

Request for Qualifications

For Grays Harbor County Indigent Defense Services
RFQ-DPD Contract Public Defender

The Grays Harbor County Department of Public Defense (DPD) requests statements of qualifications from attorneys experienced in providing public defense services for indigent parties for representation in Grays Harbor County. Both in-custody and out-of-custody clients will be assigned to contracted attorneys for representation from arraignment through trial. This solicitation is for the following indigent defense contracts: Superior Court, Juvenile Court Conflict, District Court Conflict.

Closing Deadline: Continuous.

Selection Schedule: Attorney interviews will be scheduled as needed. No interview is required of individuals who have a contract in the last twelve (12) months. Contract recommendations will be made to the Grays Harbor County Board of Commissioners.

HOW TO APPLY: Submit application materials to the attention of Mac Jardine, Public Defense Coordinator. Electronic submissions may be sent to publicdefense@graysharbor.us, or delivered via USPS mail at 100 W Broadway, Suite 1, Montesano, WA 98563. Contact Mac Jardine at (360) 964-1591 with inquiries.

Interested individuals, *who have* a contract or who have applied in the last twelve (12) months, submit the following materials:

1. **Application:** Complete form and submit with other materials.
2. **Insurance Verification:** Proof of professional liability insurance coverage and commercial general liability (premises insurance) coverage.

Interested individuals, *who have not* applied in the last twelve (12) months, submit the following materials:

1. **Application:** Complete form and submit with other materials.
2. **Letter of Interest:** Not exceeding three pages summarize experience, qualifications meeting standard fourteen (14) of the Washington State Bar Association Standards for Indigent Defense Services, and reasons for applying. Include: legal name, street address, city, state, zip code, daytime phone number, email address, signature.
3. **Resume:** Current resume, include all positions in the past 10 years.
4. **Reference Information:** Please provide the name and contact information for three (3) professional references.
5. **Insurance Verification:** Proof of professional liability insurance coverage and commercial general liability (premises insurance) coverage.

NOTE: Professional Services Contractors provide occasional and temporary services for Grays Harbor County. Contractors are not employees of Grays Harbor County and must meet the eligibility requirements as established by the IRS. Contractors are not eligible to receive any employee benefits, must be responsible for their own unreimbursed business/service-related expenses and must be responsible for any profit or loss associated with the service agreement.