



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<http://sedgwickcountv.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#14-0106
LEGAL SERVICES FOR SELF-INSURED WORKERS' COMPENSATION

November 4, 2014

Sedgwick County, Kansas ("County") is seeking an attorney or law firm to provide legal services for the County's Self-Insured Workers' Compensation program. This may include cases in which Medicare is involved, which would likely require that the County's workers' compensation claim be the primary payer for medical benefits. Legal services will be utilized on a case-by-case basis under the direction of the Sedgwick County Risk Manager, in consultation with the County Counselor. No particular amount of business can be guaranteed. The decisions, recommendations, and advice of outside counsel will be subject to review and approval by the Sedgwick County Risk Manager and the Sedgwick County Counselor.

This Request for Proposal provides specific information necessary to aid participating attorneys or firms in formulating a thorough response. Should you elect to participate, complete one (1) original and three (3) copies of the attached Proposal Response Form, along with any additional applicable information and return in a sealed envelope to the Sedgwick County Purchasing Department, located at 525 N. Main St., Suite 823, Wichita, KS 67203 on or before **1:45 P.M. (CST), Tuesday, November 18, 2014**. Late responses will not be accepted and will not receive consideration for final award.

Proposals (including final contracts) may be subject to public disclosure under the Kansas Open Records Act upon request after a selection is made.

Joe Thomas, C.P.M.
Purchasing Director

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1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is seeking a solution to its Workers' Compensation legal representation needs, as described on the cover page and in the following Background Information section. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, availability or capability may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the County. The criteria to be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule meetings with vendors, after receipt of all proposals. A Contract will be awarded to a qualified vendor submitting the best proposal as determined by the County Counselor. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

2. BACKGROUND INFORMATION and SCOPE OF SERVICES

Sedgwick County is interested in receiving proposals that provide competent and cost effective legal defense, including appellate services and Medicare claims, in the Workers' Compensation field. Retained counsel will be assigned on a case-by-case basis. There is no assurance that selection as workers' compensation counsel for Sedgwick County will result in any minimum number of case referrals. Sedgwick County Risk Management, in consultation with the Sedgwick County Counselor, will be responsible for referral of cases.

Sedgwick County has a self-insured plan that is self-administered by the County Risk Management office. The plan averages 300 on-the-job injury incident reports each year with approximately 2,700 employees and approximately 300 covered volunteers.

Prior to 2003, Lee Kinch was the contracted workers' compensation attorney. The County was contracted with McDonald, Tinker, Skaer, Quinn & Herrington from 2003 through January 2013. The contract was transferred to the Martin Law Office in January 2013. The services provided by these firms was and is appropriate. However, Sedgwick County deems it prudent to periodically issue an RFP (Request for Proposal) for these services. The chart in **Appendix A** contains historical data of litigated claims. The chart in **Appendix B** shows the attorney and associate hours billed in 2013 and 2014.

Each proposal must contain a statement of the maximum annual compensation for which the attorney/firm is willing to render service to Sedgwick County. If you are not willing to cap annual compensation state "**CAP NOT PROVIDED**" on the proposal response form.

Sedgwick County is interested in proposals that will obtain quality service for Sedgwick County at competitive fees. County and Risk Management are moving to a paperless system. E-mail and electronic files are the standard. For the most part, paper documents/files will be considered an exception. All files, paper or electronic, remain the property of Sedgwick County. A copy of all court documents and pertinent correspondence will be submitted to County Risk Management. Existing files will be transferred to the successful proposer.

Each proposal must provide fees for each type of service rendered based on hourly or flat rates, or a combination of the two. Each proposal must provide a rate for professional services as follows:

1. For litigation in connection with Workers' Compensation claims against Sedgwick County (including rates for trial, appellate work and Medicare work).
2. For legal advice as requested from time to time by Risk Management or the County Counselor's office.
3. For "Friendly Settlement Hearings."
4. For providing status reports to Risk Management on all litigated claims and monthly billing reports to the County Counselor and Risk Manager by the 25th of each month.
5. For providing copies of correspondence and pleadings on all litigated claims to Risk Management.
6. For rates for all other legal services on the basis of time spent and actual expenses incurred.

Include any minimum charges, rates/charges for expenses, i.e. postage, copying, etc., together with a sample billing. [All billing must include a detailed description of the work completed identifying the attorney and the time (hours or partial hours) spent on each task]. Further identify any outside individuals or agencies used by your firm for special investigations, etc., and the fee charged by these individuals or agencies.

The successful proposer will be required to meet with Sedgwick County officials and the WC Medical Consultant monthly for the purpose of evaluation and resolution of claims. The firm will keep Sedgwick County abreast of any changes in pertinent law and the expected impact of such changes.

3. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal and any interviews required to verify the ability of proposer to provide services in response to this document. Responses will be judged on the following criteria:

1. Meeting or exceeding all Request for Proposal conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Meeting Minimum Qualifications and all Mandatory Requirements as outlined herein.
3. Proposing services described herein with the most advantageous and prudent methodology and costs to the County.
4. Provide references for whom similar services have been provided in the last 3 years, include location, contact person, telephone number, length of contract and any other pertinent information related to this type of project.

Information provided by respondents in response to this Request for Proposal will be considered confidential by the County throughout the selection process, to the extent permitted by law.

Those submitting a proposal do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County, or for participating in any selection interviews.

4. MINIMUM QUALIFICATIONS

The successful proposer shall have the following minimum qualifications:

1. Be licensed with the State of Kansas and be a member in good standing of the Kansas Bar Association. Submit a copy of your license.
2. Have carried a caseload of Workers' Compensation cases during the 5 years immediately preceding this proposal.
3. Be thoroughly knowledgeable about the State of Kansas Workers' Compensation laws.
4. Be knowledgeable and have some experience dealing with the Medicare Secondary Payer regulations.

5. MANDATORY REQUIREMENTS

The following mandatory requirements must be met by the successful attorney/firm ("firm"):

1. Submit a statement describing the firm's present and projected workload, staffing and ability to provide prompt, quality legal services at competitive rates.
2. Submit a statement disclosing any current, pending, or potential disciplinary action or malpractice claims or other like proceedings against any partner or associate of your firm.
3. Submit a list of references for your Kansas Workers' Compensation practice and any other information that your firm deems relevant and useful to the selection of legal counsel.
4. Submit the name of the lead attorney, and a brief biography of said attorney, who will be responsible for handling the County's claims and will serve as the contact person on behalf of the firm.
5. Submit a list of clients for whom your firm provides Workers' Compensation defense and, for your firm, the percentage of Workers' Compensation defense representation versus claimant representation.
6. Disclose any actual or potential conflicts of interest with Sedgwick County, its officers, agents and employees.

6. CONTRACT PERIOD

A contractual period for services will begin approximately January 1, 2015, and continue through December 31, 2015, with the right of Sedgwick County to renew for five (5) additional one (1) year periods unless either party gives ninety (90) days prior written notice of discontinuing said contract.

If, through any cause, the successful firm shall fail to fulfill, in a timely and proper manner, its obligations under this contract, or if the successful firm shall violate any of the covenants, agreements or stipulations of this contract, the County shall thereupon have the right to terminate this contract, by giving a thirty (30) day written notice. In the event of such termination for cause, the successful firm shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the termination of this contract.

7. PAYMENT TERMS

Payment for all specified services to the successful proposer will be made following:

1. Monthly invoicing, including itemized statement; and
2. Verification by Risk Management that the specified services have been completed.
3. Electronic billings should be submitted to Mick.McBride@sedgwick.gov and Richard.Euson@sedgwick.gov

8. CONFIDENTIAL MATTERS and DATA OWNERSHIP

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

9. QUESTIONS and CLARIFICATIONS

Questions regarding this document and/or the purchasing process must be submitted in writing to Joe Thomas at Joseph.Thomas@sedgwick.gov and technical questions must be submitted in writing to Mick McBride at Mick.McBride@sedgwick.gov all by 5:00 P.M. (CST) Monday, November 10, 2014. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp under Current RFPs/RFQs by 5:00 P.M. (CST) Wednesday, November 12, 2014. **Vendors are responsible for checking the website and acknowledging any addenda on their Proposal Response Form.**

10. INDEMNIFICATION

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

11. TERMINATION

The County reserves the right to cancel the contract and discontinue service with a thirty (30) day written notice as a result of the failure of the contracted provider to provided acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm to provide services.

12. INSURANCE

The Firm shall maintain malpractice insurance coverage in force for the life of this contract. Firm shall provide a certificate of insurance to Sedgwick County before a contract is signed, and annually thereafter, to the County Risk Management office.

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable State Statutory Employer's Liability

Employer's Liability Insurance: \$100,000.00

Contractor's Liability Insurance:

Form of insurance shall be by a Commercial General Liability and include
Automobile comprehensive/liability

Bodily Injury:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Property Damage:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Person Aggregate \$500,000.00

General Aggregate \$500,000.00

Automobile Liability-Owned, Non-owned and Hired

Bodily Injury Each Person \$500,000.00

Bodily Injury Each Occurrence \$500,000.00

Professional Liability

\$500,000.00

13. TENTATIVE TIMELINE

The following dates are provided for information purposes and are subject to change without notice:

- Request for Proposal Issued -----November 4, 2014
- Question Submittal Deadline by 5:00 P.M. CST-----November 10, 2014
- Addendum Issued by 5:00 P.M. CST-----November 12, 2014
- Proposal Due Date by or before 1:45 P.M. CST-----November 18, 2014
- Proposal Evaluations -----November 18-19, 2014
- Bid Board Recommendation -----November 20, 2014
- Board of County Commissioners Award -----December 3, 2014

14. GENERAL CONTRACT PROVISIONS

1. AUTHORITY TO CONTRACT.

A. Affirmation of Legal Authority. Contractor assures it possesses legal authority to contract these services; that resolution, motion or similar action has been duly adopted or passed as an official act of Contractor's governing body, authorizing the signing of this contract, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of Contractor to act in connection with the application and to provide such additional information as may be required.

