

**Request For Qualification (RFQ)**  
**POSTED DATE:** January 5, 2026  
**DEADLINE:** Open Until Filled



## **REQUEST FOR QUALIFICATIONS (RFQ) – County Counselor Services**

### **Project Introduction**

Barton County, Kansas ("the County") is soliciting qualifications from qualified attorneys or law firms to provide County Counselor services. The selected individual or firm will serve as the primary legal advisor to the Barton County Commission, supporting the County with proactive, timely, and accurate legal counsel.

The County intends to evaluate firms/attorneys based on professional qualifications, relevant experience, capacity, understanding of County government, and overall fit for long-term legal service.

### **Scope of Services**

The County Counselor will be expected to perform, at minimum, the following duties:

#### **General Legal Counsel**

- Provide legal advice to the County Commission.
- Provision of legal advice should be construed to mean supporting the County Administrator, Human Resources Director, the County Appraiser and other department heads at the request of the Commission and / or the County Administrator.
- Draft, review, and interpret contracts, resolutions, policies, ordinances, and interlocal agreements.
- Attend County Commission meetings as requested.
- Provide legal opinions—written and verbal—on matters involving County authority, governance, operations, and risk.

#### **Litigation and Claims**

- Represent the County in civil matters not covered by insurance counsel.
- Coordinate with external counsel and insurance-appointed attorneys.
- Manage administrative hearings and proceedings (e.g., employment, zoning, tax appeals).

#### **Human Resources and Employment Law**

- Advise on personnel issues, disciplinary matters, compliance with state and federal law, and policies.

### Land Use, Planning and Zoning

- Provide legal guidance on environmental management to include land use regulation, conditional use permits, nuisance matters, zoning enforcement, and planning processes.

### Taxation and Appraisal

- Represent the County in tax protests, appeals, and valuation disputes.

### Compliance and Regulatory Matters

- Ensure compliance with Kansas statutes relating to Counties, including but not limited to:
  - Kansas Open Meetings Act (KOMA)
  - Kansas Open Records Act (KORA)
  - Budget, procurement, and audit requirements
  - Public health, public works, and public safety statutes

### Other Duties

- Assist in real estate transactions (easements, deeds, right-of-way, acquisitions).
- Provide training to staff on legal compliance matters.
- Perform additional legal tasks as assigned by the County Commission or County Administrator.

## Qualifications

### Minimum Qualifications

- Licensed to practice law in the State of Kansas.
- Experience representing local governments, Counties, municipalities, or similar public entities.
- Knowledge of Kansas statutes relating to County government, land use, employment law, and civil procedure.
- Demonstrated ability to provide clear, practical legal guidance.
- Professional liability insurance in an amount acceptable to the County.

### Desired Qualifications

- Experience serving as County Counselor, City Attorney, or similar role.
- Litigation experience, especially in administrative, district, and appellate courts.
- Familiarity with rural County operations and public administration.
- Experience with economic development projects and intergovernmental agreements.
- Capacity to provide timely responses and attend in-person meetings in Barton County when needed.
- Ability to respond to phone calls and emails as needed from elected officials and / or personnel in a timely basis. Generally, acknowledgement of the issue with a tentative response time will suffice.

## Submission Requirements

Respondents shall submit one (1) electronic copy containing the following:

1. Letter of Interest
  - Overview of firm/attorney
  - Summary of qualifications and interest
2. Qualifications & Experience
  - Background of attorney(s) assigned
  - Relevant government/legal experience
  - Description of comparable clients or projects
3. Approach to Service Delivery
  - Availability
  - Proposed methods for communication and response
  - Philosophy of public-sector legal counsel
4. Fee Structure
  - Fee Structure will be negotiated with successful candidates
5. References
  - Minimum of three (3) professional references from public-sector clients (preferred)
6. Proof of Insurance
7. Additional Information
  - Any information that may assist the County in evaluating qualifications.

## Evaluation Criteria

Submissions will be evaluated on the following criteria:

- Relevant experience with County or municipal government
- Understanding of Kansas statutory requirements for Counties
- Qualifications of assigned personnel
- Responsiveness, availability, and capacity to serve
- Quality of submission
- Proposed fee schedule
- Overall suitability for the needs of Barton County

The County may conduct interviews prior to selection.

## Interview Process

It is Barton County's intent to leave the RFQ open until an individual or firm is under agreement as approved by the Commission. Given the immediate need for services, the Commission may formally interview those persons submitting an RFQ in person, by phone or via email.

Once an individual or firm is selected, a contract will be negotiated.

## Contract Term

The County anticipates awarding a contract for an initial one-year term with annual renewal options at the discretion of the County Commission.

## Project Inquiries

Questions concerning the Request for Qualification must be submitted via email to Matt Patzner, County Administrator, at [mpatzner@bartoncounty.org](mailto:mpatzner@bartoncounty.org), 620.793.1800.

## Reservation of Rights

Barton County reserves the right to:

- Reject any or all submissions
- Request additional information
- Conduct interviews or negotiations
- Award a contract deemed to be in the best interest of the County
- Terminate the process at any time without obligation

---

## Submission Procedure

1. *Vendors may receive electronic notifications and submit responses electronically through BidNet, link found under the Procurement tab at [www.bartoncounty.org](http://www.bartoncounty.org).*

OR

2. *Responses may also be sent via mail or courier to Barton County Clerk, 1400 Main Street, Suite 202, Great Bend, Kansas, 67530.*

*Barton County will not consider any response not prepared and not sent in accordance with the provisions hereof and may waive any informalities or reject any and all proposals.*

## Awarding Bids/Proposals/Contracts

*Barton County reserves the right to reject any and all bids/proposals/contracts and award in the County's best interests. Barton County will award bids/proposals/contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.*

Barton County cannot enter into contracts with entities that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a contractor is not excluded or disqualified by either:

- Checking SAM ([www.sam.gov](http://www.sam.gov));
- Collecting a certification from that contractor; or
- Adding a clause or condition to the cover transaction with that contractor.

## **False or Misleading Statements**

*In the opinion of Barton County, if your response contains false or misleading statements or references which do not support the function, attribute, capability, or condition of your company and the products and services outlined in your response, your response will be rejected.*

## **Conflicts of Interest**

*Vendors must list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.*

## **Modification of Response**

*Modifications to responses already submitted will be allowed if submitted in writing.*

Form Modified    January, 2026