



## CITY OF ALBANY, OREGON REQUEST FOR PROPOSAL (RFP)

### Public Defender Services

**Proposals Due by 2:30 p.m. (Pacific Time), Thursday, December 2, 2021**

Notice is hereby given that the City of Albany ("City") is soliciting Proposals for an attorney licensed in Oregon to provide public defender services for the Albany Municipal Court. The City is interested in establishing an ongoing relationship with an attorney to ensure high quality, responsive, timely and cost-effective public defender legal services. The contractual term is for five years, commencing February 1, 2022, with an option to extend the contract for two additional, one-year terms. The public defender must have their primary law-office located within the City of Albany during the term of the contract.

The scope of work includes, but is not limited to:

- Provide legal representation, consultation, and legal advice to clients in all court proceedings, including trials and sentencings, before the Albany Municipal Court after the initial appointment.
- Represent the client in all plea negotiations.
- Prepare a defense, conduct legal research, gather facts, and interview the client and witnesses.
- Work closely with clients, providing and discussing information, reports, defenses, and case developments.
- Write and argue motions, pleadings, and legal arguments.
- Obtain and organize all pretrial discovery, withdrawal of pleas, and file and argue all appropriate legal motions.

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>. For questions or clarifications regarding this RFP, contact Diane Murzynski, CPPO, Purchasing Coordinator, at [diane.murzynski@cityofalbany.net](mailto:diane.murzynski@cityofalbany.net).

Proposal responses must be submitted to [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), not later than 2:30 p.m., (Pacific Time), Thursday, December 2, 2021. Submittals will be considered time-stamped and received by the City when received in the email inbox. The email subject line shall include the project name "Public Defender Services".

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 18TH DAY OF NOVEMBER 2021.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, CPPO, CPPB  
Purchasing Coordinator

PUBLISH: Albany Democrat-Herald, on Thursday, November 18, 2021