



**Request for Proposal (RFP)**  
**By**  
**The City of College Place, Washington**  
**For**  
**Conflict Public Criminal Defense Services**

**Issued:** January 16<sup>th</sup>, 2019  
**Due:** February 4<sup>th</sup>, 2019, 4:00 p.m. PDT  
**Delivery Instructions:** Five (5) copies enclosed in an envelope addressed as follows:

**Mike Rizzitiello**  
**City Administrator**  
**City of College Place**  
**625 S. College Avenue**  
**College Place, WA, 99324**

**Estimated Timeline:**

**RFP Issued:** January 16<sup>th</sup>, 2019  
**Proposals Due at 4:00 PM:** February 4<sup>th</sup>, 2019  
**Proposal Review Complete:** February 15<sup>th</sup>, 2019  
**Interviews as necessary:** February 21<sup>st</sup> – 25<sup>th</sup>, 2019  
**City Council Action:** March 12<sup>th</sup>, 2019  
**Contract Awarded:** March 13<sup>th</sup>, 2019  
**Anticipated Contract Start:** April 1<sup>st</sup>, 2019

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## **Section 1 – Instructions to Proposers**

### **1-1. Scope of Work**

Provide conflict public criminal defense services to indigent defendants charged for offenses by the City of College Place and designated as indigent by the District Court Judge.

This Request for Proposals (RFP) for Conflict Public Criminal Defense Services for the City of College Place contains instructions governing the requirements for proposal format; informational material to be included with the proposal; and submittal procedures required for consideration of the proposal by the responsible City evaluation team. This RFP also addresses the eligibility requirements and responsibilities which a proposer must meet for consideration of their proposal.

Proposers assume responsibility for comprehending the entire RFP. If clarification is desired, it is the responsibility of the proposer to submit questions, in writing, to the City Official listed in Section 1-4. It is the proposer's responsibility to ensure that all procedures and requirements of the RFP are accurately followed and appropriately addressed. The proposer should carefully read the entire RFP before submitting a proposal.

### **1-2 Proposal Submission**

**The Proposal must be SEALED and CLEARLY IDENTIFIED with the title “Conflict Public Criminal Defense Services Proposal for the City of College Place” and the Proposer’s name and address to be submitted no later than 4:00 p.m., Pacific Standard Time, on Monday, February 4<sup>th</sup>, 2019 to the City of College Place, 625 S. College Avenue, College Place, Washington, 99324. A facsimile response or an electronic response to this RFP does not meet the stated requirements of a sealed proposal and will not be accepted.**

Proposals received after the exact time specified for receipt will not be considered.

### **1-3 Proposal Schedule**

RFP Issued:	January 16 <sup>th</sup> , 2019
Proposals Due at 4:00 PM:	February 4 <sup>th</sup> , 2019
Proposal Review Complete:	February 15 <sup>th</sup> , 2019
Interviews as necessary:	February 21 <sup>st</sup> – 25 <sup>th</sup> , 2019
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Contract Awarded:	March 13 <sup>th</sup> , 2019
Anticipated Contract Start:	April 1 <sup>st</sup> , 2019

## **1-4 Inquiries**

**All inquiries concerning this RFP must be received in the offices of the City Administrator no later than 4:00 p.m., Pacific Standard Time, on Monday, February 4<sup>th</sup>, 2019 and submitted to:**

Mike Rizzitiello  
City Administrator  
625 S. College Avenue  
College Place, WA, 99324  
Telephone: 509-394-8506  
Email: [mrizzitiello@cpwa.us](mailto:mrizzitiello@cpwa.us)

Proposers should consider the City Administrator as the first and prime point of contact on all matters related to the procedures associated with this RFP. If additional information is needed from any source, the City Administrator will work with the Proposer to gather that information.

## **1-5 Interpretation, Corrections, or Changes in RFP**

Any interpretation, correction, or change in the RFP will be made by addendum by the City. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and no Proposer may rely upon any such interpretation, correction, or change.

## **1-6 Acknowledgement of Addendums to RFP**

Receipt of any addendum or addenda to this RFP must be acknowledged by a Proposer on the Proposal Response Certification (Attachment A).

## **1-7 Offer Acceptance Period**

Submitted proposal shall constitute an irrevocable offer for ninety (90) calendar days from the proposal opening date even if the City makes one or more counter offers.

## **1-8 Rejection of Proposals**

The City in its sole discretion expressly reserves the right to reject any or all proposals or portions thereof; to reissue a Request for Proposal; and to waive minor irregularities, discrepancies, and any other matters or shortcomings.

## **1-9 Compensation**

Please Note: The selection of a Conflict Public Defender will be based on qualification and value, not the lowest proposed fee structure.

- A. Please present information on the firm's proposed fee schedule either on a price-per case basis or a total yearly/monthly fee, noting any variations for non-routine services. Services covered by this RFP that are not explicitly identified as non-routine will be assumed to be included in the basic fee. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted, if at all, according to that classification. Proposers may include the cost of investigative services for separate, authorized payment.
- B. If the proposal includes by-case compensation, payment by the City for the services will only be made after the services have been performed (judgement and sentence or dismissal). An itemized billing statement shall be submitted in the form specified by the City and approved by the appropriate City representative. Payment shall be made on a monthly basis, in accordance with the City's accounts payable procedures.

