

**REQUEST FOR QUALIFICATIONS
TO PROVIDE CIVIL PUBLIC DEFENDER SERVICES**

Stevens County requests statements of qualifications from attorneys experienced in providing Public Defender services for civil defendants. Stevens County has an immediate need and is seeking to contract with two attorneys and/or firms to provide services described below. It is anticipated that there will be between 100 and 150 cases per year per attorney and it is estimated the County will pay \$300 per case. Although the duration of contracts may vary, the County prefers three-year contracts. Five years' experience in the field of civil defense is preferred.

SCOPE OF WORK

1. Provide legal representation to defendants facing civil commitment, assisted out-patient treatment or less restrictive alternative placements or other matters as assigned;
2. Attend hearing in defense of clients as necessary;
3. Prepare motions in defense of clients as necessary;
4. Do trial work in defense of clients as necessary;
5. Work cooperatively with the prosecutor and the Northeast Washington Alliance Counseling Service NEWACS to better serve civil defendants;
6. Do appellate work in defense of clients as necessary;
7. Maintain awareness of ethical standards and appearance of fairness standards and avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.

MINIMUM QUALIFICATIONS

1. Possess a Juris Doctorate degree
2. Be a graduate from a law school accredited by the American Bar Association
3. Be a member in good standing of the Washington State Bar Association

SUBMITTAL PROCESS

Interested applicants should provide:

1. a resume;
2. a cover letter;
3. a list of the past year's CLEs or other trainings that relate to civil defense;
4. names of judges and opposing counsel in the last three cases that went to trial and any other information the applicant feels demonstrates his/her ability to provide vigorous and effective client representation;
5. description of practice and services the attorney/firm is capable of providing including an explanation of how these services will best meet the County's needs;
6. a list of references regarding reputation and qualifications of the attorney/firm;
7. disclosure of any pending litigation or judgments rendered against the attorney/firm in any matter relating to professional activities, including any pending complaints to the Washington State Bar Association.

Stevens County reserves the right to reject any or all applicants, waive technicalities or irregularities and accept any proposal if such action is believed to be in the best interest of the County. Statements of Qualifications will be accepted on a continual basis until the County achieves sufficient capacity to provide said services.

Responses must be marked "STEVENS COUNTY REQUEST FOR QUALIFICATIONS TO PROVIDE CIVIL PUBLIC DEFENDER SERVICES" and be sent to Polly Coleman, Stevens County Clerk of the Board at pcoleman@stevenscountywa.gov or by mail at 215 S. Oak Street; Colville, WA 99114 or delivered to the office at 230 E. Birch Avenue; Colville, Washington.

Responses must be received by 4:30 p.m., Wednesday, May 17, 2017.