Bertisch
Typed Name
Executive Director
Title

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:  2/26/22
County Attorney

(corp. seal)

APPROVED AS TO TERMS
AND CONDITIONS

MB By: 
Department Director

**SCOPE OF WORK
LEGAL AID SOCIETY OF PALM BEACH COUNTY, INC. (Consultant)**

1. Legal Assistance & Representation – General Civil Legal Services

The Consultant shall provide legal services and assistance in civil legal matters. Services shall include, but are not limited to, advice and legal consultation, representation at court proceedings, and referrals where appropriate. Services shall be provided only to eligible indigent citizens of Palm Beach County who meet the Federal Poverty Guidelines or can demonstrate a need of services. Services shall be provided by in-house Legal Aid staff attorneys, paralegals, and/or by pro bono counsel coordinated and arranged by Legal Aid. Consultant shall provide eligible individuals with civil legal services to address matters including, but not limited to: legal assistance in family, consumer, and immigration law; issues affecting eligibility for Social Security, Medicare, and Medicaid; housing, juvenile, or probate matters; and the provision of services to disabled public school children to assist them in obtaining an appropriate academic placement. The Consultant is a “legal aid program” which is considered a local requirement that is funded at a level equal to or greater than the amount provided from filing fees and surcharges to legal aid programs pursuant to section 29.008(2), Florida Statutes.

2. Legal Assistance & Representation - Domestic Violence

The Consultant shall provide legal services to eligible victims of domestic violence to maximize their continued safety and the security and safety of their families. Services shall include, but are not limited to: legal advice and consultation, representation at domestic violence injunction hearings, and referral where appropriate to address the safety of each client. Services shall be provided by in-house Legal Aid staff attorneys, paralegals, and/or pro bono counsel coordinated through Legal Aid. To be eligible for these services an individual must be a victim of domestic violence. Services shall be offered at the main office site in West Palm Beach with outreach services in North County (Palm Beach Gardens), South County (Delray Beach), and West County (Belle Glade). Consultant shall provide up to 102 victims of domestic violence with immediate legal services and/or representation in domestic violence matters.

3. Legal Assistance & Representation - Public Guardianship Program

The Consultant shall provide public guardianship services to a minimum of 30 eligible persons per month in Palm Beach County who are adjudicated incapacitated and have no family or friends willing to care for them. The Consultant must be appointed by the court to serve in the capacity of Guardian. Services will be provided to the eligible individuals to increase their access to all entitlements and/or financial assistance to which they are eligible, promoting a higher quality of life. Services shall include, but are not limited to, advice and legal consultation, representation at relevant hearings, and referral where appropriate to address the needs of each client. Services shall be provided by in-house Legal Aid staff attorneys, paralegals, and/or pro bono counsel coordinated through Legal Aid. The Consultant shall strive to increase the frequency of visits to the ward beyond what is mandated in section 744.708(6), Florida Statutes.

Schedule of Payments

The total budget for this contract is \$1,167,800 with three specific cost categories: General Civil Legal Services, Domestic Violence, and Public Guardianship. The Consultant understands and agrees that the monthly payment to Consultant for each Cost Category shall be in accordance with Tables 1, 2, and 3. The Consultant shall request all payments on a monthly basis. All requests for payment from the Consultant shall include a request for payment in an amount set forth in Tables 1, 2, and 3 with a completed Request for Reimbursement form and Detailed Case Worksheet (Attachment I) that includes: case IDs; relevant cost category (General Civil Legal Services, Domestic Violence, Public Guardianship Program); and services rendered.

Table 1. General Civil Legal Services

Description: The Consultant shall be reimbursed 1/12 of the total amount, awarded monthly at the rate below. The Consultant is a “legal aid program” which is considered a local requirement that is funded at a level equal to or greater than the amount provided from filing fees and surcharges to legal aid programs pursuant to section 29.008(2), Florida Statutes. Costs shall be reimbursed by completing and submitting Attachment I.

