

REQUEST FOR PROPOSALS COURT APPOINTED ATTORNEY

Date: August 10, 2018

Proposals will be received by the City of Casper Clerk's Office, Attn: Fleur Tremel, 200 North David, Casper, Wyoming, until 3:00 p.m., Local time, August 24th, 2018. One (1) copy of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. All Proposals should be on 8.5 x 11 sized paper. Proposals should be placed in a package that is sealed and externally labeled "Court Appointed Attorney Contract."

GENERAL

The purpose of this RFP is to obtain an independent Contractor who would provide court appointed legal services for defendants charged in the Casper Municipal Court. Such legal services are necessary for the indigent defendants charged in the City of Casper Municipal Court as well as appeals therefrom, and provided for under Rule 44 of the Wyoming Rules of Criminal Procedure (WRCP). Such clients will be appointed at the discretion of the Municipal Court Judge when defendants are deemed eligible.

PROPOSALS

1. One (1) hardcopy of the proposal shall be submitted. All pages of the proposal shall be on 8.5 x 11 size paper. Proposals must include the following information:
 - a. Basic Information (1 page)

Name and contact information for each attorney in the firm who would representing defendant clients in the Casper Municipal Court.
 - b. Proposal Overview (1 page)

This should include a letter from the applicant to the City of Casper City Council.
 - c. Ability to Contract Overview (1-3 pages)

Contractor should address the following requirements and explain if they cannot meet them.

 - Contractor must be a member in good standing of the Wyoming State Bar Association, and shall maintain such good standing at all times while performing services under this Contract.

- Contractor shall comply with the Wyoming Rules of Professional Conduct and the Wyoming Rules of Criminal Procedure.
- Contractor must complete and submit a W-9 form, the required identification information, and the City of Casper Merchant & Supplier Set-Up Form with a signed Agreement, and notify the City of any changes of address or telephone number within fifteen (15) days.
- Contractor shall maintain complete records of all client files and any fees for experts, mileage, hotels, or other case extraneous costs for a period of ten (10) years.
- Contractor shall accept all Court Appointed legal representation cases, unless a conflict exists. If a conflict does exist, the Contractor shall notify the City within ten (10) days.
- Maintain Errors or Omissions (E&O) insurance in an amount determined by the Insurance Company to be sufficient for criminal defense. Said insurance certificate should be provided to the City and kept on record. The City should be contacted immediately upon any changes in said insurance. If possible, through the insurance policy, the City should be named as an additional insured on said policy.
- Contractor shall not accept a payment of money or anything of value from or on behalf of an eligible client for the performance of services.
- Contractor shall be responsible for paying all other expenses necessary to perform the required services including but not limited to travel costs, research, additional copies, word processing expenses, paralegal assistance, etc. such costs being expressly included in the contract price.
- The Contractors duties shall include, but not be limited to:
 - Providing timely and competent legal representation;
 - Providing the investigatory resources necessary for a complete defense;
 - Appearing for all court hearings as required;
 - Meeting with clients at the earliest possible convenience.

3. The following items apply to all submitted Proposals:

a. Submission of Proposals.

Written (not electronic) proposals must be submitted to City of Casper

Clerk's Office, Attn: Fleur Tremel, 200 North David, Casper, Wyoming, until 3:00 p.m., Local time, August 24th, 2018. One (1) copy shall be placed sealed package or envelope. Each package or envelope should be externally labeled, "Court Appointed Attorney Proposal."

b. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each of the applicants who contacted the city to request a copy of the RFP. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

c. Late Proposals.

Proposals that are late or incomplete will not be accepted. It is the responsibility of the applicant to insure that the proposal arrives at the specified location prior to 3:00 p.m., Local Time, August 24, 2018.

d. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, to request amendments or modifications to submitted proposals, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

e. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Applicant at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of an applicant does not eliminate this right. If confidential information is provided in the proposal, then the pages with the confidential information must be clearly identified in the proposal and for each page identified provide the justification as to why the referenced pages should not be released or made available to the public as per Federal or State open records law, along with legal citations therefore.

f. Incurring Costs.

The City of Casper is not liable for any costs incurred by the applicant prior to issuance of license. This includes any costs associated with a requested presentation.

SELECTION

City Council will review all proposals and decide on the applicants that will go through the official approval process.