B. Required Documentation. Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.

2. RELATIONSHIP of PARTIES.

It is agreed that the legal relationship between Provider and County is of a contractual nature. Both parties assert and believe that Provider is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Provider is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Provider, and employees of Provider, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Provider, and employees of Provider, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Provider.

3. PERSONNEL.

A. Qualified Personnel. Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this contract.

B. Minimum Wages. Contractor will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

C. Employee Conflict of Interest. Contractor shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

D. Contractor's Safeguard. The parties to this agreement recognize that entities or persons providing government-funded services to the public are the subject of public scrutiny. Consequently, by entering into this agreement Contractor assumes an affirmative and ongoing duty during the pendency of this contract to maintain compliance with requirements set forth in subsection E below. Such compliance requires the use of criminal or other legal background checks upon all personnel or agents providing services pursuant to this agreement, or administering the funds conveyed under this agreement.

E. Participant Safeguard. Contractor certifies that:

1) Persons convicted of any felony, drug or drug-related offense, crime of falsehood or dishonesty, crime of moral turpitude or crime against another person during the ten-year period concluding on the date of execution of this contract or during the pendency of this contract, or any individual who is known by provider to have had a prior employment history of abuse, neglect or exploitation of children or vulnerable adults, shall not be permitted to administer this contract or handle the funds conveyed under this contract;

2) Persons with convictions for crimes against persons, for crimes of moral turpitude, including, but not limited to, sex offenses and crimes against children, or any individual who is known by provider to have had a prior employment history of abuse, neglect or exploitation of children or vulnerable adults, shall not be permitted to provide services or interact in any way with persons served pursuant to this contract; and

3) Persons having been convicted of a serious driving offense, including but not limited to driving under the influence of alcohol or a controlled substance, during the five-year period concluding on the date of execution of this contract, or during the pendency of this contract, shall not be permitted to operate a vehicle in which a person served pursuant to this contract is a passenger. For purposes of this section, "serious traffic offense" shall not include any offense deemed a "traffic infraction" under K.S.A. 8-2116 and 8-2118.

4) Any question concerning the interpretation of this subsection E and/or its application to an individual shall be referred to the Director of the Agency administering the funding of this agreement for the County. The Director's decision shall be final for purposes of compliance with this contract. The term "conviction" shall include convictions from any federal, state, local, military, or other court of competent jurisdiction, and shall include being placed into a diversion or deferred judgment program in lieu of prosecution. Provider shall not be held accountable for cases in which diversions or deferred judgments are not reflected in an individual's criminal record, or for expunged convictions, if Provider would have no other reasonable way of knowing of these acts.

F. It is understood that this contract may be revoked at the discretion of the County if Contractor is in violation of Subsection E.

No penalty shall be assessed to the County for revocation of this agreement in the event of a breach of any portion of Appendix A, Section 3.

4. PROHIBITION OF CONFLICTS OF INTEREST.

A. **Interest of Public Officials and Others.** No officer or employee of County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project shall participate in any decision relating to this contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of County or any member of its governing body or other public official have any interest, direct or indirect, in this contract or the proceeds thereof.

B. **Interest of Contractor.** Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract.

C. **Employee Conflicts.** Situations in which 1) an employee of the County shall also be an employee of Contractor at time of agreement, 2) an employee of Contractor seeks additional/alternate employment with County during pendency of agreement, or 3) an employee of County seeks additional/alternate employment with Contractor during pendency of agreement, shall require written notice to the County at the addresses listed in Section Twenty (20) below. The County shall make every effort to assure that such employees do not have any authority to approve 1) grant funds, 2) agreements, or 3) affiliate status to the Contractor or Contractor's competitors.

D. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Contractor to implement this contract will provide notice to prospective bidders that County's conflict of interest provision is applicable in that contractors who develop or draft specifications, requirements, statements of work and/or RFP's for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

5. FUNDING.

A. **Reprogramming of Funds.** It is understood and agreed that in the event the amount of funds County actually receives from the County mill levy is less than anticipated, County may decrease the total compensation and reimbursement to be paid hereunder.

