

**Grand Traverse County
Indigent Defense Managed
Assigned Counsel Administrator**

Request for Qualifications

Issue Date: December 2, 2019

Submission Deadline: December 16, 2019 by 5:00 p.m.

Send Response to:

“Managed Assigned Counsel Administrator Qualifications”
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Grand Traverse County Administration
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Request To: Licensed Michigan Attorneys with Indigent Defense Experience

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1. Overview of the Requirement

- 1) Grand Traverse County is seeking an experienced Indigent Defense Attorney to administer, under contract, the county's indigent criminal defense program. This is expected to be a multi-year contract subject to continued State of Michigan Grant funding. Although Grand Traverse County issued this RFQ, the County intends to partner with Antrim County and have a Regional Administrator who is responsible to manage indigent defense services for both counties.
- 2) This RFQ is limited to attorneys, currently licensed in the State of Michigan, who are members of the Michigan Bar Association.
- 3) In 2017 the Michigan Legislature adopted legislation making funding units, like Grand Traverse County responsible for the implementation and oversight of indigent defense services. The intent of the legislation is to provide State funding and standards, through the Michigan Indigent Defense Commission, to assist the funding units in ensuring that all adult indigent defendants receive competent legal representation in criminal proceedings.

2. Request for Qualifications

2.1 Inquiries

All inquiries related to this RFQ are to be directed, in writing, or by email, to the contact person at the mailing address or email on the front cover of this RFQ.

2.2 Closing Date

Any hard copies and one electronic copy of each response must be received before the date and time at the address, or email, on the front cover of this RFQ. Responses must not be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and marked "Managed Assigned Counsel Administrator Qualifications".

2.3 Late Responses

To be considered, Statements of Qualifications must arrive at the Issuing Office on or before the date specified. Those mailing Statements of Qualifications should allow normal delivery time to insure timely receipt.

2.4 Qualifications Review Committee

A review Committee consisting of County Officials from both Grand Traverse and Antrim County including but not limited to County Administration, Court Administrators, Judges, and the Prosecuting Attorney from one or both counties will review all responses.

2.5 Review and Selection

This RFQ is being used for pre-qualification purposes:

The qualifications review committee will check responses against the mandatory criteria and will evaluate respondents based on the evaluation criteria in Section 4 of this RFQ. The review Committee will then offer interviews to selected respondents.

2.6 Signed Responses

The response must include all information that the respondent wishes the review committee to consider and be signed by the Attorney.

2.7 Acceptance of Responses

This RFQ is not a binding agreement to purchase goods or services. Responses will be assessed in light of the qualification review criteria and, if chosen for the short list, the respondent will be contacted to schedule an interview.

3. Services

Attachment A provides a list of services that the qualified respondents will be required to perform and be responsible for if they are selected following the interview process.

4. Evaluation Criteria

The criteria may include:

- A. Years of experience in the legal field
- B. Experience with Indigent Defense representation
- C. Experience handling criminal defense cases in the 86th District Court and 13th Circuit Court
- D. Proven capacity to deliver the project requirements on time and on budget

5. Submission Requirements

- A. A statement of interest
- B. A resume outlining the respondent's experience and a response to the qualification review criteria
- C. Three professional references

MANAGED ASSIGNED COUNSEL ADMINISTRATOR

5.1 Position Summary:

Under the direction of County Administration, and pursuant to contract, the Managed Assigned Counsel Administrator (MACA) is responsible for operating the county's indigent criminal defense program to ensure that Indigent adult defendants receive competent legal representation in criminal proceedings. The MACA is responsible for screening, selecting and maintaining a roster of eligible attorneys for case assignment and first appearance, evaluating attorney performance, maintaining payments, authorizing investigative resources and performing other duties associated with the provision of competent and consistent legal representation.

5.2 Essential Job Functions:

A contractor in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the contractor may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manages the county's public criminal defense operation separate from the court; including budgeting, planning, and general administration. Provides County Administration with ongoing reports regarding caseload, legal resources and costs.
2. Periodically attend meetings with, or provide updates to, the Court Administrators and Judges.
3. Contracts for any necessary support staff. Maintains responsibility for directing day-to-day operation workload of personnel, evaluates performance, and assures necessary training and professional development.
4. Oversees indigency eligibility screening for assigned counsel based on income and other available assets. Follows baseline criteria ensuring that procedures are consistently applied.
5. Identifies attorneys that are qualified to accept assignments. Ensures

that interested attorneys meet the MIDC standards established for legal providers, including but not limited to basic skills and annual training requirements.

6. Maintains a roster of qualified attorneys, makes case assignments, and oversees scheduling of counsel. Monitors cases and the performance of assigned attorneys.
7. Represents and defends indigent defendants in misdemeanor and felony arraignments or other critical stages of a criminal case so long as doing such is done on a limited basis that does not interfere or impede with the other essential job functions described in this section.
8. Approves the use of investigators, experts and other resources required for particular cases and assigned counsel.
9. Reviews, approves and handles vouchers for payment to assigned attorneys, investigators, experts and other expenditures associated with particular cases.
10. Resolves non-grievance matters between defendants, and assigned counsel and the courts, including administratively reassigning counsel when appropriate.
11. Responsible for compliance with the MIDC approved standards, including preparing future compliance plans, reporting compliance, statistical and financial reporting requirements, and reviewing or drafting annual grant requests for funding compliance plans.
12. Attends legal conferences and seminars to stay current on legal issues, updates administrative techniques regarding public defender requirements and other legal matters.
13. Performs other duties as directed.

5.3 Required Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Juris Doctorate degree and licensed to practice law in the State of Michigan and a member in good standing with the Michigan Bar Association.
- Valid Michigan Vehicle Operator's License.
- Ability to attend meetings scheduled at times other than normal business

hours.

- Ability to respond to emergencies or service needs on a 24-hour basis.

5.4 Preferred Knowledge, Skills, and Abilities:

- At least 5 years of progressively more responsible experience in the practice of criminal defense or the equivalent. The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of State of Michigan criminal law and public defense processes and procedures.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units and the courts, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn database software utilized in public defense administration.

5.5 Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those a contractor may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the MACA is regularly required to communicate in person and by telephone, read regular and small print, view and

produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The MACA must be mobile in an office setting.

The typical work environment of this job is a business office or court setting where the noise level is quiet and sometimes moderate.

5.6 Other Contractual Requirements:

Because Grand Traverse County intends to work with Antrim County to provide regional indigent defense services, the MACA will be expected to enter two separate agreements with both Antrim and Grand Traverse Counties.

The MACA may not represent any indigent defendant or provide any Indigent Defense Representation Services in this County, except on a limited basis as described in this document, stated in the County's approved compliance plan and in compliance with Michigan Supreme Court Rules of Professional Conduct.

The MACA must procure and maintain appropriate insurance including but not limited to, lawyers professional liability insurance naming Grand Traverse County as additional insured, the specific insurance types and amounts shall be stated in the contract.