

## **Invitation to Bid (ITB)**



### **Legal Counsel for Adult Guardianship Services**

**Issued by:** Perry County Department of Job & Family Services (PCJFS)

**Issue Date:** Sept. 16, 2025

**Submission Deadline:** Oct. 3, 2025, at 12:00 PM

**Contact:** Lori Hollingshead

 [lori.hollingshead@jfs.ohio.gov](mailto:lori.hollingshead@jfs.ohio.gov) |  (740) 777-7405

 5250 State Route 37 E, New Lexington, OH 43764

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## **1. Overview**

Perry County Department of Job & Family Services (PCJFS) seeks qualified legal professionals or firms to provide **guardianship legal services** for adults deemed incompetent under Adult Protective Services (APS). Services are to be provided **on an as-needed basis** and must comply with all relevant Ohio laws and Perry County Probate Court requirements.

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## **2. Scope of Work**

The selected provider(s) will:

- File and process emergency and/or full guardianship petitions through Perry County Probate Court.
- Represent APS clients referred by PCJFS who are deemed legally incompetent and without an appropriate support system.
- Perform all legal duties related to guardianship including:
  - Attending all hearings.
  - Making medical, placement, and financial decisions for the ward.
  - Conducting quarterly in-person visits.
  - Managing or designating a representative payee forward finances.
  - Communicating with families when appropriate.

Services must be available for both **in-home wards** and **those in nursing facilities**.

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## **3. Proposal Submission Requirements**

Please submit a written bid that includes the following components:

### **A. Experience and Qualifications**

Respond briefly to the following (max 1,000 words total):

1. Describe your experience serving as a legal guardian.
2. Describe your work with families of incapacitated individuals.
3. Summarize your experience with Ohio Probate Court processes.
4. Confirm your availability to accept referrals on an as-needed basis.



## **B. Cost Proposal**

Provide **hourly rate(s)** and an **itemized cost estimate** for the following two deliverables:

### **a. Guardianship Application Process:**

- Case intake from APS caseworker
- Court filings (emergency and/or full)
- Attendance at guardianship hearings

### **b. Ongoing Guardian Duties:**

- Decision-making on medical/placement needs
- Minimum four visits per year
- Financial oversight or payee designation
- Communication with family (if needed)

Include any **anticipated reimbursable expenses** (travel, court fees, etc.).

## **C. References**

Provide **three professional references** including name, title, organization, phone, and email.

## **D. Signature Page**

Include a signed statement certifying the bid is valid for 60 days and that the signer is authorized to submit the proposal.

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## **4. Submission Instructions**

- **Deadline:** 10/3/2025 at 12:00 Noon
- Submit via **email (PDF format)** to [lori.hollingshead@jfs.ohio.gov](mailto:lori.hollingshead@jfs.ohio.gov)  
Subject Line: **"ITB – Guardianship Legal Services"**
- OR by **mail/hand-delivery** to:  
Perry County DJFS  
Attn: ITB – Guardianship Legal Services  
5250 State Route 37 E, New Lexington, OH 43764

**Late submissions will not be accepted.**

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## **5. Evaluation and Contract**

- Selection will be based on experience, qualifications, and lowest reasonable cost.
- The contract term is **October 8, 2025 – September 30, 2026**, with **potential for annual renewals** up to two years.
- Award of the contract is subject to approval by the Perry County Board of Commissioners.

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## **6. Additional Notes**

- All submissions become public record once evaluations are complete.
- PCJFS reserves the right to reject any or all bids.

