

Chelan County

Request For Proposals

NON-PROFIT LEGAL ORGANIZATION TO PROVIDE INDIGENT LEGAL SERVICES

Proposal Due Date: May 19, 2006

Chelan County invites proposals for the Formation of a Non-Profit Corporation to provide indigent defense services for Chelan County. Proposals are due to Cathy Mulhall, County Administrator, by 4:30 p.m. on May 19, 2006. For a complete copy of the RFP package, visit our website at www.co.chelan.wa.us or obtain one at the Commissioner's Office in the Chelan County Courthouse.

Delivery: Proposals may be mailed or hand-delivered to:

Cathy Mulhall, County Administrator
Chelan County Board of Commissioners
Chelan County Courthouse
350 Orondo Avenue
Wenatchee, WA 98801

Please see the RFP document for specific information regarding delivery and the required contents of the Proposal.

Communication: All communications are to be directly through Cathy Mulhall, County Administrator, Chelan County Board of Commissioner's Office.

Nature and Scope of Work: The Non-Profit Corporation shall provide legal representation for all indigent criminal defendants and suspects in Chelan County in Superior and District Courts, who have been found by a court of competent jurisdiction to be indigent and qualify for court-appointed representation. It is the intent of the parties that the Non-Profit Corporation provide legal services in all situations, civil and/or criminal, that Court appoints an attorney to represent an individual or individuals.

Minimum Qualifications:

- (a) Each attorney in the proposed Non-Profit Corporation must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
- (b) Each attorney in the proposed team must be a member in good standing of the Washington State Bar Association;
- (c) The Director of the Non-Profit Corporation must have a minimum of 10 years experience in the fields of criminal prosecution, criminal defense, and/or public defense.

- (d) The organization must meet established minimum standards set forth by Chelan County relating to the duties of attorneys and the rights of defendants in criminal cases. This includes standards adopted pursuant to RCW 10.101.030, Chelan County Resolution No. 2001-17, and Chelan County Code Chapter 1.352.
- (e) Attorneys providing services as directors, officers, or agents of the Non-Profit Corporation may not provide attorney services to private clients for a fee.

Chelan County reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal or proposals if such action is determined to be in the best interests of the County.

Indigent Defense Services RFP Package

Proposal Due Date: May 19, 2006

1. INTRODUCTION

1.1 PURPOSE

The County of Chelan is initiating this Request for Proposals (RFP) to solicit proposals from attorneys for the formation of a Non-Profit Corporation to provide indigent defense for Chelan County.

1.2 BACKGROUND

The County of Chelan currently contracts with a private law firm to provide indigent defense services. The County seeks the services of a Non-Profit Corporation to provide legal indigent services. The Non-Profit Corporation would provide all indigent defense services in criminal and civil actions. The organization would allow greater stability and representation because attorney's working for the organization would not be engaged in private practice. Furthermore, Non-Profit Corporation attorneys would not be subject to the renewal of the contract process, providing consistency in representation and services.

1.3 MINIMUM QUALIFICATIONS

Each attorney in the proposed Non-Profit Corporation must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association. Each attorney in the proposed team must be a member in good standing of the Washington State Bar Association. The director of the Non-Profit Corporation must have a minimum of 10 years experience in the fields of criminal prosecution, criminal defense, and/or public defense. The organization must meet established minimum standards set forth by Chelan County relating to the duties of attorneys and the rights of defendants in criminal cases. This includes standards adopted pursuant to RCW 10.101.030, Chelan County Resolution No. 2001-17, and Chelan County Code Chapter 1.352. Attorneys providing services as directors, officers, or agents of the Non-Profit Corporation may not provide private attorney services to private clients for a fee.

1.4 PERIOD OF PERFORMANCE

The performance of any contract resulting from this RFP is scheduled to begin on January 1, 2007.

2. GENERAL INFORMATION

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact for Chelan County for this request. All communication between the applicant and Chelan County upon receipt of this RFP shall be with the following RFP Coordinator:

Name:
Address:
City, State, Zip
Phone Number:
Fax Number:
E-Mail Address:

2.2 ESTIMATED SCHEDULE

Issue request for proposals:	April 17, 2006
Proposals due:	May 19, 2006.
Evaluate Proposals:	May 22 to May 30, 2006.
Applicant Interviews:	May 24, 2006
Announce Successful Contractor(s) and Send Notification to Other Proposers	May 31, 2006

The County of Chelan reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

Submissions may be submitted by hand or mail delivery to:

Cathy Mulhall, County Administrator
Chelan County Board of Commissioners
350 Orondo Avenue
Wenatchee, WA 98801

Please submit six (6) copies of the proposal. One (1) copy must have original signatures. The proposals, whether hand or mail delivered, must be received by Cathy Mulhall, County Administrator, no later than 4:30 p.m. on May 19, 2006. The proposal is to be sent to the RFP coordinator.

2.4 NO OBLIGATION TO CONTRACT

The RFP does not obligate Chelan County to contract for services specified herein. Chelan County also reserves the right to cancel or reissue the RFP in whole or in part prior to execution of a contract.

2.5 REJECTION OF PROPOSALS

The Chelan County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.6 CONTRACT NEGOTIATIONS

The Chelan County intends to complete contract negotiations with the successful applicants and execute a contract by July 14, 2006.

2.7 PROPOSAL CONTENTS

- A. Specify the proposed organization structure. Including staff, resources, and divisions.
- B. Discuss the ability to meet the standards set forth in Chelan County Code Chapter 1.352.
- C. Clearly identify the Director and provide the names and descriptions of each team member who may be employed as an attorney by the nonprofit corporation. Provide a resume or similar description for each team member with detail of experiences and qualifications.
- D. Please provide three references for the Director of the organization. Inclusion of the reference in your proposal is also agreement that the County may contact the named reference. The County may contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the County in evaluating the Proposer. The County retains the right to use such information to make selection decisions. Submittal of a proposal is agreement that the County may contact and utilize such information.

3. EVALUATION AND AWARD

3.1 EVALUATION AND SELECTION PROCESS

The County reserves the right to award the contract to the proposal or proposals that best meets the needs and interest of the County. Evaluation of responsive proposals will be in accordance with the requirements stated herein and any addenda issued. Selection will be based upon the qualifications of the proposer and the proposal(s) that will suit the needs and interests of the County. Under no circumstances will a contract be awarded on the basis of cost alone.

3.2 CLARIFICATION OF PROPOSAL

The RFP Coordinator may contact the Proposer for clarification of any portion of the proposal.

3.3 CONTRACT NEGOTIATION

The County of Chelan reserves the right to negotiate all elements of the contract for indigent defense services to ensure that the interest of both parties are adequately considered. County representatives and the selected finalist(s) will review, in detail, all aspects of the requirements and negotiate the contract based upon a presentation by the most favorable, apparently successful Proposer. The Proposer may offer and the County will consider alternative compensation proposals, e.g. for the handling of conflicts.

3.4 CONTRACT TERM

The term of the agreement will be for five (5) years with a five (5) year extension if mutually agreed upon by Chelan County and the Contractor(s).

Dated this ____ day of _____, 2006.

BOARD OF CHELAN COUNTY COMMISSIONERS

BUELL HAWKINS, CHAIRMAN

ATTEST: JANET K. MERZ

KEITH W. GOEHNER, COMMISSIONER

Clerk of the Board

RON WALTER, COMMISSIONER