

**REQUEST FOR INFORMATION (RFI)  
FOR CHILD PROTECTIVE SERVICES (CPS)  
LEGAL SERVICES**

Request Date: August 1, 2025

Response Deadline: August 29, 2025 at 5:00pm EST

Response Location: via email to [dlhall@cabarruscounty.us](mailto:dlhall@cabarruscounty.us)  
Or via U.S Mail to:  
Douglas L. Hall  
County Attorney and General Counsel  
P.O. Box 707  
Concord, N.C. 28026

Note: U.S. Mail responses must be received by 5:00pm EST on September 5, 2025 to be considered.

Contact for Questions: [dlhall@cabarruscounty.us](mailto:dlhall@cabarruscounty.us)

Note: Only email inquiries are accepted for record keeping purposes; verbal / telephone discussions are not available.

**Description:**

This Request for Information (RFI) is to gather information regarding the provision of legal services to the Cabarrus County Dept. of Social Services, Child Welfare (Child Protective Services) Division.

Please submit your response for the items listed on the following page(s) by the deadline indicated above. All information submitted in response to this RFI must be mailed or delivered via email to the contact person listed above. The information gathered will not be publicized, but please be aware any information we receive may constitute a Public Record, and may be released without your knowledge or permission.

No award will be made as a result of this solicitation. This RFI contains information which is meant to initiate discussion with the legal community, and does not necessarily represent what may be contained in a later, potential Request for Proposals (RFP). This issuance does not constitute a commitment to issue a later RFP, award a contract, or pay any costs incurred in preparation of a response to this RFI. The information gathered pursuant to this RFI will be used to plan for the provision of legal services for the 2027 Fiscal year for the County, which runs July 1, 2026 to June 30, 2027, and subsequent fiscal years.

**Objective:**

Cabarrus County Government is interested in obtaining information regarding available outside legal services providers for the purposes expressed herein, obtaining current information about the legal market, and pricing for outside legal services. Essentially, an RFI helps organizations make informed decisions by gathering preliminary data on needed services.

**Background:**

Cabarrus County Government obtains needed legal services through a hybrid model of in-house legal staff, and multiple outside law firms. The County Attorney and General Counsel oversees the provision of legal services to the County Departments. In conjunction with the various Department Heads and County Management, the County Attorney and General Counsel selects, monitors, and evaluates the provision of legal services by outside providers.

**Overview of the Services Needed:**

Provision of legal services to the Cabarrus County Department of Social Services, Child Welfare Division, including legal advice and the representation of the Department in litigation matters. Juvenile Court is typically every other Thursday. Such services include but are not limited to: preparing and filing Abuse, Neglect, or Dependency Petitions; Termination of Parental Rights petitions; Adoption petitions; Court orders arising from these matters; and representing the Department in appeals from these matters to the N.C. Court of Appeals as directed; dispensing legal advice to the social workers, their supervisors, and Department management about Juvenile Court, N.C.G.S. Ch. 7B, and related laws; following instructions from the Department Director and Deputy Director; maintaining 16-24 hours a week of "office hours" at the Child Welfare offices for face to face interaction with staff on cases; ensuring the Department's compliance with Court rules and orders in Juvenile cases; attending conferences and other meetings as requested; presenting training to staff on relevant topics when requested; collaborating with the County's in-house County Attorney and Staff Attorney on certain topics when they arise; and responding to communications (email, phone, voice mail, text) on the same business day, or the following business day during the hours of 8am to 5pm.

**Other Information:**

This position will be an independent contractor. There are no County benefits (withholding, health insurance, paid sick or vacation time, computers or other equipment, etc.) associated with this position. The attorney shall provide all equipment needed to fulfill the job duties including a laptop computer and a cell phone. The County may provide an email address on the County's system ([yourname@cabarruscounty.us](mailto:yourname@cabarruscounty.us)) and if so, the Attorney shall exclusively use that email address for communication of County business.

Attorneys contemplating this RFI must have and maintain an active license in good standing to practice law in North Carolina, including keeping current on dues and continuing education requirements at the applicant's sole expense, though the County may from time to time direct the attorney to complete certain courses or training at the County's expense. Experience with representing parties (a Department of Social Services, or Respondent Parents) before Juvenile Court in any North Carolina County is required.

Experience in or working knowledge of other relevant areas of the law such as Child Support, Ch. 50 family law matters, and criminal court is beneficial, but not required. The attorney shall not have any apparent or actual conflict of interest with the Department of Social Services, the County, or other County departments and Boards, and shall endeavor to avoid such conflicts, actual or apparent, during their service. If an attorney contemplating this RFI currently represents parents before the Cabarrus County Juvenile Court in matters filed by this Department, that is not a barrier to responding to this RFI. Situations of that nature can be addressed with appropriate arrangements consistent with the N.C. Rules of Professional Conduct, if the attorney is later selected to provide services.

Please note that the County contemplates one attorney would provide all services specified herein. The County is not interested in multiple attorneys covering the court hearings, office hours, and other related tasks, as that arrangement might lead to inconsistent advice and interactions with County staff.

**Details Needed**

There is no formal format for submission of responses to this RFI. Legal providers responding this inquiry should feel free to submit the information in any manner they see fit, as long as the response is complete and clear. A letter with the needed information, and listing any attachments (such as a resume) provided would suffice.

Minimum information required is as follows:

- Name of firm
- Location and address of office(s)
- List of non-attorney support staff, if any, planned to perform work under this contract.
- Summary of the attorney's prior legal experience, in particular experience with the N.C. Juvenile Court system
- Proposed hourly rate
- General overview of office procedures for matter management, reminder or tickler system, returning calls, responding to emails, etc.

We will be evaluating:

- General qualification of the attorney
- Prior County experiences or interactions with the attorney or firm
- Whether the firm has any possible conflicts of interest with the County
- Experience of the attorney with the N.C. Juvenile Court system
- Capability of the firm to perform services timely and within the County's financial limitations

Thank you for your interest in this RFI. Cabarrus County reserves the right to accept or reject any or all RFI submittals and the right to waive any informalities or irregularities.