Cost Category	Monthly Payment	Total FY 2023	Number of Units
Legal Services & Representation	\$75,134.50	Not to exceed \$901,614	12

Table 2. Domestic Violence

Description: The consultant shall be reimbursed monthly at a per case rate of \$1,114.15. The rate below accounts for the average overall legal costs associated with domestic violence legal assistance rendered. The rate includes legal advice and consultation, representation at domestic violence injunction hearings, and referral where appropriate. The Consultant shall request reimbursement after their services have been rendered and they have closed the case in their system. Costs shall be reimbursed by completing and submitting Attachment I.

Cost Category	Unit Cost Rate	Total FY 2023	Number of Units
Domestic Violence Legal Assistance & Representation	\$1,114.15 Per Case	Not to exceed \$113,644	102

Table 3. Public Guardianship Program

Description: The Florida Department of Elder Affairs determined the average annual cost for a Public Guardian to serve a ward is \$5,084.73 per year. This amount was calculated through a comprehensive examination and analysis of all 17 state public guardianship programs in Florida, including the Consultant, headed by the Center for Gerontology named “Florida Public Guardian Programs: Program Costs and Activities”. The Fixed Price/Fixed Fee below accounts for the monthly costs of program staffing, program operations, average weekly time inputs by staff, estimated labor costs, program administration time, and compensation for direct client services. Direct client services can include, but are not limited to, legal activities (various court appearances, preparation of pleadings, legal advice counsel), social work (monitoring health and safety, oversee services provided, assistance making decisions about their social environment, applying and maintain government benefits, determination of residence), fiscal management (ongoing management of wards income, expenses, and assets), case reviews, and ongoing services as needed.

Guardianship cases are lengthy often only end upon the death of the ward. Because of this, services shall be reimbursed 1/12 of the total amount awarded monthly, but shall provide services to a minimum of 30 wards total for the contract period. Each month Attachment I must be completed and submitted in order to receive payment. The Consultant shall return to the County any overpayments due to unearned funds pursuant to the conditions outlined by this contract that were disbursed to the Consultant by the County.

Cost Category	Fixed Price/Fixed Fee	Monthly Payment	Total FY 2023	Number of Wards
Public Guardianship Program	\$5,084.73 Per Ward	\$12,711.83	Not to exceed \$152,542	30

ATTACHMENT I
REQUEST FOR REIMBURSEMENT FORM
PALM BEACH COUNTY DEPARTMENT OF PUBLIC SAFETY
DIVISION OF JUSTICE SERVICES
October 1, 2022 – September 30, 2023

Agency Name: Legal Aid Society of Palm Beach County, Inc.

BCC Contract No.: _____

Reimbursement Month and Year: _____

Program/Service	Cost per Unit/Fixed Price Amount	Number of Units/Clients Served	Amount Requested	Amount Paid Year to Date	Contract Balance
General Civil Legal Services	\$75,134.50/month				
Domestic Violence	\$1,114.15/case				
Public Guardianship Program	\$12,711.83/month				
TOTAL FUNDS REQUESTED THIS PERIOD:					
LIST ACTIVITIES/SERVICES PROVIDED: <input type="checkbox"/> General Civil Legal Services: _____ [DESCRIPTION SUMMARY] _____ <input type="checkbox"/> Domestic Violence: <u>Please see Detailed Case Worksheet for services provided.</u> <input type="checkbox"/> Public Guardianship Program: <u>Please see Detailed Case Worksheet for services provided.</u>					
I certify that this report is a true and correct reflection of this period's activities, as stipulated by this contract. <div><div>PREPARED BY _____</div><div>TITLE _____</div><div>DATE _____</div><div>APPROVED BY _____</div><div>TITLE _____</div><div>DATE _____</div></div>					

DETAILED CASE WORKSHEET
LEGAL AID SOCIETY OF PALM BEACH COUNTY, INC.
[REIMBURSEMENT MONTH / YEAR]

PROGRAM/SERVICE <i>(Domestic Violence and/or Public Guardianship Program)</i>	CLIENT ID	SERVICES RENDERED <i>(Domestic Violence 1-5; Public Guardianship Program 1-8. Please see Program Services Codes for more detail)</i>							
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PROGRAM SERVICES CODES
LEGAL AID SOCIETY OF PALM BEACH COUNTY, INC.