B. **Inability to Perform Contract.** It is further understood and agreed that in the event Contractor's rate of progress on this contract is leading to underspending due to inability to provide services at planned levels, County may decrease the total compensation and reimbursement to be paid hereunder or withdraw from the agreement.

C. **Cash Basis and Budget Laws.** The right of the County to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of this Agreement the County reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.

D. **Non-Supplanting Existing Funds.** Contractor assures that grant funds made available under County mill levy grants and administered under this contract will not be used to supplant existing funds or other funding sources, but will be used to increase the amounts of those other funding sources.

E. **Unexpended funds.** It is agreed by Contractor and County that upon termination or expiration of the contract, any unexpended funds shall be returned to County.

6. RECORDS, REPORTS AND INSPECTION.

A. **Documentation of Costs.** All costs incurred by Contractor for which Contractor purports to be entitled to reimbursement shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this contract shall be clearly identified and readily accessible to both parties to this agreement.

B. **Maintenance of Records.** Except as otherwise authorized by County, Contractor shall retain such documentation for a period of three (3) years after receipt of the final expenditure report under this contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

C. **Reports.** During the term of this contract, Contractor shall furnish to County, in such form as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Contractor will be withheld by County if Contractor fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.

D. **Audit.** Contractor shall provide for an annual independent audit of its financial records and shall provide a copy of said audit to County, upon request. If not otherwise required by law to perform an audit and upon approval by County, Contractor may provide a copy of a financial balance sheet developed by a reputable accountant/accounting firm instead of a formal audit.

E. **Availability of Records.** Contractor agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.

F. **Contractor's Purchasing Procedure.** Contractor certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Contractor agrees to make available a written description of its purchasing procedures if requested by County.

G. **Confidentiality.** Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.

7. METHOD OF BILLING AND PAYMENT.

A. **Billing Procedures.** Contractor agrees that billings and payments under this contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Sedgwick County, Kansas. Subject to the maximum amount of compensation prescribed on Page 1, Section 3 of this contract, payment shall be made after the receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by this contract.

B. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in Section Six (6) above.

C. **Reimbursement Restrictions.** Payments shall be made to Contractor only for items and services provided to support the contract purpose when such items and services are specifically authorized by this agreement. County reserves the right to disallow reimbursement for any item or service billed by Contractor if County believes that such item or service was not provided to support the contract purpose or was not authorized by the contract.

D. **Pre-disbursement Requirements.** Contractor must provide to County the documentation required pursuant to this contract prior to any disbursements being made by County to Contractor.

E. **Mailing Address.** Payments shall be mailed to Contractor's address as listed in paragraph 20 below.

8. PARTICIPANT INPUT.

Contractor shall provide persons receiving services funded pursuant to this contract with an opportunity to assess and evaluate the program at least once during the contract term, unless such requirements are more specifically addressed elsewhere in this agreement or by statute.

9. LICENSES, PERMITS AND INSURANCE.

Contractor shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out this contract. Contractor shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation by County, in its discretion.

10. INSURANCE REQUIREMENTS

Contractor shall annually provide a certificate of insurance to verify liability insurance. Sedgwick County shall be listed as an additional insured on the general liability policy, and the certificate should provide for at least a 10 day written notice of cancellation. If Contractor transports clients during services provided for under this agreement, evidence of auto insurance on the Certificate is required. Contractor shall also annually provide evidence of Professional Liability insurance, as appropriate.

11. EPA APPROVED BUILDING.

Contractor will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the contract are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the contract is under consideration for such listing by the EPA.

12. ACCESSIBILITY.

Contractor will comply with the Rehabilitation Act of 1973, as amended, Section 504, which prohibits discrimination against handicapped persons in employment services, participation and access to all programs receiving federal financial assistance. Contractor shall also comply with applicable requirements of the Americans With Disabilities Act (ADA), as amended, which is a federal anti-discrimination

statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying equal treatment by state and local governments and their agencies in employment practices and accessibility in public services and programs.

13. ASSIGNMENT.

Neither this contract nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other.

14. SUBCONTRACTING.

None of the work or services covered by this contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to applicable requirements set forth in this contract and in its appendices, exhibits and amendments, if any.

15. PUBLICATION OF CONTRACT RESULTS.

A. **Copyright.** If this contract results in a book or other material which may be copyrighted, the author is free to copyright the work. County reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use all copyrighted material and all material which can be copyrighted.

B. **Documentation of originality or source.** All published material and written reports submitted under this contract or in conjunction with the third party agreement under this contract will be originally developed material unless specifically provided for otherwise. Material not originally developed included in reports will have the source identified either in the body of the report or in a footnote, whether the material is in a verbatim or extensive paraphrase format. All published material and written reports shall give notice that funds were provided by a grant from County.

16. COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.

A. **Service Standards and Procedures.** Contractor shall perform the services set forth in this contract in compliance with applicable standards and procedures specified in Appendix B which covers the specific purpose, goals and objectives of this agreement.

B. **Governing Law.** This contract shall be interpreted under and governed by the laws of the State of Kansas.

C. **Compliance With Law.** Contractor shall comply with all applicable local, state and federal laws and regulations, in carrying out this contract, regardless of whether those legal requirements are specifically referenced in this agreement.

D. **Access to Meetings.** Contractor agrees to grant access to County to meetings of its managing board or committee during that time when matters involving use of County grant funds are discussed, if requested by County.

17. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION.

In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible participant pursuant to K.S.A. 44-1001 *et seq.*

A. Contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin, or ancestry.

B. In all solicitations or advertisements for employees, Contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

C. If Contractor fails to comply the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended, in whole or in part, by County.

D. If Contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended, in whole or in part by County.

E. Contractor shall include the provisions of paragraphs A through D inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

F. The provisions of this section shall not apply to a contract entered into by a contractor who: 1) employs fewer than four employees during the term of this contract; or 2) whose contracts with the County cumulatively total \$5,000.00 or less during the fiscal year of the County pursuant to *K.S.A. 44-1031(c)*.

18. TERMINATION OF CONTRACT.

A. **Termination for Cause.** If Contractor shall fail to fulfill in a timely and proper manner its obligations under this contract, or if Contractor shall violate any of the terms, covenants, conditions, or stipulations of this contract, County shall thereupon have the right to

terminate this contract by promptly giving written notice to Contractor of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in this contract and any appendices, exhibits or amendments thereto, if any.

In the event of termination, such information prepared by Contractor to carry out this contract, including data, studies, surveys, records, drawings, maps and reports shall, at the option of County, become the property of the County and be immediately turned over to the County. Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, Contractor shall not be relieved of liability to County by virtue of any breach of this contract by Contractor and County may withhold any payments to Contractor for the purpose of set off until such time as the exact amount of damages due County from Contractor are determined.

B. Termination of Contract on Other Grounds. Except for paragraph A above, this contract may be terminated in whole or in part by either party, upon thirty (30) days written notice to the other party, stating the reasons(s) for the termination and the effective date of the termination. A partial termination shall also be specified in writing by the terminating party and shall not be effective unless and until the other party has given its written assent thereto. When this contract is terminated, Contractor shall not incur new obligations for the terminated portion after the effective date of the termination and shall cancel as many outstanding obligations as possible. County shall allow full credit to Contractor for the grant share of the non-cancelable obligations properly incurred by Contractor prior to termination. Whether this contract is canceled by County or Contractor as provided herein, Contractor shall be paid for work satisfactorily completed, so long as the provisions applicable to Billing and Payment have been met by Contractor.

19. INDEMNIFICATION AGREEMENT.

Both parties hereby expressly agree and covenant that they will hold and save harmless and indemnify the other party, its officers, agents, servants and employees from liability of any nature or kind connected with the work to be performed hereunder arising out of any act or omission of such party or of any employee or agent of that party to the degree such indemnification is allowed by law.

20. NOTIFICATION.

Notifications required pursuant to this contract shall be made in writing and mailed to the addresses shown below. Such notification shall be deemed complete upon mailing.

County: Sedgwick County Purchasing Office
Attn: Contract Notification
Sedgwick County Courthouse
525 N. Main, Suite 823
Wichita, KS 67203

and

Sedgwick County Counselor=s Office
Attn: Contract Notification
Sedgwick County Courthouse
525 N. Main, Suite 359
Wichita, KS 67203-3790

Contractor: _____

21. Amendments to Agreement. To provide necessary flexibility for the most effective execution of this contract, whenever both County and Contractor mutually agree, changes to this contract may be effected by placing them in written form and incorporating them into this contract.

22. Certificate of Tax Clearance. Annually Contractor shall provide County with a certificate of tax clearance from the State of Kansas certifying Contractor has paid all state taxes. The statement of tax clearance must be provided before contract renewal/initiation and be dated no more than 30 days prior to beginning date of the contract term.

23. Debarment/Suspension. Contractor acknowledges that as part of the Code of Federal Regulations (2 C.F.R. Part 180) a person or entity that is debarred or suspended in the Excluded Parties List System (EPLS) shall be excluded from Federal financial and nonfinancial

assistance and benefits under Federal programs and activities. All non-federal entities, including Sedgwick County, must determine whether the Contractor has been placed on the Excluded Parties List System (EPLS) and any federal funding received or to be received by Sedgwick County in relation to this Agreement prohibits Sedgwick County from contracting with any Contractor that has been so listed. In the event the Contractor is debarred or suspended under the EPLS, the Contractor shall notify Sedgwick County in writing of such determination within five (5) business days as set forth in the Notice provision in this Agreement. Sedgwick County shall have the right, in its sole discretion, to declare the Agreement terminated for breach upon receipt of the written notice. Contractor shall be responsible for determining whether any sub-contractor performing any work for Contractor pursuant to this Agreement has been debarred or suspended under EPLS and to notify County within the same five (5) business days, and with the County reserving the same right to terminate for breach as set forth herein.

