

Request for Qualifications (RFQ)

14-03-IDC-01

Submission Deadline

On-Going

Prepared by Cochise County

Procurement Department



**On behalf of the Cochise County
Indigent Defense Coordinator Office**

IDC Contract Attorney Services

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Attachments Included by Reference:

Attachment 1 – General Terms and Conditions

Attachment 2 – Sample Agreement

Attachment 3 – RFQ Questionnaire

Attachment 4- Classes of Cases

1.0 **Introduction**

It is the intent of Cochise County (hereby referred to as “the County”) through this Request for Qualifications (RFQ) to supplement the qualified list of attorneys utilized for felony, dependency, severance, delinquency and misdemeanor cases. It is the option of the County to enter into an agreement with any attorney deemed as qualified through the recommendation of the Indigent Defense Evaluation Committee (hereby referred to as “the Committee”) based on information submitted to the County as requested and outlined within this document. Any and all agreements will be valid for one year from the date of execution of the agreement, with the option to extend on a year to year basis at the County’s discretion for a maximum of four (4) additional one (1) year periods.

Statements of Qualifications (SOQs) will be evaluated within approximately thirty (30) days after receipt of your submittal. You will receive notification of the Committee’s recommendation shortly thereafter, and if approved, be sent an agreement for your signature.

This solicitation replaces any Superior Court Administrative Order regarding compensation and associated expenses of court-appointed counsel. Any assignments made by IDC prior to the effective date of this solicitation shall be at the rate in effect prior to this solicitation.

Attorneys responding to this RFQ should carefully review the information provided herein and shall meet the minimum qualifications provided in Attachment 1, Exhibit B. Your ability to demonstrate an understanding of the duties and responsibilities of Indigent Client Representation and to submit a **responsive** statement of qualifications based on the requirements of this RFQ will be used as an indication of your ability to provide competent legal defense services if awarded an agreement. Failure to respond as requested in Section 4 of this RFQ may result in the rejection of your submittal.

Compensation for performing legal defense services for indigent clients has been pre-established and shall be in accordance with Attachment 1, Sections 1.B-C, 2.A-E, and Attachment 1, Exhibit A, Compensation Schedule.

This RFQ includes a description of the evaluation and selection process, scope of work, assignment of work and the contract that will be used. Assignment of cases is described in Section 3 of this RFQ. No guarantee is made regarding the frequency of assignments or volume of work that may be offered.

Direct all inquiries regarding this RFQ in writing to:

Anne Coppola
Contracts Administrator
Cochise County Procurement Department
1415 Melody Lane, Bldg. C
Bisbee, AZ 85603
Office: (520) 432-8394
Fax: (520) 432-8397
ACoppola@cochise.az.gov

Do not contact any other County departments or other County staff directly. Information provided by personnel other than the above contact may be invalid and statement of qualifications which are submitted in accordance with such information may be declared non-responsive.

2.0 Scope of Work/Compensation

The scope of work and compensation is provided for in Attachment 1, Exhibit A, included herein. Additionally, the following requirements shall be adhered to at all times:

Maintain records on the cases assigned under the contract, including, but not limited to, the following statistical data: client name, date assigned, case type, case name, case number, the charge or nature of the case, applicable statutes, hours worked and names of staff, investigator or experts, case disposition, sentencing date, judge, case closing date and interpreter (if applicable).

3.0 Assignment of Work

Selection of an attorney off the qualified list(s) shall be based on expertise or qualifications related to the specific case, past performance on previous cases, availability and additional resources. Assignments of cases to the Attorney and other independent contract attorneys shall be made at the sole discretion of the IDC.

4.0 Preparation of Response – Required Content

Each response to this RFQ shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection of the proposal. Additional information may be provided but should be succinct and relevant to the requested information contained within this RFQ. Excessive information will not be considered favorably. If respondents choose to submit their application packages via hard copy, these documents shall be submitted on paper that is 8 ½ X 11 inches or folded to such a size.

All submittals shall contain the following elements, in the order given:

4.1 Letter of Interest shall include the following information:

A cover letter (template available) should be submitted to include the following information:

- A. A detailed description of your understanding of the needs of indigent defense clients and your capacity to efficiently and effectively manage a dynamic caseload;
- B. A resume demonstrating your relevant education, training and experience, and that you meet and/or exceed the minimum qualifications for the case types requested;
- C. At least three (3) professional references including contact name, occupation, current address and telephone numbers. By providing such references you agree that neither the County nor the clients referenced shall have any liability regarding the provision of such references or the County's use of such references in making selections under this request for proposal. The County reserves the right to contact additional references discovered from its own research.

4.2 RFO Questionnaire

Respondent shall fill out, in its entirety, the attached **Attachment 2 – RFQ Questionnaire** in order to be considered for any agreement regarding this RFQ.

4.3 Confidentiality

All submittals will be considered public information and, subsequent to award of this RFQ, all or part of any submittal will be released to any person or firm who requests it. Respondents shall specify within their Cover Letter if they desire that any portion of their submittal be treated as proprietary and not releasable as public information. However, Respondents should be aware that all such requests may be subject to legal review and challenge.

4.4 Insurance

Provide a statement of assurance of your ability to fulfill the insurance requirements as described in Attachment 1, Section 20.

5.0 Submittal Instructions

5.1 Hard Copy Submittal: Submit **one (1) original copy** of your submittal. All responses shall be submitted in a sealed envelope or container and clearly marked with the RFQ number and title on the outside of the parcel. Submittals shall be delivered **ONLY** to:

**Cochise County
Attn: Anne Coppola
Procurement Department
1415 Melody Lane, Bldg. C
Bisbee, AZ 85603**

E-Mail Submittal: If vendor is submitting via email, emailed responses will only be accepted at the following email address: ACoppola@cochise.az.gov.

5.2 Submittals delivered to a location other than the above will not be considered duly delivered. The County of Cochise shall not be responsible for re-routing submittals delivered to a person or location other than that specified above.

5.3 Faxed submittals shall not be accepted.

5.4 All submittals, whether selected or rejected, shall become the property of Cochise County and will not be returned.

5.5 The County of Cochise reserves the right to waive minor defects and/or irregularities in submittals and shall be the sole judge of the materiality of any such defect or irregularity.

5.6 All costs associated with submittal preparation shall be carried by the offeror. The County shall not be held indemnified of any costs associated with any submittals and the materials contained therein, whether accepted, rejected, or considered non-responsive.

5.7 All submittals shall remain valid for a period of sixty (60) days following the receipt date of the submittal.

6.0 Evaluation Criteria

The following evaluation criteria will be used to determine whether an Attorney/Firm will be added to the qualified list and awarded a contract through this RFQ process:

- Reputation and Experience, Capacity to Perform
- Qualifications and Standards of Representation
- Understanding of the Scope of Work
- Results of Reference Checks
- The Committee may evaluate Dependency Attorney in addition to affidavit for Rules 40.1 and 40.2 upon submission of package.

7.0

Selection Procedures

- 7.1** Submittals will be reviewed for responsiveness and ability to meet the minimum qualifications, and responsive proposals will further be screened by a selection committee in accordance with the above criteria.
- 7.2** The County reserves the right to make an award without further discussion of the submittal with the Respondent. Therefore, the submittal should be submitted initially on the most favorable terms that the Respondent may propose.
- 7.3** The County reserves the right to award a contract to Respondent(s) who, in the sole judgment of the County, provides the most favorable responses to this RFQ pursuant to the Evaluation Criteria indicated above.
- 7.4** The County reserves the right to reject any or all submittals, or to waive minor irregularities in said submittals, or to negotiate minor deviations with the successful firm.