

Request for Qualifications

The Trumbull County Commissioners is issuing a public Request for Qualifications (RFQ) for legal professional services related to oversight, guidance, and compliance for funds allocated to Trumbull County, Ohio under the American Rescue Plan Act (ARPA).

The selected legal professional(s) must display the following:

- Evaluating the project overall viability
- Advisement on financial reporting
- Administrative requirements
- Guidance on potential ARPA sub recipient contracts

The selected legal professional must be available 8:30 am to 4:30 pm Monday-Friday in order to provide technical/legal assistance to Trumbull County. Correspondence may be done by phone, email or virtual meetings. The contract will terminate no later than December 2026.

The Request for Qualifications package may be obtained by contacting Paula Vivoda-Klotz:

(330) 675-2451 or cevivoda@co.trumbull.oh.us

Information can also be obtained via Trumbull County website.

The Request for Qualifications is hereby authorized by the Board of Trumbull County Commissioners:

Trumbull County Commissioners

160 High Street

Warren, Ohio 44481

Selection Process:

The selection process will take into account both cost considerations and qualifying expertise.

The selection process will be done by the commissioners and narrowed down to three qualified firms. After three firms have been chosen by the commissioners, one firm will be selected based on interviews or selected materials.

The three firms selected must be prepared to discuss and explain their ability to assist Trumbull County with specificity; taking into account federal requirements, budgets, and schedules.

Format for Qualifications (Please provide as much relevant detail as possible):

- 1) Cover Letter
- 2) Firm Profile
- 3) Summary
- 4) Bonding/Insurance
- 5) Other Relevant Experience

Selection Process Schedule:

Questions regarding RFQ:	January 5, 2022 at 4:30 p.m.
Responses to Questions (Posted on County Website)	January 12, 2022 at 4:30 p.m.
Statement of Qualifications Due	January 14, 2022 at 4:30 p.m.
Selection of 3 firms	January 20, 2022 at 4:30 p.m.
Firm Selection	January 24, 2022 at 4:30 p.m.

Submission Instructions/Delivery:

Hard copies of the statement of qualifications must be submitted in a sealed envelope and clearly marked: **Legal professional Services for Oversight, Guidance, and Compliance for American Rescue Plan Funds.**

Attn: Paula Vivoda-Klotz, Clerk Trumbull County Commissioners

Trumbull County Commissioners

160 High Street

Warren, Ohio 44481

Questions:

All questions must be submitted by email to James Misocky , cemisock@co.trumbull.oh.us no later than 5 days before the deadline for submission of the statement of qualifications. Answers to any questions will be emailed to all firms receiving this RFQ which have provided an email address to Trumbull County.

Cancellation or Rejection:

Trumbull County reserves the right to reject all proposals or cancel any portion of this solicitation at any time for any reason. Trumbull County will not incur any liability for any cancellation of this solicitation or rejection of any related submission. The county also reserves the right to waive any minor variations in the selection process at any time.