

# TUSCOLA COUNTY

## 54<sup>th</sup> Circuit Court

### Request for Qualifications for Consulting Services

Release Date August 17, 2010

The **54<sup>th</sup> Circuit Court** for the **County of Tuscola** recently completed a financial management study regarding the Circuit Court, Family Court, Juvenile Court, Child Care Fund and the Friend of the Court. The Court is now seeking a qualified consulting firm to assist the Court in addressing the various issues identified in the report and in implementing those recommendations deemed appropriate by the Court.

Qualified vendors must be able to demonstrate skills in managing grant funded court programs, preparing claims for programs, administering and overseeing accounts receivable, monitoring grant revenues, restructuring financial reporting systems and providing status reports to the Court's administration.

Qualified firms must be able to demonstrate familiarity with the various software systems operated by the County and the Court including the County's financial accounting and reporting system, the Court's JIS (Justice Information System) and the Michigan Department of Human Services' JJOLT (Juvenile Justice On Line Technology) System.

The Court may require ongoing services to be rendered on sight on a regular basis. Firms must demonstrate the availability of staff to be on site or via inter-net connection on a regular basis.

Qualified firms should provide a firm **Statement of Qualifications** including the following:

- Firm's background in grants management
- Firm's staffing including resumes for staff to be assigned
- Staff's prior experience in Michigan Court financial operations and management
- Michigan Court Administrative References
- Firm must have a Michigan Licensed Attorney

Request Release date **August 17, 2010**. All questions must be submitted by **August 20, 2010 at 3:00 PM** to Mary Lou Burns at [mburns@54jcc.org](mailto:mburns@54jcc.org). **Statements of Qualifications** should be submitted by **August 24, 2010 at 12:00 PM**. Responses should be addressed to **Mary Lou Burns, Circuit Court Administrator/Friend of the Court at 440 North State Street, Caro, MI 48723**. Notification to successful vendor may be as soon as **September 1, 2010**.