



REQUEST FOR PROPOSAL – PUBLIC DEFENDER SERVICES

Instructions to Proposers:

1. All proposals must be received by 12:00 noon on Friday, December 22, 2023.
Please send or deliver (in a sealed envelope) proposals to the following address:

Township of Lawrence
Office of the Municipal Manager
Attn: Yvette Martinette – Office Assistant
2207 Lawrence Road
Lawrence Township, New Jersey 08648

2. No faxed, e-mail or telephone proposals will be accepted.

Introduction:

The Township of Lawrence (the “Township”) operates a municipal court pursuant to Chapter 3.50 RCW. The Lawrence Municipal Court currently convenes court on:

- Monday evenings at 4:30 p.m.
- Tuesday and Wednesday at 8:30 a.m. and 1:00 p.m.
- Thursday and Friday, Special Sessions if needed at 9:00 a.m.

The Township is seeking a public defender for a one-year period from January 1, 2024 to December 31, 2024. The public defender must be available to receive case appointments for indigent defendants who are actually assigned a public defender at any stage of the criminal case. The Township estimates that there will be approximately 3200 tickets and 600 complaints in 2023.

Scope of Services and Compensation:

1. Upon assignment by the court, each public defender will represent indigent defendants at all stages of each case.

2. The public defender shall be available and meet with all indigent defendants assigned a public defender and will maintain an office and staff for such purposes. In addition, the public defender will be responsible for requesting and reviewing any and all discovery, issuing subpoenas, interviewing witnesses and any other necessary work pertaining to criminal cases.

3. Any and all other services required by federal law, state law, local law, rules of professional conduct, and/or any other law or regulation pertaining to representation of indigent defendants.

4. A public defender will receive an annual salary in accordance with Township Ordinance 2456-23.

Required Proposal Contents:

1. Cover letter outlining specific qualifications to provide public defender services.

2. Designate the primary contact/lead attorney and describe the current responsibilities of the individual designated as lead attorney. Provide the names and qualifications of any other attorneys who will be providing public defender services under the agreement.

3. Provide a statement of how the workload responsibilities of the Township will be accommodated and what kind of priority it will be given in relationship to other contracts and obligations.

4. Provide a reference list of at least two persons and/or entities who can be contacted in regards to the qualifications and experience of the firm and/or attorney(s) handling the contract. Please include the email address, telephone number and mailing address of person(s) listed as a reference. In addition, if an entity is listed as a reference, please include the name of the person to be contacted at such entity.

Terms and Conditions of RFP Process:

1. The Township reserves the exclusive right to reject any all proposals and to waive minor irregularities in any proposal.

2. The Township reserves the right to request clarification of information submitted and request additional information from any person or firm submitting a proposal.

3. The Township reserves the right to exclusively determine what proposal to accept and enter into a contract with such person or firm.

4. Any proposal may be withdrawn up until the date and time set above for submittal of proposals.

5. The Township shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.