

Invitation to Bid (ITB)


Legal Counsel for Adult Guardianship Services


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

Issue Date: March 30, 2026

Submission Deadline: April 30, 2026, at 12:00 PM

Contact: Perry JFS Fiscal Team

 PerryFiscal@jfs.ohio.gov

 5250 State Route 37 E, New Lexington, OH 43764

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.

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**.

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.

4. Submission Instructions

- **Deadline:** April 30, 2026, at 12:00 Noon
- Submit via **email (PDF format)** to PerryFiscal@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.

5. Evaluation and Contract

- Selection will be based on experience, qualifications, and lowest reasonable cost.
- The contract term is **May 15, 2026, through May 14, 2027**, with **potential for annual renewals** up to two years.
- Award of the contract is subject to approval by the Perry County Board of Commissioners.

6. Additional Notes

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