15. REQUEST FOR PROPOSAL CONDITIONS

In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. Pricing offered in the proposal document will be provided to other local governments and governments whom Sedgwick County regularly enters into agreements.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
4. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
5. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
6. Proposals may not be withdrawn for a period of 120 days following the opening of this *Request for Proposal*. Prices **MUST** also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.
7. Proposers **MUST** return the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, 525 North Main, 8th Floor, Suite 823, Wichita, KS 67203, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt. Bids and Proposals will be opened and acknowledged at 2:00 p.m. the same day and location unless other specified.
8. Envelopes/container containing Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
9. Sedgwick County interprets the term "lowest responsible and best bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
10. All requested information must be supplied. If proposers cannot respond to any part of this request proposers should state the reason they cannot respond. Proposers may provide supplemental information, if necessary, to assist Sedgwick County in analyzing their proposal.

11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and shall become binding for all terms set forth herein, when it is accepted by the service provider by acknowledgment or performance, and subject to the terms and conditions of the County to be memorialized by written agreement.
12. After the award, if the successful contractor/supplier refuses or fails to make deliveries of the materials/services within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The proposer responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
14. If a response to this Request for Proposal is accepted, the proposer agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer.
15. Prior to a vendor being awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
16. Sedgwick County will not award to any vendor that is currently listed in the exclusion records of the SAM (System for Award Management) website maintained by the General Services Administration (GSA) or to any vendor presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
17. The proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
18. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
19. Sedgwick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
20. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
21. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.

22. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
23. Unless specified elsewhere in the document, all prices quoted must be F.O.B. Destination, Freight Prepaid and Allowed, which will include all delivery, handling, and any other charges related to delivery including surcharges.
24. The successful proposer may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable. If the successful proposer is a business associate as that term is defined under HIPAA, the contract shall include the County's standard business associate addendum. A copy of that standard addendum is available on request.
25. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information.
Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.
26. The Proposer agrees to comply with K.S.A. 44-1030, and hereby agrees that:
 - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
27. The successful proposer agrees all project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Act (ADA), including the 2008 ADA Amendments Act, and 2010 ADA Standards for Accessible Design.
28. The successful proposer agrees all contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the 2010 ADA Standards for Accessible Design. Any violation of the provisions of the ADA or 504, or specification deficiencies, should be reported to the county's ADA coordinator. Failure to notify the county's ADA coordinator for remedy may be considered a breach of contract and may be grounds for cancellation, termination for suspension, in whole or in any part of the contract. All construction plans will have the county's ADA coordinator approval prior to beginning any work.
29. Sedgwick County is desirous of allowing as many Kansas vendors as possible the opportunity to participate including minority men and women-owned businesses, and small businesses in the roles of providing goods and services to Sedgwick County. If your company does not fall into any of these categories, your efforts to contract with vendors who do fall into these categories are appreciated. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.

30. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division, or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
31. No gifts or gratuities of any kind shall be offered to any County employee at any time.
32. The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing among all vendors.
33. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

16. PROPOSAL CONTENT

Proposal response must include the following:

1. Proposal Response Form completed and signed. Acknowledge any addenda issued on the proposal response form. **Fill out information requested for hourly rates/fees on page 18 titled PRICING.**
2. Detailed information outlining responses to our proposal request and the services you will provide. Narrative should clearly address all items listed in Section 2 (Scope of Services), Section 4 (Minimum Qualifications) and Section 5 (Mandatory Requirements) as outlined in this document. Discuss your company's experience providing similar services and capacity to provide services to County.
3. Provide a synopsis of your proposal describing how it fulfills Sedgwick County's program concept, requirements and goals.
4. Provide a statement of the respondent's background, experience and understanding of services required, including experience with the Medicare Secondary Payer Act. **Does your firm represent Workers' Compensation Claimants?**
5. Identify the staff that would be involved in providing services to Sedgwick County, with a description of their qualifications.
6. Identify any outside firms used by your firm for special investigations, etc., and the fee charged by these agencies.
7. Submit a statement describing your firm's present and projected workload, staffing and ability to provide prompt, quality legal services at competitive rates.
8. Submit a statement disclosing any current, pending, or potential disciplinary action or malpractice claims or other like proceedings against any partner or associate of your firm. **Has your firm ever represented a claimant in any action against Sedgwick County?**
9. Describe any characteristics or capabilities, which may make your firm uniquely qualified to provide the services to Sedgwick County.
10. Provide at least four (4) references for which your organization has conducted similar services during the last three (3) years. Include name of business, address, phone number, contact person, title, date of services and scope of services.
11. Any additional information necessary to assist the County in evaluating your proposal may be attached to your proposal.
12. Provide one (1) original and three (3) copies of the Proposal Response Form and Pricing form and additional requested information.

