

SOLICITATION

Solicitation Type	Request for Proposal (RFP)
Solicitation Number	6703
Description	Attorney Services Family Division - 17th Circuit Court
Date of Issuance	9/9/2026
Inquiries Deadline Date & Time (local)	9/16/2026, 2 PM
Due Date & Time (local)	9/18/2026, 2 PM
Buyer Name	Okke

INTRODUCTION

The Kent County Purchasing Division is soliciting proposals for attorney services for indigent parties brought before the 17th Circuit Court, Family Division starting October 1, 2026 through September 30, 2027.

Delinquency/Child Protective Cases

The Court intends to consider for placement on its appointment list for new delinquency and child protective cases (and some other related case types) those attorneys who indicate they are interested in accepting these appointments. Delinquency and Child Protective appointments will be compensated by case event. See appendix A for Delinquency Case Rates and Appendix B for Neglect Case Rates.

No attorney will be placed on this list if they do not indicate through this process that they want to be considered for these appointments. The appointment list for these cases is limited. Attorneys must indicate their preference for the types of cases assigned (see Preference Sheet).

Attorneys who indicate a desire to be considered for appointments for child protective cases must be willing to accept appointments for parents as well as children. It is also requested that those responding indicate a desire to be considered for appointment to pursue appeals to the Court of Appeals on family court termination of parental rights, and representation of minor females on Parental Rights Restoration Act cases.

Attorneys placed on the family division appointment list will be required to show proof of professional liability insurance on themselves, applicable to the services to be rendered, of at least \$100,000 each individual and \$300,000 each occurrence for any and all liability arising through acts of the attorney under the above agreement.

Attorneys placed on the family division appointment list will be evaluated on the following expectations:

1. Preparedness and adequate representation (As determined by the Judge)
2. Timeliness
3. Responsiveness/Availability to clients and the Court
4. Availability for hearings*

5. Adherence to the Michigan Rules of Professional Conduct

*Pursuant to MCL 721.A17d(1)(h), The court will only allow substitutes for L-GAL representation with prior court approval.

Lawyer-Guardian Ad Litem Contact and Documentation

An attorney on the appointment list may be appointed to represent a parent or, as lawyer-guardian ad litem, the child, on a rolling basis depending on the case. When appointed as lawyer-guardian ad litem, counsel must meet the child-contact duties of MCL 712A.17d(1)(d) and, in each such case, present a completed Form JC 82, Verified Statement of Service Performed by Lawyer-Guardian Ad Litem, to the court at each hearing at which contact is required, and file the form in the case. Until child protective matters are filed electronically, counsel shall present the form to the assigned judge at the hearing by the method the judge designates and shall file it in the case; presentation at the hearing does not depend on the clerk's filing status. Once these matters are filed electronically, filing the form through the electronic filing system before the hearing satisfies both requirements.

Where the required contact did not occur, counsel must so state on the form, specify the reasons, and be prepared to state the reasons on the record under MCR 3.915(B)(2)(a). Where counsel appears as a substitute, the substitute must complete the substitute affirmation on Form JC 82 and file the form; substitution remains subject to MCL 712A.17d(1)(h) and MCR 3.915(D)(2).

These requirements implement existing law and are being adopted by issuance, 17th Circuit Court Local Administrative Policy 2026-02. The Family Division will consider compliance, as reflected in the case record, in its annual review and selection of court-appointed counsel.

RFP Specifications:

Responses to this Request for Proposal must include the following information:

- Family Division Attorney Services Preference Sheet including:
 - The name of individual attorney to be assigned cases
 - The type(s) of case(s) to be considered for appointment
 - A brief statement of how cases will be covered in case of illness or other absence, which must be provided by an attorney on the Court's contract appointment list
- Resume of participating attorney
- A copy of current proof of liability insurance
- Verification of 8 hours of training (Existing Attorneys) CLE certification form attached

