

**REQUEST FOR PROPOSAL:
PROFESSIONAL SERVICES
MUNICIPAL COURT PUBLIC DEFENSE ATTORNEY**

A. INTRODUCTION

The City of Canby is seeking proposals from an attorney licensed in Oregon to serve as one of the City's Municipal Court public defense attorneys to provide effective counsel to indigent defendants charged in the City of Canby with misdemeanor crimes. The City is interested in contracting with an attorney commencing April 1, 2025. The City expects to establish an ongoing relationship that ensures high quality, responsive, timely legal services for the City's Municipal Court. We expect that the attorney chosen will be experienced in the type of legal services required for an Oregon Municipality.

B. SCOPE OF WORK

The City wishes to contract for public defense services for indigent defendants for misdemeanor offenses. The public defense attorney or firm selected will appear in the Canby Municipal Court on behalf of defendants who have established their indigency and have been appointed to the attorney or firm by the Canby Municipal Judge. The attorney will provide criminal defense services and will be available to talk and meet with indigent defendants at the attorney's office. The attorney will maintain communication on a timely manner with the defendant being represented. The Scope of Work is enclosed on page four (4).

To illustrate the potential workload, on average, the City tries approximately 20 new cases monthly. The City regularly contracts with two (2) defense attorneys to handle the workload. Municipal Court is active the first and third Tuesday of every month for misdemeanor cases with designated times starting at 9:00 A.M. Bench or jury trials may also be scheduled on other days of the month.

C. COMPENSATION

The City and any attorney selected for these services will enter into a professional services agreement, standard conditions of a Canby's personal services agreement and requirements of a business license. The monthly fee offered by the City for these services is \$1,800, payable at the end of each month. The Defense Attorney will not be included in any public employee pension system and is not provided medical benefits. The City shall not withhold or pay any federal, state, or local income or payroll tax of any kind on behalf of Attorney. Proposals must clearly set forth agreement to the fee structure.

D. MINIMUM REQUIREMENTS

1. The attorney shall be licensed to practice law in the State of Oregon. A period of two (2) years preceding the proposed appointment is preferred, and the attorney must be eligible to appear before all Municipal, State, and Federal Courts in Oregon, as well as Oregon administrative agencies and the Office of Administrative Law (A copy of the license shall be included with your proposal)
2. The attorney must have a minimum of two (2) years of criminal defense experience, with a proficient understanding of Oregon and Federal case law, Oregon Criminal law, the City of Canby Ordinances, and proficient in search and seizure requirements.
3. The attorney shall be able to provide three (3) professional references with preferred contact information.
4. The attorney shall maintain a bona fide principal office in the State of Oregon.
5. The attorney must maintain full professional liability coverage as directed by the Oregon State Bar and general office liability insurance throughout the duration of time served and shall furnish a certificate evidencing the dates, amounts and types of insurance.

E. INSTRUCTIONS

A proposal should include the following:

1. A cover letter and resume outlining each candidate's credentials and experience in criminal defense, particularly any experience in providing public defense services.
2. Description of the types of cases in which the attorney has represented indigent clients.
3. Description of policy guidelines when addressing the needs of indigent misdemeanor clients, including but not limited to describing how attorney caseloads will be monitored and how the workload responsibilities of the City will be accommodated and prioritized in relationship to other contracts or obligations.
4. A statement regarding whether the attorney has ever been disciplined by any bar association, been the subject of a court finding or determination of ineffective assistance of counsel, been monetarily sanctioned by a court for any reason, or involved in an action for malpractice. If so, provide detailed information.
5. Copy of your license from the Oregon State Bar and a "Certificate of Good Standing" or other similar document evidence that the professional's license is not presently suspended or revoked.

All materials shall be submitted in one proposal package.

Proposals must be received by **4:30 P.M., February 21, 2025**. Proposals submitted after the due date and time will not be considered. Additional dates may be added if needed.

Proposals can be submitted via email:

robertsj@canbyoregon.gov

or delivered to:

Jessica Roberts

Canby Municipal Court

222 NE 2nd Avenue

PO Box 930

Canby, OR 97013

F. SELECTION CRITERIA

The selection of a public defender will be based on the ability of the proposer to best meet the guidelines established in this request for proposals. In the evaluation process, the City will consider the qualifications of the specific proposer, including the history of successfully fulfilling contracts of this type, experience with similar work, ability and history of meeting deadlines, and professional references. The City will also consider the completeness of the written proposal.

G. ADDITIONAL TERMS AND CONDITIONS

The City shall not be responsible for any costs incurred by a firm in preparing, submitting, or presenting its response to this RFP. The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The City reserves the right to request clarification of information submitted and to request additional information from any proposer.

Canby Municipal Court Public Defender Scope of Work

Attorney shall provide effective and efficient legal representation for court-appointed indigent clients at Canby Municipal Court at all stages of the case assigned under the contract.

SCHEDULE

- Attorney shall be required to attend court sessions with clients on scheduled court dates until the Attorney's docket is concluded. Attorney shall come to court sessions prepared to proceed in all matters. Attorney shall report to court by 9 a.m. to meet with clients and city prosecutor. Attorney's docket will begin at 10 a.m.
- Court trials and jury trials may be scheduled on another available day on the court docket.
- Attorney shall remain at court after 10 a.m. docket has concluded to make initial contact with any new clients that have been appointed to the attorney by the court during the 11 a.m. criminal arraignment docket.

DUTIES

Attorney will provide the following services:

- Make, or attempt to make personal contact, with client within 72 hours of being appointed by the court. "Initial contact letter" is not a substitute for making contact.
- Visit clients that are in-custody at the Clackamas County Jail to discuss case and prepare for court video appearance.
- Provide coverage for courtroom appearances during vacation or leave of absence. If coverage is unavailable, notify the court within 60 days of the absence to allow the court time to properly schedule the court docket.
- Request discovery from City Prosecutor in a timely manner and review that discovery with client immediately upon receipt.
- Represent clients at all court appearances and hearings, investigate cases and propose resolutions, file and argue legal motions, draft appropriate legal memoranda, negotiate and litigate show cause hearings.
- Respond in a timely manner to all telephone calls and emails from clients, as well as to the City Prosecutor and Court staff.
- Maintain contact with clients and keep them informed of all court appearance and correspondence in the matter until a disposition is entered in the case.
- Remain available to clients during his or her probation or diversion period for any legal advice or representation the client may need.