



Legislation Details (With Text)

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On agenda: 8/17/2020 **Final action:** 8/17/2020
Title: Village Prosecutor Services RFP

Code sections:

Attachments: 1. Responsiveness Check, 2. RFP 20-022 Tabulation

Date	Ver.	Action By	Action	Result
8/17/2020	0	Board of Trustees		
8/12/2020	0	Village Manager	INTRODUCED TO BOARD	

Title/Name/Summary

Village Prosecutor Services RFP

History

The Village issued a Request for Proposal (RFP) for Village Prosecutor Legal Services. The Village of Orland Park is seeking to retain a qualified attorney to provide Village Prosecutor Services for the prosecution of municipal code violations and traffic offense violations. The professional service agreement shall not be an exclusive contract to provide prosecutorial services as the Village retains the right to engage additional legal counsel at its discretion.

EVALUATION PROCEDURES:

Staff evaluated the eight (8) submitted proposals and considered how well the proposer's methodology and deliverables meet the needs of the Village as described in the proposer's response to each requirement of the proposal. The evaluation process was not designed to simply award the contract to the lowest cost proposer. Rather, it was intended to help the Village select the proposer with the best combination of attributes, including price, based on the evaluation factors.

The selection committee evaluated all proposals received under this solicitation using the following points system:

- Completeness of proposal submitted 0 - 10
- References 0 - 10
- Demonstrated ability to provide requested services 0 - 20
- Individual attorney's or law firm's experience and of its assigned personnel 0 - 30
- Proposed compensation and contract terms 0 - 30

The selection of a service provider to act as the Village Prosecutor was based on the review committee's judgment as to the best match between the Village's needs and the background and proposal of the proposer.

After reviewing all of the proposals, the selection committee interviewed the attorney who scored the highest, Ms. Donna J. Norton, as well as contacting Ms. Norton's references. Based on her

prosecutorial experience, pricing, the interview, and reference checks, staff recommends that Attorney Donna J. Norton be awarded the contract for Village Prosecutor Services.

Financial Impact

Prosecutor services are paid from the General Fund, Non-Departmental Legal Fees Account #010-0000-432100. In 2019, the Village spent \$95,757 on local adjudication and prosecution legal services. So far in 2020, we have expended \$26,901.

Recommended Action/Motion

I move to approve the proposal for the Village Prosecutor Services to Donna J. Norton, Attorney at Law.