

**Board of County Commissioners
For Cassia County, Idaho
Conflict Public Defender Request for Proposals**

Introduction

Cassia County Board of Commissioners (BoCC) invites proposals for the following Independent Contractor position:

Cassia County Conflict Public Defender.

Submission Procedure

Proposals conforming to the requirements set out below must be received by Cassia County Board of County Commissioners, at Courthouse Room #210, 1459 Overland Avenue, Burley, Idaho 83318, by US mail, courier or email to kerrym@cassiacounty.org (Kerry D. McMurray, County Administrator) no later than 4:00 p.m. on July 21, 2016. All submittals must be received in hard copy or electronic copy. All electronic submissions must be submitted as PDF documents.

Bids will be opened in BoCC regular public meeting on Monday, July 25, 2016 at 9:10 am or as soon thereafter as may be done. BoCC reserves the right to waive irregularities and to reject any or all bids. BOCC also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds. BoCC reserves the right to consider bids not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Proposal Contents

Proposals should include the following:

- Full name of Individual seeking the contract award;
- The name of the person in your firm who would be the official contact person for any contractual relationship;
- Name, address, and telephone numbers of all known persons who may be assigned work;
- Legal Experience for each person to which work may be assigned for the last five (5) years, including dates, names, etc. (if under five (5) years of experience, please include Law School/Undergraduate transcripts);
- Examples of past projects that reflect the ability to perform the scope of work as listed in the job description and sample contract;
- Proof of required insurance;
- Proof of Certification and Licensure;
- List of and known conflicts of interests and anticipated timeline to cure such;
- Any known professional reprimand or disciplinary actions, including all alleged or currently pending;
- Complete Bid; and
- Written description and explanation of completed Bid (if necessary).

Opening, Evaluation, and Contracting

Proposals may be opened by BoCC at any time after the submission deadline. All proposals satisfying the requirements will be evaluated to establish which best fulfills the needs of BoCC. BoCC anticipates entering into a contract with those selected. BoCC has no obligation to award a contract, pay any costs of any kind, or to contract for services offered. BoCC reserves the right to accept or reject any or all proposals received, to negotiate with all qualified offerors, or to cancel this Request for Proposals if it is in the best interests of BOCC to do so. The decisions of BoCC shall be final. Those selected must begin work on October 1, 2016. **Other**

Please contact Cassia County Administrative Office for sample contract or with questions.