

**City of Union City Request for Proposals From Attorneys Interested
in Serving as “ Substitute Public Defender” for the City of Union City
For the Period July 1, 2013 through June 30, 2014**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) from attorneys licensed to practice law in the State of New Jersey that wish to be appointed Substitute Public Defender for the City for a contract period beginning July 1, 2013 and ending June 30, 2014. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful attorney must have significant experience in Municipal Court. The successful attorney among his/her other duties may be requested to do any or all of the following:

1. Represent, as needed, when the public defender is unavailable, any defendant charged with an offense in the Municipal Court who is an indigent defendant entitled to representation pursuant to P.L. 1997, c.256 (N.J.S.A. 2B:24-1 et seq.);
2. Appear before the Municipal Court on behalf of defendants as assigned by the Municipal Court;
3. Any other matters as directed by the Municipal Court.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

Professional Information and Qualifications

Copies of these standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested attorney shall submit the following information:

1. Name of attorney/firm;
2. Address of principal place of business and all attorneys or firm’s offices and corresponding telephone and fax numbers. Please note specifically which attorney will be assigned to the position of public defender;
3. Areas of Practice;
4. Description of attorneys’ education, experience, qualifications, number of years with the present law firm and a description of their experience with the position of public defender similar to those described above;

5. Experience related to representation of clients in Municipal Court in New Jersey and criminal law practice;
6. At least four (4) references, three (3) of which must have knowledge of your practice in municipal court;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, and all expenses;
9. Statement of corporate ownership (c.52:25-24.2).

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Proven experience in representing defendants in municipal court in urban environments substantially similar to Union City and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on June 28, 2013. The RFP must be received no later than the above stated time and date by:

William Senande, City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and five (5) copies of the RFP. Use white 8 ½" x 11" paper.