### **1-10 Term of Agreement**

Subject to negotiation, the initial term of the Agreement shall be three (3) years, commencing on or about April 1<sup>st</sup>, 2019. The term of this Agreement may, if mutually agreed upon in writing, be extended by one (1) year increments for a total of five (5) additional years, provided written notice of each extension is given to the City at least thirty (30) days prior to the expiration date of such term or extension. During extension periods, all terms and conditions of this Agreement shall remain in effect unless otherwise agreed to by both parties.

### **1-11 Award of Agreement**

The City shall make the award to the responsible Proposer's whose proposal will be most advantageous to the City with respect to conformance to the standards, specifications, quality, and other factors as evaluated by the City. The City is not required or constrained to award the Agreement on the basis of cost.

The City may award an Agreement on the basis of initial offers received, without interview; therefore, each initial offer should contain the proposer's best terms from a technical standpoint. One, Two, or none of the proposals maybe accepted.

### **1-12 Proposal Confidentiality**

Each Proposer agrees that the contents of their respective proposals are potentially subject to public disclosure.

## **Section 2 – Instructions For Preparing Proposals**

### **2-1 General**

To aid in the evaluation process, it is required that all responses comply with the items and sequence as presented in paragraph 2-2 Proposal Outline. Paragraph 2-2 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner.

### **2-2 Proposal Outline**

This RFP is designed to allow proposers to submit proposals basically the same format in which the RFP is issued.

Submit five (5) copies of the proposal.

**The proposal cover letter of no more than two pages shall be attached to the front of the proposal and shall include the following information/statements:**

1. That your company agrees to all the terms and conditions of the RFP.
2. That your company agrees to execute the Agreement, if awarded.
3. Description of the firm, organization, officers or partners, number of employees, and operating policies that would affect this Agreement.
4. State the number of years your firm has been continuously engaged in criminal defense services.
5. Identify your firm's contact person for this RFP process and their phone, fax, and email address.

### **Submission Requirements**

**To provide objective criteria that can be used in determining various firms' abilities, the City requests that you address the following items in the order presented, taking no more than ten pages to do so. Any proposal exceeding ten pages will be rejected as non-conforming.** Additional information, such as evidence of relevant work accomplished by your firm, may be attached and will not be counted towards the ten-page limit.

1. Provide a brief history of your firm including size; areas of expertise; and other relevant information.

2. Describe your firm's experiences with criminal defense services including provision of investigators, interpreters, and other support which demonstrate your firm's ability to provide those services for the City.
3. List the name(s), position(s), and responsibilities of the individual(s) who will be assigned to directly provide conflict public criminal defense services. Provide resumes for each.
4. Describe the experience of the assigned individual(s) as it relates to successfully providing public criminal defense services. Demonstrated experience is highly desirable and will weigh significantly in selection.
5. State your firm's understanding of public criminal defense services.
6. List the services that your firm proposes to provide, Conflict Public Defender; or any services proposed in addition to those listed above.
7. List your proposed compensation structure for all services described above whether hourly; by case; by annual term; or by any combination thereof.
8. Identify the support, information, and other needs that your firm will require from the City to successfully deliver these services.
9. Provide any other information about your firm that demonstrates its ability to effectively provide public criminal defense services.
10. Provide three (3) references that can vouch for your ability to capably provide public criminal defense services.

### **Section 3 – Evaluation Process**

Qualifications and proposals submitted by interested Proposers will be reviewed and evaluated based on the evaluation factors set forth in the RFP. **The City reserves the right to reject any or all proposals, or portions thereof.** The selection of a successful Proposer, if any, will be based upon which proposal the City determines would best meet its requirements and needs.

#### **3-1 Selection and Evaluation Process and Criteria**

Proposals received that conform to the proposal instructions will be evaluated by a team of City staff members and others qualified to do so. That team will select a number of these proposals; conduct reference checks; and potentially, but not necessarily, invite the firms with the prevailing proposals for interviews. The team will then select the firm, firms, or individual attorneys judged to be best suited to deliver conflict public criminal defense services and recommend that the City negotiate contracts with them. The City reserves the right to select one proposal; multiple proposals; none of the proposals; or to solicit additional proposals.

Proposals and subsequent potential interviews will be evaluated on the following criteria:

1. Proposer's experience with criminal defense services.
2. Proposer's demonstrated ability to successfully provide related services to a municipality or other similar entity.
3. Proposer's professional credentials and affiliations indicating the capabilities to provide public criminal defense services.
4. Relevant experience and credentials of the personnel assigned to provide public criminal defense services.
5. Quality of the submitted proposals in terms of content, relevance, organization, and presentation.
6. Conformance of the proposals to the submission requirements.
7. Responses of the references.
8. Ability of the firm to meet the timeline set for the review process and the contract start date.
9. Qualifications of firm's management and support staff; appropriateness and completeness of contract implementation plan; physical resources (ex: office space) available; and availability of technical support.

#### **Section 4 – General Contractual Terms and Conditions**

##### **4-1. City Council Approval**

This Agreement may be subject to approval by the City Council. If such approval is not granted, the Agreement shall be void, and the City and Proposers shall have no further obligations or liabilities hereunder.

##### **4-2. No Reimbursement of Costs or Expenses by Respondents**

**The City will not reimburse or otherwise compensate any person or firm for the costs and expenses incurred by such person or firm in responding to this request.**



**Attachment A**

**City of College Place Request for Proposals  
For Conflict Public Criminal Defense Services**

**Proposal Response Certification**

\_\_\_\_\_  
DATE

The undersigned, as Proposer, declares to have read the Request for Proposals, and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Tax ID Number

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
State of Incorporation