

## 5. SECTION B - SCOPE OF SERVICES:

### 5.1. Background

The Montgomery County Council and County Executive have identified a critical need to provide pro bono civil legal services for victims of intimate partner domestic violence.

Montgomery County (the "County") has requested the Sheriff's Office to contract with legal service providers to make the required services available to affected individuals. The objective of this service is to provide pro bono legal representation and legal advocacy in Protective Order and Family Law proceedings for survivors of intimate partner domestic violence in order to alleviate the financial burden of securing legal representation.

### 5.2. Intent

The County seeks qualified and experienced entities to provide pro bono civil legal services to Montgomery County victims of intimate partner domestic violence who are referred by the Sheriff's Office through the Family Justice Center. Services include, but are not limited to, representation at Protective Order hearings, representation in Family Law proceedings, legal advocacy and legal advice.

The County intends to award contracts to 3 highest vendors who exceed the minimum score required in section 7.1.3.

### 5.3. Scope of Services/Specifications/Work Statement

5.3.1. The contractor must provide civil legal services, including legal representation and legal advocacy for Protective Order and Family Law proceedings. Attorneys must be admitted to the Maryland State Bar Association and have the ability to practice law in the state of Maryland.

5.3.2. The contractor must provide the requested services at no cost to the referred individuals.

5.3.4. The contractor must have the ability to provide the requested services to non-English-speaking individuals.

5.3.5. The contractor must provide one or more of the following services to each individual referred by the Sheriff's Office, Family Justice Center:

5.3.5.1. Legal representation for Protective Order hearings.

5.3.5.2. Legal representation for Family Law proceedings.

5.3.5.3. Legal advocacy, including assistance completing legal documents and preparation for hearings or trials.

5.3.5.4. Legal consultation or advice.

5.3.6. The contractor must coordinate services with other agencies that are providing services to the individual through the Family Justice Center when and if possible.

5.3.7. The contractor must submit a monthly invoice to the Montgomery County Sheriff's Office within 10 days of the end of the billing period in a format approved by the Sheriff's Office to include an invoice number, invoice date, invoice period, contract number, purchase order number and a line-item list of the expenses being reimbursed. Backup documentation of all requested expenses must also be attached to the invoice.

5.3.8. All referrals for services under this contract must originate from the Sheriff's Office, Family Justice Center.

5.3.9. All staff having contact with referred individuals must submit to a criminal background check conducted by the Montgomery County Sheriff's Office.

**5.4 Contractor's Qualifications**

5.4.1. The contractor must provide civil legal services, including legal representation and legal advocacy for Protective Order and family law proceedings. Attorneys must be admitted to the Maryland State Bar Association and have the ability to practice law in the state of Maryland.

5.4.2. The contractor must have specialized training in working with victims of domestic violence.

5.4.3. The contractor must have experience working with domestic violence victims and/or other similar trauma populations.

5.4.4. The contractor must have a working knowledge of domestic violence and child abuse.

5.4.5. The contractor must have the ability to provide sufficient licensed, trained attorneys to offer pro bono civil legal services to individuals referred by the Sheriff's Office, Family Justice Center.

5.4.6. The contractor must have the ability to provide pro bono civil legal services to non-English-speaking individuals referred by the Sheriff's Office, Family Justice Center.

**5.5. Contractor's Responsibility**

5.5.1. The contractor must provide pro bono civil legal services to individuals who are victims of intimate partner domestic violence and have been referred by the Sheriff's Office, Family Justice Center. The services must be provided in accordance with the Scope of Services above (section 5.3.).

5.5.2. The contractor must submit monthly invoices to the Montgomery County Sheriff's Office in accordance with the Scope of Services above (section 5.3.).

**5.6. County's Responsibility**

5.6.1. The County will make referrals to the contractor through the network of service providers that make up the Montgomery County Family Justice Center, a co-location of multiple County agencies and non-profit organizations that provide services to victims of intimate partner domestic violence and their families.

5.6.2. The County will review and process monthly invoices from the contractor for payment within 30 days.

5.6.3. If requested, the County will provide workspace for the contractor at the Family Justice Center. The workspace will consist of a desk, chair and landline phone.

**5.7. Reports/Deliverables**

5.7.1. The contractor must provide a quarterly report via e-mail to the Sheriff's Office within 15 days of the close of each quarter. The report must include the following, at a minimum:

5.7.1.1. Number of individuals who received legal representation in a Protective Order proceeding.

5.7.1.2 Number of individuals who received legal representation in a Family Law proceeding.

5.7.1.3. Number of individuals who did not receive legal representation, but received legal advocacy services, including but not limited to, assistance with preparing or filing legal documents or preparation for hearings or trials.

5.7.1.4. Number of individuals who did not receive legal representation or advocacy, but received a legal consultation or legal advice.

5.7.1.5. Demographics of individuals served or currently being served, including gender identity, age and race/ethnicity.

## 6. SECTION C - PERFORMANCE PERIOD

### 6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement. The period in which Contractor must perform all work under the Contract begins July 1, 2026 and ends on June 30, 2027. Contractor must also perform all work in accordance with time periods stated in the Scope of Services. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term three (3) times(s) for one (1) year each.

### 6.2 PRICE ADJUSTMENTS

- 6.2.1 Prices quoted are firm for a period of two (2) years after execution of the contract. Any request for a price adjustment after this two-year period is subject to the following:
  - 6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee
  - 6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
  - 6.2.1.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
  - 6.2.1.4. The County will not approve a price adjustment request that exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request must be based upon the CPI for all urban consumers issued for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.
  - 6.2.1.5. The County will approve only one price adjustment for each contract term, if a price adjustment is approved.
  - 6.2.1.6. The price adjustment, including its effective date, must be incorporated into a written contract amendment.
- 6.2.2. If pricing is based on percentage discounts, the percentage discount is fixed throughout the term of the contract.

## 7 SECTION D - METHOD OF AWARD/EVALUATION CRITERIA