Legal Aid Domestic Violence Case Process

- 1. Paralegal initial client intake with paralegal**
 - Paralegal has telephone interview with client to get preliminary case information, verify contact information and demographics
 - Paralegal opens case in Legal Server case management system, assigns case to an attorney, sets intake appointment with an attorney
 - Paralegal communications with clerk of court or victim advocates re: case
- 2. Attorney-client intake interview**
 - Full reverse chronological intake of history of violence with client
 - Detailed explanation to client of case weaknesses/strengths, safety planning; explanation of case preparation and case theory; explanation of procedural posture of case and how it will proceed
 - Explanation and signature of retainer agreement
- 3. Attorney's additional case preparation**
 - Referral of client to Legal Aid's Injunction Initiation Project to file Supplemental Affidavit/Affidavit of Violation or other supporting case documents
 - Legal Research
 - Additional motion practice related to case
 - Pre-trial negotiations or conferences with opposing counsel
 - Inter-office conference with supervising attorney or other project attorneys
 - Issuance and service of subpoenas to witnesses to testify at trial by paralegal (\$50 - \$80 average per witness)
 - Trial preparation: preparing of evidence, exhibits, interview witnesses
 - Additional follow-up conversations with client and preparation of client for trial
 - Attendance at deposition(s)
- 4. Attorney attendance at trial**
 - Travel to/from hearing
 - Attend hearing(s) which can be continued and reset for various dates
- 5. Attorney case closing and wrap-up**
 - Additional follow-up conference with client to explain outcome and give additional legal advice and referrals
 - Enter closing information about case outcome into Legal Server database and itemize all services received by client
 - Additional follow-up information for clients inquiring about violation, modification, dismissal of injunction
 - Case closure in system

Legal Aid Public Guardianship Case Process

- 1. Referral received from Community**
 - Paralegal inputs demographics into Legal Server and Wellsky and distributes referral to Attorney and Case Managers for review
 - Attorney reviews referral for necessary criteria and communicates with Case Managers to assign assessment

2. **Assessment**
 - Case Manager conducts thorough personal assessment of alleged incapacitated person, reviews records and contacts any family members or persons involved to obtain additional background information
 - Staffing of case at Staff Meeting to determine eligibility for acceptance into Program
 - Attorney/Case Manager request any additional information necessary to prepare pleadings and follow up as necessary
3. **Preparation of Pleadings**
 - Paralegal prepares draft of pleadings for review and revision by Attorney
 - Pleadings are sent to Petitioner for review and execution
 - Pleadings are filed with the Court along with proposed Orders to waive fees
 - Paralegal schedules hearing and prepares proposed Orders for Court
4. **Hearing**
 - Attorney reviews examining committee reports and response from Court appointed attorney
 - Attorney attendance at Hearing
5. **After Appointment**
 - Application for public benefits and/or application as Representative payee by Financial Manager
 - Notification to facility and all medical providers of guardian appointment
 - Case manager meets with ward and care providers to review current status and goals
6. **Preparation of Initial Guardianship Reports**
 - Case Manager prepares Initial Guardianship Plan
 - Fiscal Manager prepares Verified Initial Inventory
 - Attorney reviews reports for filing with the Court
7. **Guardianship management (ongoing)**
 - Case Manager conducts a minimum of once per month visitation and communication with ward and service providers as needed
 - Case Manager purchases and delivers items to meet the needs of the ward
 - Fiscal manager receives income and arranges deposits into collective guardianship account
 - Fiscal Manager processes invoices for payment, issues payments to service providers
 - Case Manager prepares Annual Guardianship Plan
 - Fiscal Manager prepares Annual Guardianship Accountings
 - Paralegal/Attorney prepare petitions to the Court for authorization to act as required by law
8. **Termination of Guardianship**
 - Paralegal orders death certificate, if applicable, and prepares Suggestion of Death
 - Fiscal Manager prepares Final Report and Final Accounting
 - Fiscal Manager issues checks to pay any outstanding court fees
 - Paralegal prepares Petition for Discharge, Petition to Dispose of Personal Property, Report of Distribution and proposed Orders to terminate the guardianship