



## REQUEST FOR PROPOSAL –PUBLIC DEFENDER SERVICES

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### **INSTRUCTIONS TO PROPOSERS**

1. All proposals must be received by **4:30 p.m. on Wednesday, April 15, 2015**. Please send or deliver such proposals to the following address:

City of Hoquiam  
Attn: City Administrator  
609 8<sup>th</sup> Street  
Hoquiam, WA 98550

2. No faxed, e-mailed or telephone proposals will be accepted.

### **INTRODUCTION**

The City of Hoquiam (the “City”) operates a municipal court pursuant to Chapter 3.50 RCW. The Hoquiam Municipal Court currently convenes court on Tuesdays, beginning at 9:00 a.m.

The City currently has a professional services agreement with a law firm to provide representation for approximately 140 indigent defendant cases. The City is seeking to create a rotating roster of additional attorneys who are available to receive case appointments for indigent defendants who are actually assigned a public defender at any stage of the criminal case. The City estimates that there will be approximately 250 such cases in 2015.

## **SCOPE OF SERVICES AND COMPENSATION**

1. Upon assignment by the court, each public defender will represent indigent defendants at all stages of each case.
2. The public defender shall be available and meet with all indigent defendants assigned a public defender, and will maintain an office, and staff, for such purposes. In addition, the public defender will be responsible for requesting and reviewing any and all discovery, issuing subpoenas, interviewing witnesses, and any other necessary work pertaining to criminal cases.
3. Any and all other services required by federal law, state law, local law, rules of professional conduct, and/or any other law or regulation pertaining to representation of indigent defendants.
4. A public defender will receive compensation of \$200 per case. A “case” includes multiple charges for an individual indigent defendant if the charges resulted from the same incident.

## **REQUIRED PROPOSAL CONTENTS**

1. Cover letter outlining specific qualifications to provide public defender services.
2. Designate the primary contact/lead attorney and describe the current responsibilities of the individual designated as lead attorney. Provide the names and qualifications of any other attorneys who will be providing public defender services under the agreement.
3. Provide a statement of how the workload responsibilities of the City will be accommodated and what kind of priority it will be given in relationship to other contracts and obligations. Please specifically provide how you will take into account the Standards for Indigent Defense recently adopted by the Washington State Supreme (Order No. 25700-A-1004 (Adopted on June 15, 2012)).
4. Provide a reference list of at least two persons and/or entities who can be contacted in regards to the qualifications and experience of the firm and/or attorney(s) handling the contract. Please include the email address, telephone number and mailing address of person(s) listed as a reference. In addition, if an entity is listed as a reference, please include the name of the person to be contacted at such entity.
5. Verification and proof of the following insurance coverage:

Professional Liability Insurance shall be written with limits no less than \$1,000,000 per claim and \$2,000,000 policy aggregate limit.

## **TERMS AND CONDITIONS OF RFP PROCESS**

1. The City reserves the exclusive right to reject any and all proposals and to waive minor irregularities in any proposal.

2. The City reserves the right to request clarification of information submitted, and request additional information from any person or firm submitting a proposal.
3. The City reserves the right to exclusively determine what proposal to accept and enter into a contract with such person or firm.
4. Any proposal may be withdrawn up until the date and time set above for submittal of proposals.
5. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.