

REQUEST FOR PROPOSAL

FOR

PUBLIC DEFENSE SERVICES

INTRODUCTION

Emery County is requesting proposals for contracted public defender services in the Seventh Judicial District including Drug Court and Juvenile Courts of Emery County and the Emery County Justice Court.

OBJECTIVE AND SCOPE OF WORK

The successful applicant will act as court-appointed counsel to indigent adults and juveniles charged with crimes, and juvenile abuse and neglect matters, providing traditional public defender services such as client consultation, investigation, and representation throughout all pretrial and trial proceedings. Appeals will not be part of the agreement. The successful applicant will begin providing services March 1, 2018. Emery County will select the proposal most advantageous to the County and the public.

PROPOSAL QUALIFICATION REQUIREMENTS

All proposals submitted for evaluation must include, but are not limited to the following information:

1. A monthly fee for which all services will be provided.
2. A description of your office location in Emery County and general availability and ability to meet with clients in Emery County;
3. A statement of qualifications, to include experience practicing criminal law, trial experience, specialized training or abilities, education, awards, etc.
4. Applicants must be in good standing with the Utah State Bar.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Three (3) copies of the proposal (2 paper and 1 electronic) must be submitted to:

Emery County Clerk/Auditor
Brenda Tuttle
75 E. Main St.
P.O. Box 907
Castle Dale, UT 84513
BrendaT@emery.utah.gov or 435-381-3551 (office)

Due by Monday, January 15, 2018 before 5 pm MST. An electronic file of all submissions is also requested for ease in distribution for evaluation purposes.

See above for contact information.

ACCEPTANCE OF PROPOSAL

Emery County Commission will evaluate all proposals to determine acceptance or rejection of the proposal. Emery County reserves the right to reject any or all bids for any reason, based on experience or performance ratings. Final selection will not be based solely on the lowest fees proposed.

All proposals shall be evaluated upon the above qualifications and upon the applicant's reputation and integrity.

Pursuant to this RFP a contract will be executed and signed by Emery County.

PROCUREMENT RULES AND PROCEDURES

Emery County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Emery County will be legally bound only when and if there is a definitive signed agreement with the awarded contractor.

It is important that any person who signs a proposal or contract on behalf of a Contractor's organization certifies that he or she has the authority to so act. The successful Contractor who has his/her proposal accepted may be required to answer further questions and provide further clarification of his/her proposal and responses.

Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Emery County shall have no liability to any person or entity under or in connection with this RFP, unless and until Emery County and such person shall have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

PROCUREMENT TIMETABLE

Below is the Procurement Timetable that has been established for this RFP.

Required Activity	Scheduled Date
RFP Issue Date	January 4, 2018
Closing Date for Receipt of Proposals	January 15, 2018
Selection of Agency	January 16, 2018*

*Desired date for Emery County to select agency.

SIGNATURE PAGE

I hereby certify that the information submitted by me/my company in response to this RFP, including the pricing and other information in this Proposal Response Form is true and accurate.

I understand that Emery County has the right to reject and or all proposals, to waive minor irregularities when to do so would be in the best interests of Emery County.

Name of Agency_____

Address_____

Email Address_____

Phone Number_____ Fax Number_____

Print Name_____

Signature:_____ Date:_____