

**City of Seattle
Public Defense Services**

**Second Amended
Request for Proposals
Third Defender Services, 2011-2014
September 7, 2011**

The 2011 Public Defense Services Request for Proposals (RFP) was issued on February 16, 2011 (the “initial RFP”). Proposals for the Primary Defender, Secondary Defender, and Third Defender were due on March 16, 2011. The City received Proposals for the Primary and Secondary Defenders Scope of Services; however there were no Proposals submitted for the Third Defender Scope of Services. On April 5, 2011, a First Amended RFP and an Amended Scope of Services for the Third Defender was issued; however, there were no Proposals submitted for the Amended Scope of Services.

This second amendment changes the Scope of Services for the Third Defender to provide for the commitment of the equivalent of attorney or attorneys constituting a full time attorney (1 FTE) to represent defendants where both the Primary and Secondary agencies have a conflict of interest or are unable to perform.

With this Amended Scope of Services the City is seeking Proposals from qualified agencies (see page 25 of the original RFP) outlining how they would staff this function.

Funding Available: Up to \$184,000 is available annually to fund 1 FTE. This funding includes other administrative, overhead, and supply costs. The agency will be paid for 1 FTE even if fewer than 380 case credits are assigned. All numbers are on an annual basis and are in 2012 dollars.

It is the intent of the City that defender agency attorneys receives compensation equivalent to that outlined in the current Seattle City Attorney’s Office Salary Schedule Plan (see page 17 of original RFP). Copies of the salary schedule are available from the City Budget Office.

Scope of Work: The Third Defender will represent defendants in cases where the Primary Defender and the Secondary Defender both have a conflict and are unable to provide representation. The Third Defender may handle up to 380 conflict case credits. Note: in cases where the Third Defender also has a conflict, the Secondary Defender will handle the administration of assigning these cases to private counsel.

In each year of the contract, the City will require a minimum commitment of the equivalent of attorney or attorneys constituting 1 FTE attorney to represent defendants where both the Primary and Secondary Defenders have conflicts. The Third Defender funding includes administrative, overhead and supply costs. All numbers are on an annual basis.

Estimated Workload and Funding

	Credits	Caseload Attorneys	Total Attorneys	2012 Annual Funding
Third Defender	380	1.00	1.00	\$184,000

The following provides Third agency data including conflict case referrals. Data show the number of cases. The number of case credits assigned may vary slightly.

Year	Third Agency	Assigned Counsel Cases
2008	36 (6 months)	69
2009	110	83
2010	187	51
2011	204 (6 months)	91 (6 months)

Proposal Process:

1. Provide an estimated 2012 Cost of Service for the Amended Scope of Services (see attached worksheet).
2. Please describe how your firm would staff this function, including type of staff.
3. Agencies may (but are not required to) update information that was previously submitted in the March 16, 2011 RFP response.

The place for and manner of submission shall remain the same as in the original RFP.

Proposals will be due by **4:00 pm on September 21, 2011**. Proposals will be evaluated in accordance with the evaluation criteria set forth in the initial RFP. There will be no interviews; the RFP Review Panel will score each Proposal and recommend to the City Budget Office (CBO) the recommended organization to perform the Amended Scope of Services. The CBO will then negotiate with the organization. If a form of agreement is reached, it will be advanced to the City Council for approval. If a form of agreement cannot be concluded, a different organization may be selected for negotiations (as well as other process available to the City under the initial RFP). Except as provided in this Second Amended RFP, all provisions of the initial RFP are unchanged.

THIRD DEFENDER

Estimated 2011 Cost of Service for Seattle Misdemeanor Cases

Personnel	Number (FTE¹)	Total Salaries	Total Benefits	Total Cost
Attorney				
Paralegals				
Investigators				
Social Workers				
Clerical Staff				
Other Staff				
Direct Supervision				
Other Personnel Costs				
Sub-Total Personnel Costs				
O&M Costs				
<i>Add in as many rows as necessary to show O&M Costs</i>				
Sub-Total O&M Costs	N/A	N/A	N/A	
Other Costs				
<i>Add in as many rows as necessary to show Other Costs</i>				
Sub-Total Other Costs	N/A	N/A	N/A	
Overhead				
<i>Add in as many rows as necessary to show Overhead Costs</i>				
Sub-Total Overhead Costs	N/A	N/A	N/A	
Total All Costs				

¹ FTE stands for full time equivalent (e.g. 2 half time positions would equal 1 FTE)