PROPOSAL RESPONSE FORM
RFB# 14-0106
LEGAL SERVICES FOR SELF-INSURED WORKERS' COMPENSATION

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the Proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____ STATE _____

INCORPORATED _____

COMPANY WEBSITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____
 Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman Owned Business _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.segwickcounty.org/finance/purchasing.asp.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

- Yes, I would like to be on the emergency vendor list.
- No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ Emergency Contact Name: _____

After Hours Fax #: _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____

PRICING

Fees based on hourly rates or flat fees or combination of both for Scope of Services (as listed on pages 3 and 4):

Item No.	Scope of Service	2014	2015	2016	2017	2018
1.	LITIGATION					
	Lead Attorney					
	Associate Attorney					
	Legal Assistant					
	Clerical					
2.	LEGAL ADVICE					
	Lead Attorney					
	Associate Attorney					
	Legal Assistant					
	Clerical					
3.	FRIENDLY SETTLEMENT					
	Lead Attorney					
	Associate Attorney					
4.	STATUS REPORTS					
	Lead Attorney					
	Associate Attorney					
	Legal Assistant					
	Clerical					
5.	COPIES					
	Lead Attorney					
	Associate Attorney					
	Legal Assistant					
	Clerical					
6.	ALL OTHER					
	Lead Attorney					
	Associate Attorney					
	Legal Assistant					
	Clerical					
7.	ANNUAL FEES (NOT TO EXCEED)					

Are you willing to not charge for research (other than unusual, with prior approval), faxes, word processing or communication charges, normal copying and travel time to and from Sedgwick County?

_____ **YES** or _____ **NO**

APPENDIX A - HISTORICAL DATA

10/3/14 2:21 PM

WC Litigated Claims

Claim Number	Claim Status Desc	Event Date	Event Year
WC199191130	Open Litigated	4/18/1991	1991
WC199393013	OPEN - EXCESS	1/17/1993	1993
WC199494408	OPEN - EXCESS	12/24/1994	1994
WC199696060	Open Litigated	2/12/1996	1996
WC199797120	Open Litigated	5/9/1997	1997
WC199797292	Open Litigated	10/17/1997	1997
WC199898094	Open Litigated	4/2/1998	1998
WC199999142	Open Litigated	6/23/1999	1999
WC200000103	Open Litigated	1/6/2000	2000
WC200101125	Open Litigated	4/6/2001	2001
WC200202031	Open Litigated	2/2/2002	2002
WC200303060	Open Litigated	3/21/2003	2003
WC200303124	Open Litigated	5/6/2003	2003
WC200303137	Open Litigated	5/19/2003	2003
WC200404044	Open Litigated	2/10/2004	2004
WC200404266	Open Litigated	9/22/2004	2004
WC200505304	Open Litigated	10/4/2005	2005
WC200707108	Open Litigated	4/11/2007	2007
WC200808045	Open Litigated	1/31/2008	2008
WC200808086	Open Litigated	3/18/2008	2008
WC200808196	Open Litigated	7/8/2008	2008
WC200909009	Open Litigated	1/3/2009	2009
WC200909064	Open Litigated	3/3/2009	2009
WC200909098	Open Litigated	4/8/2009	2009
WC200909242	Open Litigated	9/23/2009	2009
WC201010270	Open Litigated	8/18/2010	2010
WC201010282	Open Litigated	9/5/2010	2010
WC201010317	Open Litigated	10/14/2010	2010
WC201010366	Open Litigated	12/10/2010	2010
WC201111003	Open Litigated	12/29/2010	2010
WC201111013	Open Litigated	1/11/2011	2011
WC201111016	Open Litigated	1/19/2011	2011
WC201111042	Open Litigated	11/20/2010	2010