A panel of Circuit/Family Court Judges and staff, as appropriate, will evaluate all attorneys responding to this proposal. Preference may be given to attorneys currently contracting with the Court or who are on the current Family Division appointment list. Attorneys on the current list for family division cases must have completed 8 hours of continuing legal education within the prior contract year (since October 1, 2025) to be considered for the list in 2026-2027. Before being assigned a first case, a new attorney to the family list must observe at least one hearing at each procedural stage of every case type for which the attorney seeks appointment (for child protective cases: preliminary hearing, adjudication, disposition, dispositional review, permanency planning, and termination; for delinquency cases: preliminary hearing, pretrial, adjudication, disposition, and review) and must attend an orientation provided by the Court. New attorneys will also be required to develop a relationship with an attorney mentor. All attorneys must agree to accept payment exclusively through electronic methods. In addition, all attorneys must agree to receive court-related documents electronically. From time to time, the Court convenes a mandatory training for all attorneys on the family division list; attendance is required. Hours completed at a Court-convened mandatory training count toward the required 8 hours

of continuing legal education. New attorneys added to the NA court-appointed list will not be assigned children as clients for the first year. The Chief Judge of the Circuit Court will execute the contracts. Most continuing legal education will be accepted toward the required hours if it has a direct impact on child protective or juvenile justice practice. Free live and recorded resources include, without limitation:

- Michigan Courts events and training calendar: <https://www.courts.michigan.gov/events/>
- SCAO Child Welfare Services training and development: <https://www.courts.mi.gov/administration/offices/child-welfare-services/cws-training-and-development/>
- Michigan Courts human trafficking training and resources: <https://www.courts.mi.gov/HumanTrafficking>
- Indian Child Welfare Act and Michigan Indian Family Preservation Act resources: <https://www.courts.mi.gov/ICWAMIFPA>
- Parent attorney resources: <https://www.courts.mi.gov/ParentAttorney>
- ABA Center on Children and the Law: https://www.americanbar.org/groups/public_interest/child_law/
- Office of Juvenile Justice and Delinquency Prevention webinars, live and recorded: <https://ojjdp.ojp.gov/taxonomy/term/webinars>

REQUEST FOR PROPOSAL SUBMISSION

Complete submissions must be received in the Kent County Purchasing Division on or before the due date/time specified by the designated clock (local time). Late, faxed, or emailed submissions will NOT be considered.

Submissions may be submitted electronically on the Bid Opportunities page of the Kent County Purchasing Division's website. Respondent must include a complete proposal as 1 non-password protected PDF document.

The time required to upload a submission may vary. Respondent assumes all risks associated with electronic submission, including technological difficulties, and deems the County and its service provider harmless and without fault. Successful electronic submissions are confirmed via Respondent's email. Respondent shall view the link in the confirmation email to determine accuracy prior to due date/time.

Submissions must have the following:

- The **Family Division Attorney Services Preferences Sheet** form (attached) and required supporting documents listed on preference sheet shall be combined into (1) one PDF document and submitted electronically.

Submissions may only be withdrawn by written request if the request is received before the due date/time. Withdrawals after opening shall be subject to [Kent County Fiscal Policy - Centralized Purchasing 5\(i\)\(2\)](#).

NO BID

Please provide [feedback](#) if you are electing not to participate in this Solicitation.

APPENDIX A

2027 DELINQUENCY INVOICE

Attorney Name: _____

Attorney Address: _____

Phone Number: _____

Case Name: _____

Judge: _____

Juvenile Case Number: _____

Hearing Date	Statement of Service	Amount
_____	Preliminary Hearing	\$142.00
_____	DL Case Conference or DJ Preliminary Hearing	\$212.00
_____	Pretrial Conference (includes Consent Calendar)	\$213.00
_____	Pretrial Conference with Plea	\$462.00
_____	Adjudication/Disposition Hearing	\$249.00
_____	Disposition Hearing	\$179.00
_____	Trial and Initial Disposition Hearing	\$638.00
_____	Each additional ½ day \$155.00 (i.e. extends beyond first day)	
_____	Review Hearing (includes motions and other Miscellaneous Hearings)	\$179.00
_____	Adjourned/Cancelled Hearings w/o Notice	\$84.00
_____	Waiver Phase One Hearing or Designated Adjudications	\$221.00
_____	Waiver Phase Two Hearing or DJ Dispositions/Sentencing	\$567.00
_____	GAL-Appointed GAL for child or parent who is not also the child's DL attorney	\$79.00/hr.
_____	Dual Wards-Event bill until Adjudication; hourly bill DL portion after adjudication	\$79.00/hr.
_____	Extraordinary Time (requires judicial approval)	\$79.00/hr.

Total \$ _____

Dated: _____

Attorney Signature: _____

Please note that invoices received after 60 days from the date of the event will not be paid.

