

REQUEST FOR QUALIFICATIONS

MANAGED ASSIGNED COUNSEL ADMINISTRATOR

Serving the 27th Circuit Court and 78th District Court

Position Status: Independent Contractor

Contract Term: Three Years

Maximum Fee: \$100,000 - \$110,000 annually
(fees established by Michigan Indigent Defense Commission)

Closing Date: Open until filled

Position Summary:

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

Requirements:

- 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.
- Must submit to background investigation, credit history check and drug screening.
- Current professional liability insurance coverage (minimum amount of \$1,000,000 combined single limit, including coverage for bodily injury, personal injury, broad form property damage, contractual liability and cross-liability).
- Current worker's compensation insurance, if applicable.
- Current auto liability insurance for each vehicle used in the performance of said duties.

Preferred Knowledge, Skills and Abilities:

- At least 5 years of progressively more responsible experience in the practice of criminal defense or the equivalent. The Employer, 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 data base software utilized in public defense administration.

How to Apply

- Go to www.countyofnewaygo.com/careers.aspx to obtain instructions according to the Qualification Based Selection process.

Newaygo/Oceana County Indigent Defense

**Managed Assigned Counsel Administrator
Serving the 27th Circuit Court and 78th District Court**

Request for Qualifications

Issue Date: 10/11/18

Submission Deadline: Open Until Filled

Send Response to:

Christopher Wren
Newaygo County Administrator
1087 Newell Street, PO Box 885
White Cloud, MI 49349

Email: chrisw@co.newaygo.mi.us

**Seeking Responses from Licensed Michigan Attorneys
with Indigent Defense experience**

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1. Overview of the Requirement

- 1) The counties of Newaygo and Oceana are seeking an experienced Indigent Defense Attorney to administer, under contractual agreement, the counties' indigent criminal defense programs. This is expected to be a three year contract.
- 2) This RFQ is limited to attorneys, currently licensed in the State of Michigan, who are members of the Michigan Bar Association.
- 3) Newaygo and Oceana counties are contiguous Michigan municipalities located in west central Michigan.
- 4) In 2017 the Michigan Legislature adopted legislation removing Indigent Defense Administration from the local courts and placing the responsibility on the funding units. 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 Enquires

"All enquiries 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

Six hard copies of each response must be received at the address, on the front cover of this RFQ. Responses must not be sent by facsimile. Responses and their envelopes should be clearly marked "Newaygo/Oceana County Indigent Defense Managed Assignment Administrator" and include the name and address of the respondent.

2.3 Late Responses

Late responses will only be accepted if an extension is provided 24 hours in advance.

2.4 Qualifications Review Committee

A review committee consisting of County Administration, Trial Court staff, and Prosecutors 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 shortlist, the respondent will be contacted to schedule an interview.

3. Services

Attachment A provides a scope 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. 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

NEWAYGO COUNTY AND OCEANA COUNTY

MANAGED ASSIGNED COUNSEL ADMINISTRATOR

SERVING THE 27TH CIRCUIT COURT
AND 78TH DISTRICT COURT

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Under the joint direction of the County Administrators from Newaygo and Oceana Counties (“Employer”) and pursuant to contract, the Managed Assigned Counsel Administrator (“Administrator”) is responsible for operating the Employer’s indigent criminal defense program to ensure that adult defendants receive competent legal representation in criminal proceedings. The Administrator is responsible for screening, selecting and maintaining a roster of eligible attorneys for case assignment, evaluating attorney performance, maintaining payments, authorizing investigative resources and performing other duties associated with the provision of competent and consistent legal representation.

Essential Job Functions:

The scope of services for the MACA may include any or all of the following essential functions. These examples do not include all of the duties which the MACA may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted or modified at any time.

1. Manages the Employer’s public criminal defense operation separate from the court including budgeting, planning, and general administration. Provides the Employer with ongoing reports regarding caseload, legal resources and costs.
2. Oversees indigence eligibility screening for assigned counsel based on income and other available assets. Follows baseline criteria ensuring that procedures are consistently applied.
3. 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.
4. Maintains a roster of qualified attorneys, makes case assignments, and oversees scheduling of counsel. Monitors cases and the performance of assigned attorneys.
5. Approves the use of investigators, experts and other resources required for particular cases and assigned counsel.
6. Reviews, approves and handles vouchers for payment to assigned attorneys, investigators, experts and other expenditures associated with particular cases.
7. Resolves non-grievance matters between defendants, and assigned counsel and the courts, including administratively reassigning counsel when appropriate.
8. Assists with the coordination of compliance with the MIDC standards, including annual grant requests for funding compliance plans.

9. Attends legal conferences and seminars to stay current on legal issues, updates administrative techniques regarding public defender requirements and other legal matters.

10. Performs other duties as directed by the Employer.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this document.

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 MACA. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- 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.

Preferred Knowledge, Skills and Abilities:

- At least 5 years of progressively more responsible experience in the practice of criminal defense or the equivalent. The Employer, 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 data base software utilized in public defense administration.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Ability to communicate via telephone, email, or in person
- Read regular and small print
- View and produce written and electronic documents
- Must be mobile in an office setting
- Ability to sit for prolonged periods of time
- Ability to work at a computer for prolonged periods of time
- Ability to work under pressure and meet deadlines
- Ability to travel to meetings and employee trainings
- Ability to communicate via telephone, email, or in person
- Ability to lift and handle boxes of supplies, equipment and other items weighing up to 30 lbs.
- Sits, stands, bends, lifts and moves intermittently during working hours

Working Environment/Conditions:

- Works in office area or court setting with a controlled climate
- Noise levels are quiet and sometimes moderate
- Interacts with County and court employees, government agencies/personnel, etc. under all conditions/circumstances
- Subject to hostile and emotionally upset clients/employees on occasions under all conditions/circumstances
- Exposure to people from all social, economic, and cultural backgrounds
- Exposure to individuals incarcerated for a variety of criminal offenses
- Work with confidential materials, documents, evidence, etc.
- Regular contact with individuals that have been accused of a variety of offenses.
- Regular exposure to individuals with various emotional problems and contagious communicable diseases.
- Exposure to risk of physical altercations

Language Ability and Interpersonal Communication

- Must be able to effectively communicate with small and large audiences of varied socioeconomic backgrounds and working relationships.
- Must accurately record, report and deliver information, meet deadlines and maintain confidentiality of restricted information.
- Must be able to write reports, summaries, memorandums, letters, notes evaluations, etc.