APPENDIX A - HISTORICAL DATA

WC201111159	Open	Litigated	5/27/2011	2011
WC201111188	Open	Litigated	7/10/2011	2011
WC201212003	Open	Litigated	1/9/2012	2012
WC201212025	Open	Litigated	2/1/2012	2012
WC201212040	Open	Litigated	2/15/2012	2012
WC201212041	Open	Litigated	2/15/2012	2012
WC201212098	Open	Litigated	1/24/2012	2012
WC201212122	Open	Litigated	5/7/2012	2012
WC201212208	Open	Litigated	8/3/2012	2012
WC201212254	Open	Litigated	10/4/2012	2012
WC201212271	Open	Litigated	11/5/2012	2012
WC201212278	Open	Litigated	11/24/2012	2012
WC201313015	Open	Litigated	2/1/2013	2013
WC201313018	Open	Litigated	2/2/2013	2013
WC201313060	Open	Litigated	3/14/2013	2013
WC201313064	Open	Litigated	3/13/2013	2013
WC201313173	Open	Litigated	8/13/2013	2013
WC201313175	Open	Litigated	8/14/2013	2013
WC201313217	Open	Litigated	9/27/2013	2013
WC201313283	Open	Litigated	12/23/2013	2013
WC201414052	Open	Litigated	3/6/2014	2014
WC201414083	Open	Litigated	3/26/2014	2014
	55			

APPENDIX B

Work Comp Legal Hours Billed 2013 & 2014

Services provided by Martin Law Office

2013

Legal Hours

	<u>Jan - Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD Total</u>
Attorney	84.00	40.70	43.20	40.50	43.40	42.40	40.50	29.40	24.40	34.30	422.80
Associate	68.40	26.40	33.00	21.50	32.70	36.30	31.30	26.30	20.30	21.00	317.20

2014

Legal Hours

	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD Total</u>
Attorney	37.50	57.10	56.40	51.90	35.70	38.50	20.50	17.40	0.00	0.00	0.00	0.00	315.00
Associate	29.20	38.10	27.90	34.20	30.80	22.20	17.00	16.30	0.00	0.00	0.00	0.00	215.70

Summary

	<u>2013</u>	<u>2014</u>
Total Attorney Work Comp Hours Billed:	422.80	315.00
Total Associate Work Comp Hours Billed:	317.20	215.70
Total Work Comp Hours Billed:	740.00	530.70

APPENDIX C – SAMPLE INVOICE

_____, **Attorney**
_____, Legal Assistant
_____, Legal Assistant

Email addresses
Email addresses
Email addresses

Invoice Date

Sent Via E-Mail

Mick McBride
Department of Risk Management
Sedgwick County, Kansas
525 N. Main Street, Suite 1150
Wichita, Kansas 67203-3728

Re: Billing Statements for Legal Services and Disbursements for August 2014

Dear Mick:

Enclosed are our monthly statements representing work performed and expenses advanced by this firm on behalf of Sedgwick County for the month of August 2014. Also enclosed is a summary showing our firm's fees and expenses for each case for the same period. The total amount owed is **\$X,XXX.XX**.

If you have questions or concerns you wish to discuss regarding these statements, please do not hesitate to call. Thank you for allowing our firm to be of service to you.

Very truly yours,

Signature

Attorney's Name

Enclosures

cc: Richard A. Euson (via e-mail, w/enc.)
Tammy Brandt (via e-mail, w/enc.)
Tyler DeBarea (via e-mail, w/enc.)

APPENDIX C – SAMPLE INVOICE

Law Office Name

Law Office Address

Law Office Phone Number

IRS ID No: _____

Billing Date: _____

Total Pages: _____

FEE AND EXPENSE STATEMENTS
FOR SERVICES PERFORMED DURING THE MONTH OF AUGUST 2014
FOR WORKERS' COMPENSATION CASES

File No.	Adverse Party	Fees	Expenses	TOTAL for Month	Last Month's Total to Date	TOTAL Year to Date
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Timekeeper	Total Hours	Rate	Billed Amount
Attorney Name	0.0	\$0.00	\$0.00
Assistant Name	0.0	\$0.00	\$0.00
TOTAL			\$0.00

APPENDIX C – SAMPLE INVOICE

LAW OFFICE NAME

LAW OFFICE ADDRESS

LAW OFFICE PHONE

Attn: Mick McBride
 Sedgwick County
 525 N. Main, Ste. 1150
 Wichita, KS 67203

Statement Date: Month Day, Year
 Statement No. 0000
 Account No. 0.00
 Page: 1

RE: EMPLOYEE NAME

DOA 01/01/14

		Rate	Hours	
01/01/2014	Details of service provided	0.00	0.00	00.00
	Details of service provided.	00.00	0.00	0.00
	Total for services rendered		0.00	00.00

		Recapitulation		
Timekeeper		Hours	Rate	Total
Attorney's Name		0.00	\$0.00	\$0.00
Assistants Name		0.00	\$0.00	\$0.00

Total Current Work

Balance Due

Timekeeper	Total Hours From 01/01/14 to 08/31/14	Rate	Billed Amount From 01/01/14 to 08/31/14
Attorney	0.00	\$ 0.00	\$0.00
Assistant	0.00	\$ 0.00	\$ 0.00
TOTAL			\$ 0.00