

**REQUEST FOR LETTERS OF INTEREST  
TO PROVIDE VALUE ADJUSTMENT BOARD ATTORNEY SERVICES FOR  
OKALOOSA COUNTY**

The Okaloosa County Value Adjustment Board (“VAB”) requests letters of interest from qualified individuals and/or firms to provide VAB attorney services.

The VAB reserves the right to award a contract to the individual and/or firm submitting a letter of interest that is responsive and results in a negotiated agreement which is most advantageous to and in the best interest of the VAB, and to reject any and all letters of interest or to waive any irregularity or technicality in letters of interest received.

Individuals and/or firms desiring consideration shall submit their response to the Okaloosa County Purchasing Department at the address listed below no later than **2:00 p.m. CT, August 30, 2023.**

Okaloosa County Purchasing Department  
Attn: DeRita Mason, Purchasing Manager  
5479A Old Bethel Road  
Crestview, FL 32536  
[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

## SCOPE OF SERVICES

1. Respondent must be an attorney in private practice and must have practiced law for over five (5) years and meet the requirements of Section 194.015, F.S.
2. The VAB attorney shall have the following responsibilities listed below consistent with the provisions of law:
  - a. The primary role of the VAB attorney shall be to advise the VAB on all aspects of the value adjustment board review process to ensure that all actions taken by the VAB and its appointees meet the requirements of law.
  - b. VAB attorney shall advise the VAB in a manner that will promote and maintain a high level of public trust and confidence in the administrative review process.
  - c. VAB attorney shall not be an advocate for either party in a value adjustment board proceeding, but instead shall ensure that the proceedings are fair and consistent with the law.
  - d. VAB attorney shall advise the VAB regarding; composition and quorum requirements, statutory training and qualification requirements for special magistrates and members of the VAB, legal requirements for recommended decisions and final decisions, public meeting and open government laws, and any other duties, responsibilities, actions or requirements of the VAB consistent with the laws of Florida.
  - e. VAB attorney shall review and respond to written complaints alleging noncompliance with the law by the VAB, special magistrates, board clerk, and the parties. VAB attorney shall send a copy of the complaint along with the response to the Department of Revenue (DOR). This does not refer to routine requests for reconsideration, requests for rescheduling, and pleadings and argument in petitions.
  - f. VAB attorney shall appear at all VAB meetings, hearings and other meetings at the request of the VAB and VAB staff.
  - g. VAB attorney shall be available telephonically to respond to questions for Special Magistrate hearings for the purposes of advising the VAB, the special magistrates, and the VAB staff provided through the Clerk's Office on such legal issues as may arise, including but not limited to homestead and other exemptions, portability of homesteads, late filing, and the admission of evidence, and any other legal matters concerning VAB business.
3. Respondent must meet the following minimum training and experience requirements:
  - a. Member in good standing with The Florida Bar.
  - b. Five (5) years of progressively responsible experience in practicing law as a member of The Florida Bar.

## GENERAL INSTRUCTIONS FOR SUBMITTAL REQUIREMENTS

1. **Letter of Interest** –This is a letter of the Respondent’s interest and introduction of the response which must be signed by an authorized representative of the submitting party. The letter should also include a statement concerning the Respondent’s experience working with local governments and explain any relationships between entities joining together for response.
2. **Approach to Providing VAB Attorney Services** –Provide a description of the approach that will be used and manner in which the respondent would recommend the provision of VAB attorney services, to include, but not limited to objectives, scope and methodology.
3. **Experience**–Provide detail on the Respondent’s and individual’s designated (firm/attorney) experience in the representation of cities, counties, and other governmental entities.
4. **Qualifications**–Provide information on the Respondent’s professional qualifications to provide the services as requested and include ratings and/or recognition in the legal community for professional achievement; recognition or extraordinary participation in The Florida Bar, Federal Bar, American Bar Association, local bar associations or professional practices committees, or ratings by other nationally recognized systems. Identify and include qualifications and resumes of specific individuals who will provide legal services to the VAB. Identify the location and availability of staff to provide services and the depth of individual/firm’s ability to provide comprehensive services.
5. **Litigation**–List all judgments or lawsuits against each attorney and/or your law firm in the last five (5) years, including the nature of the lawsuit and the resolution thereof. List all lobbyists employed by your firm and the areas in which they lobby.
6. **Conflict of Interest**–List any clients you currently represent that could cause a conflict of interest with your responsibilities to Okaloosa County. Describe how you would be willing to resolve these or any future conflicts of interest.
7. **Fee proposal**–Respondent shall submit a proposal for compensation which should include, but is not limited to, an hourly rate option, monthly fee option, if applicable, or a combination of these options. The fee schedule shall include the following information:
  - a. Provide breakdown of the hourly rates for attorneys, paralegals or staff member anticipated to provide services to the VAB.
  - b. Proposed monthly fee option.
  - c. The rates for reimbursable and/or out-of-pocket expenses, including, but not limited to, photocopying, faxing etc. Travel costs associated with this work should be included in the fee proposal and will not be considered as an additional cost or reimbursable item.

- d. The proposed rates for any and all other fee proposals or arrangements outside the standard hourly rates, if proposed by you or your law firm.
8. **References**—Please provide contact information for three (3) clients that can serve as a reference.
9. **Submittal**—Interested parties desiring consideration should provide an electronic copy of their letter of interest and supporting documents. The subject line of the submittal email shall state “Request for Letters of Interest to Provide VAB Attorney Services” and should be delivered to the Okaloosa County Purchasing Department listed below no later than 2:00 p.m. CT, August 30, 2023 in order to be considered.

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10. **Interpretation and Questions**—All questions relating to this Request for Letters of Interest document must be in writing and delivered electronically through email to the designated Purchasing Representative no later than 4:00 p.m. CT on August 23, 2023. All correspondence shall have “**VAB ATTORNEY SERVICES**” in the email subject line. Any interpretations, clarifications, or changes will be made in the form of written addenda issued by the County Purchasing Department. Any oral communications will not be authorized and will not be binding on the County. It remains the sole responsibility of the respondent to contact the County Purchasing Department prior to submitting a response to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with each proposal.