

REQUEST FOR PROPOSALS
for
PRIVATE BAR FIXED-FEE CONTRACTING

Issued by the
STATE OF WISCONSIN
Office of the State Public Defender
Assigned Counsel Division

January 2005

Proposals must be received no later than
4:00 p.m. C.S.T. on March 4, 2005

For further information regarding this RFP,
contact Contract Administrator Deborah Smith at (608) 261 - 8856

**LATE PROPOSALS AND PROPOSALS SUBMITTED
BY FAX MAY BE REJECTED**

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PART I

GENERAL INFORMATION

All parties who are interested in being considered for a contract must apply at this time under this Request For Proposals (RFP).

1.1 DEFINITIONS

A. Adjunct Attorney

If there are multiple attorneys within the same law firm contracting to furnish professional services under one contract, all attorneys who are not designated as the lead attorney are adjunct attorneys.

B. Contract

The written legal agreement to provide services pursuant to this RFP (incorporates this RFP and the successful contract group's proposal).

C. Contract Group or Proposer

All attorneys (lead and adjunct) performing work under the contract.

D. Extension

Upon mutual agreement of both parties to the contract, the contract may be extended (with or without modifications) for an additional period of time, not to exceed one year.

E. Law Firm

A business entity composed of one or more attorneys, commonly related as partners or associates, who are ethically obligated by SCR 20:5.1 and 20:5.2. This does not include office sharing or other arrangements of convenience.

F. Lead Attorney

If there are multiple attorneys contracting to furnish professional services under one contract, the contract group will need to designate a lead attorney who is to manage, supervise and direct all other attorneys under said contract in accordance with SCR 20:5.1 and 20:5.2, and to execute all writings on behalf of the contract group. He/she shall assume responsibility for the execution and performance of all requirements under the contract and will be directly and personally responsible thereunder. Said lead attorney will receive the contract payments from the OSPD under his/her social security number. If there is a sole attorney contracting to furnish professional services under one contract, that attorney is the lead attorney with no adjunct attorneys.

G. Online billing

Submission of invoices through the OSPD web site.

H. OSPD

Office of the State Public Defender.

I. Proposal

The response to this RFP to be used in determining the award of contracts.

1.2 INTRODUCTION

The OSPD is soliciting proposals from attorneys interested in contracting for the provision of legal representation to indigent defendants on misdemeanor cases. The annual contracts are to commence effective July 1, 2005, or as near to that date as is possible. Contracts awarded for FY 05 may be extended for an additional year upon mutual agreement of the parties. Proposers must be certified for misdemeanor appointments by the date of the submission of their proposal. Attorneys seeking certification should contact Kim Salas, Assigned Counsel Division Certification Specialist, at (608) 264-8562.

Sec. 977.08(3), Wis. Stats., requires that the State Public Defender enter into as many contracts as possible for the provision of legal representation, up to a maximum of 33% of annually appointed cases. The law requires contracts to be for a fixed-fee that is less than would be received under the rotational appointment system. The OSPD has determined that the most efficient and effective means to implement contracting is on misdemeanor cases.

1.3 SCOPE OF SERVICES

A. General

Under the terms of the contract, the contract groups shall provide competent professional legal representation in accordance with chapter 977, Wis. Stats., Ch. PD 4 Wis. Admin. Code, the Wisconsin Supreme Court rules, and the OSPD Minimum Attorney Performance Standards. Representation shall commence from the time a case is appointed and shall be consistently maintained by the contract group to completion as is set out by the terms of the contract. A sample contract is attached hereto and incorporated by reference as Attachment H. for further definition of Scope of Services.

Contract groups may be required to assume intake responsibilities for approximately four (4) hours per month per attorney which would include attending intake training, making eligibility determinations in accordance with agency guidelines and following eligibility verification procedures as set forth by the OSPD. This responsibility also will entail being available for emergencies and short notice interviews with incarcerated persons requesting OSPD services.

The contract group will be expected to timely and accurately complete necessary paperwork, to comply with case opening and closing requirements, and to protect the confidentiality of attorney-client information.

B. Number of cases

Attachment C lists the projected availability of cases in each county. Projected case availability is based on actual misdemeanor appointments in FY 04. Availability may be affected by a variety of factors (e.g., the number of cases issued by the county district attorney, proposed legislation which would decriminalize current criminal conduct, elimination of authorization to provide representation on some case types for which the OSPD is currently authorized to provide representation, mandated higher caseloads for OSPD staff, conversion of conduct from misdemeanor to felony, and other management reasons). For these reasons, the OSPD cannot guarantee the contract groups' appointment of an exact number or any number of cases. Contract groups selected under this RFP will be appointed misdemeanor cases by the OSPD in a number not greater than the annual misdemeanor caseload statutorily set for OSPD staff.

C. Payment Rate

Attachment C lists the fixed fee rates for each county. The fixed fee rates are set at a percentage of the combined average cost of rotationally appointed misdemeanor cases in counties of similar populations. Wisconsin counties are divided based on population as follows: Milwaukee County, counties with populations of 100,000 or more, and counties with populations of less than 100,000. The fixed fee rate may also reflect the availability of cases for appointment and the availability of certified attorneys in the county.