APPENDIX B
2027 NEGLECT INVOICE

Attorney Name:_____

Attorney Address:_____

Phone Number:_____

Case Name:_____

Name of Client(s):_____ **Case Numbers(s):**_____

Relationship: Mother () Father () Child/Children () **Judge:**_____

Hearing Date	Statement of Service	Amount
_____	Preliminary Hearing held	\$162.00
_____	Preliminary Hearing held and continued	\$89.00
_____	Review Hearings (includes Dispositional, Post-Termination, Motion, Guardianship Termination, Emergency Removals, and other Miscellaneous Hearings)	\$368.00
_____	Permanency Planning Hearing	\$365.00
_____	Adjudication at a Review Hearing	\$499.00
_____	Adjudication Hearing	\$608.00
_____	Each additional ½ day - \$155.00 (i.e. extends beyond first day)	
_____	Termination Hearing	\$626.00
_____	Each additional ½ day - \$155.00 (i.e. extends beyond first day)	
_____	Adjourned/Cancelled hearings without Notice	\$84.00
_____	Family team meeting (attach DHHS form 1105)	\$95.00
_____	GAL-event bill	(see above)
_____	Dual Wards-event bill	(see above)
_____	Extraordinary Time (requires judicial approval)	\$79.00/hr

Attach additional documentation as necessary

**** Long distance travel must first receive judicial approval, or other alternative means of contact should be used.**

Total \$ _____

As it relates to child protective cases, I have consulted with the child's parents and/or guardians, foster care providers and caseworkers. In addition, I have met with and observed the child before every proceeding or hearing and/or reviewed the agency case file.

I declare the above statements are true to the best of my information, knowledge, and belief.

Dated:_____ Attorney Signature:_____

Please note that invoices received after 60 days from the date of the event will not be paid.

APPENDIX B (cont)
2027 NEGLECT INVOICE

(To Be Used When Attorney and Substitute Attorney Have Served an Event)

Attorney Name: _____

Substitute Attorney Name: _____ **Phone #:** _____

Billing Attorney Address: _____

Case Name: _____

Name of Client(s): _____ **Case Numbers(s):** _____

Relationship: Mother () Father () Child/Children () **Judge:** _____

Hearing Date	Statement of Service	Amount
_____	Preliminary Hearing	\$162.00
_____	Review Hearings (includes Dispositional, Post-Termination, Motion, Guardianship Termination, Emergency Removals, and other Miscellaneous Hearings)	
_____	Hearing Prep	\$194.00
_____	Hearing	\$174.00
_____	Permanency Planning Hearing	
_____	Hearing Prep	\$191.00
_____	Hearing	\$174.00
_____	Adjudication at a Review Hearing	
_____	Hearing Prep	\$325.00
_____	Hearing	\$174.00
_____	Adjudication Hearing	
_____	Hearing Prep	\$434.00
_____	Hearing	\$174.00
_____	Termination Hearing	
_____	Hearing Prep	\$452.00
_____	Hearing	\$174.00
_____	Adjourned/Cancelled hearings without Notice (flat rate)	\$84.00
_____	GAL event bill	(see above)
_____	Dual Wards-event bill	(see above)
_____	Extraordinary Time (requires judicial approval)	\$79.00/hr

** Long distance travel must first receive judicial approval, or other alternative means of contact should be used.

TOTAL \$ _____

As it relates to child protective cases, I have consulted with the child's parents and/or guardians, foster care providers and caseworkers. In addition, I have met with and observed the child before every proceeding or hearing and/or reviewed the agency case file.

I declare the above statements are true to the best of my information, knowledge, and belief.

Dated: _____

Attorney Signature: _____

**FAMILY DIVISION ATTORNEY SERVICES
PREFERENCE SHEET**

Attorney Name: _____

CIRCUIT COURT FAMILY DIVISION

Please indicate preference(s) by checking the appropriate boxes

- ☐ Neglect/Abuse Appointments
- ☐ Juvenile Delinquency Appointments
- ☐ Paternity Appointments
- ☐ Parental Waiver Appointments
- ☐ Appellate Appointments
- ☐ Unaccompanied Minors

State how cases will be covered in case of illness or other absence (must be covered by an attorney on the Court's contract appointment list):

Required Proposal Attachments:

- Resume of participating attorney
- Proof of liability insurance
- Statement indicating you have completed 8 hours of continuing legal education (existing attorneys) along with the attached CLE certification form to detail training