



COWLITZ COUNTY OFFICE OF PUBLIC DEFENSE

Director: Terry Mulligan

1801 1ST Avenue, Suite 1A

Longview, WA 98632

TEL (360) 578-7430

FAX (360) 578-7431

November 9, 2009

NOTICE OF REQUEST FOR PROPOSALS COWLITZ COUNTY SUPERIOR COURT JUVENILE DEPARTMENT

Legal Representation Of Juveniles in Offender & Truancy Contempt Matters and Guardian Ad Litem (Children Over 12) In Dependency Proceedings

PURPOSE. Cowlitz County is seeking proposals from attorneys to provide legal representation to juveniles in offender and truancy contempt matters in Superior Court, Juvenile Department, commencing January 1, 2010. Proposals will be accepted until 4:30 p.m. November 25, 2009.

Proposal requirements and details may be obtained from Terry Mulligan, Director, Cowlitz County Office of Public Defense, 1801 1st Ave., Ste. 1A, Longview, WA, 98632, telephone (360) 578-7430. A copy of this Request will also soon be available on the County website at: <http://www.co.cowlitz.wa.us/financialmanag/index.html>

AWARD. This Request for Proposals does not commit Cowlitz County to award a contract or pay any costs incurred in the preparation of a proposal in response to this request.

The County reserves the right to reject any or parts of any and all Proposals, to re-advertise this Request, to postpone or cancel at any time this Request for Proposals process, or to waive any irregularities in this Request or in the Proposal(s) received. Also, the determination or criteria and process whereby Proposals are evaluated, the decision as to contract award, or whether or not an award shall ever be made as a result of this Request, shall be at the sole discretion of the County. All decisions of the County are final.

EQUAL OPPORTUNITY EMPLOYER. It is the policy of Cowlitz County to promote equal opportunity to all persons in matters affecting, but not limited to, recruitment, employment, compensation benefits, promotions, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, marital status, disability, Veteran status, sex or age (except where sex, age or non-disability are bona fide occupational qualifications). This policy extends to all contractors receiving public money for the fulfillment of public contracts with Cowlitz County.

SCOPE OF SERVICES. Cowlitz County provides indigent legal representation to juveniles who come before the Superior Court of Cowlitz County, Juvenile Department, in matters identified as offender (criminal), truancy contempt and Guardian Ad Litem matters for children 12 years of age and older in dependency proceedings. Cowlitz County is accepting proposals from attorneys who wish to provide legal representation in these matters.

This is a part-time contract position; attendance in court is typically required on Tuesdays and Thursdays with Tuesdays being the longer of the two court days. Attendance in court can occasionally be required on other days as well. The attorney will be expected to meet with his/her clients and perform all necessary and appropriate tasks to adequately prepare cases assigned pursuant to the contract. Investigator and expert witness support are available through order of the court.

COMPENSATION. The County anticipates awarding a fixed fee contract with provisions for payment of extraordinary costs. Fees will be payable in equal monthly payments. The fixed fee will be dependent upon qualifications with an anticipated starting fee of \$58,100 per year.

START DATE. Cowlitz County anticipates assignment of cases to begin January 1, 2010.

REQUIREMENTS.

Attorney must be admitted to practice law in the State of Washington.

Attorney will be required to submit monthly reports summarizing the number of cases assigned and hours worked.

Attorney may interviewed by the Director of the Cowlitz County Office of Public Defense and/or the Cowlitz County Commissioners prior to selection and award of a contract.

SUBMISSION REQUIREMENTS. Proposals must include the following information:

- Name of attorney/firm that will handle the cases;
- Proposed fee arrangement stated as an annual cost for work to be performed under the contract;
- A resume of experience and/or qualifications; and
- Additional information attorney wishes to submit that will help the County in its selection process.

Proposals are due on or before 4:30 p.m., Wednesday, November 25, 2009.

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Proposals should be submitted to:

Terry L. Mulligan, Director

Cowlitz County Office of Public Defense

1801 1st Ave., Ste. 1A

Longview, WA 98632

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