

Request for Statement of Qualifications:

The City of Apache Junction ("City") Municipal Court is seeking qualified attorneys to provide indigent defense services from January 1, 2019 to December 31, 2021. The City anticipates selecting a minimum of two attorneys for indigent defense contracts for the contract period. All indigent defense contracts shall be established for a two (2) year term with the City's option to renew for up to one additional two year term.

The City may be in receipt of federal funds for projects. Therefore, all services shall be accomplished in accordance with all federal program and state statutory requirements to include executive orders, administrative rules and regulations, as applicable to regulatory agencies.

The Contractor will be required to provide indigent defense service in the Apache Junction Municipal Court. The Contractor shall receive compensation in the amount of \$26,700.00 annually, payable at a monthly rate of \$2,225.00, billable at the end of each month of service. Compensation amount will be set in the budget adopted by the Apache Junction City Council. Not more than 165 defendants will be assigned to the attorney during each year of this Agreement by the Court; however, the contractor will be required to provide advisory counsel services on alternating Wednesday mornings from 9:00 a.m. to 12 noon.

Contractors interested in providing this service should submit a Statement of Qualifications ("SOQ") which includes a one-page cover letter plus a maximum of ten (10) additional pages (not including résumés). The SOQ shall address the Contractor's ability to handle indigent defense cases, technical proficiency with wireless/paperless plea agreements, Rule 15 discovery and electronic motion practice, the firm's history, experience, staffing and other indigent contract awards. No appendices shall be allowed, except for a résumé appendix. The ten (10) page count excludes the front and back covers, appendix divider, and any included résumés. All Contractors must be members in good standing of the Arizona State Bar and shall provide professional liability insurance with an endorsement that adds the City of Apache Junction as an additional insured party.

Please address the cover letter to James Hazel, Presiding City Magistrate, Apache Junction Municipal Court, 300 East Superstition Blvd., Apache Junction, Arizona 85119. All questions shall be directed to the Court Administrator by e-mail at sfulcher@ajcity.net. A sample award contract can be requested from the Court Administrator at sfulcher@ajcity.net. One original and five copies of the submittal shall be provided. Fax submittals will not be accepted. The outside of the submittal package shall be labeled, "REQUEST FOR STATEMENT OF QUALIFICATIONS FOR INDIGENT DEFENSE SERVICES". Also include on the outside of the submittal package the following information: name of submitting firm including mailing address, name of contact person, telephone number, and email address.

Submittals shall be presented at:

City of Apache Junction
City Clerk's Office
300 East Superstition Boulevard
Apache Junction, Arizona 85119

Submittals shall be accepted at the City Clerk's Office until 2:00 p.m., Arizona time, September 26, 2018. **Late submittals will not be considered.**

An Equal Opportunity Employer
DBE/MBE/WBE Encouraged

Kathleen Connelly
City Clerk