D. Other OSPD Work

Contract attorneys shall be omitted from the standard misdemeanor rotational private bar appointment process during the period of their contract, except as deemed necessary by the Assigned Counsel Division Director. Contract attorneys may be appointed on other case types, for which they are OSPD certified, through the rotational private bar appointment process. However, the number of contract cases assigned will be counted for SPD consideration of overall attorney workload.

1.4 PROPOSAL CONTENT/CONTRACTUAL OBLIGATIONS

A. Proposal Content

Proposals submitted in response to this RFP shall respond to the specifications stated herein. Failure to respond to any specification may be a basis for a proposer being eliminated from consideration during the selection process. The OSPD reserves the right to reject any or all proposals and to award contracts based on its sole and exclusive discretion and judgment.

In the event of a contract award, the contents of this RFP (including all attachments), RFP addenda and revisions, and the proposal from the successful proposer will become contractual obligations. The OSPD reserves the right to negotiate the maximum number of misdemeanor cases to be appointed and the total contract cost based on cases appointed with the selected proposer prior to

entering into a contract. The maximum number of misdemeanor cases to be appointed may be increased during the contract period upon agreement of both parties.

This contract may not be amended or altered without the express written consent of all parties hereto.

B. Contractual Obligations

The contract group is responsible for the accuracy and completeness of the information contained in all documents and reports submitted during the term of the contract.

1.5 CONTRACT TERM

A. Commencement

The anticipated contract term is July 1, 2005, through June 30, 2006. Contracts awarded pursuant to this RFP may be extended for an additional year upon mutual agreement of the parties. The effective date will be determined by the contracting parties during contract negotiations.

B. Termination

A contract may be terminated by either party for any reason.

However, the termination of a contract does not abrogate the contract group's duty to complete any and all cases in which representation has begun under the terms of the contract.

1.6 ISSUING AGENCY

This RFP is issued for the State of Wisconsin by the OSPD. The OSPD is the sole point of contact in the State of Wisconsin during the selection process.

1.7 INCURRING COSTS

The State of Wisconsin is not liable for any costs incurred by any proposer in replying to this RFP, nor any costs not otherwise expressly provided for in this contract.

1.8 REPORTS BY CONTRACT GROUP

Contract groups must keep records pursuant to the terms of the contract attached hereto and incorporated as Attachment G.

1.9 EVALUATION

Evaluation of the work performed under the contract may be conducted by the OSPD, pursuant to the terms of the sample contract attached hereto and incorporated as Attachment G.

1.10 CLIENT CONFIDENTIALITY/RIGHT OF PRIVACY

The contract group shall be responsible for ensuring the confidentiality of all records associated with the performance of the contract. See sample contract, Attachment G.

1.11 INDEPENDENT CONTRACTOR

Attorneys in a contract group are at all times deemed to be independent contractors. The contract does not in any way create the relationship of attorney and client or employee and employer, either between the contract group/contract attorney and the State of Wisconsin, or between the contract group/contract attorney and the OSPD. The contract group exclusively assumes the responsibility for the acts of his/her associates and employees as they relate to the services provided within the scope of the contract. The contract group shall be solely and exclusively responsible for any and all professional errors and omissions that may arise in the course of representing clients under the contract.

1.12 INSURANCE

The contract groups selected under this RFP are considered independent contractors, not state employees; and, therefore, are responsible for obtaining any and all insurance that is needed in their law practice including liability insurance.

1.13 STANDARD TERMS AND CONDITIONS

The State of Wisconsin reserves the right to incorporate standard state contract provisions into any contract negotiated with any proposal submitted in response to this RFP. The Standard Terms and Conditions (DOA-3054), as well as the Supplement to the Standard Terms and Conditions, are attached hereto and incorporated by reference as Attachment E and Attachment F.

1.14 SUBSEQUENT CONTRACT PROPOSALS

Contract groups' performance throughout the life of this contract may be used in evaluating subsequent proposals.

1.15 PUBLIC INFORMATION

It is the intention of the State to maintain an open and public process in the submission, review and approval of contract awards. All material submitted by proposers will be made available for public inspection after the Notice of Intent to Award is issued. This information will be available for public inspection, under supervision, during the hours of 8:00 a.m. - 4:00 p.m., for five business

days from the date of said notice, in the Office of State Public Defender, 315 N. Henry St., 2nd Floor, Madison, Wisconsin. No proposal submitted to the OSPD can be marked as confidential, and any materials so marked, by being included in the proposal, will be considered public information. Final scores for all proposals also will be open for public inspection.

1.16 SUBMITTAL OF PROPOSAL

1. All proposals must be typed in 12-point font.
2. Number of Copies. Proposers must submit one (1) original and five (5) copies of the proposal to the OSPD.
3. Proposals must not exceed six typed pages, in addition to the forms and tables included in the Request for Proposals.
4. Closing Date. The closing date for the receipt of all proposals under this solicitation is March 4, 2005. Proposals sent by FAX will not be accepted. A proposal will be accepted and considered received on time if received by, and stamped in to, the OSPD by 4:00 p.m., Central Standard Time, on March 4, 2005. Proposals not so stamped may not be accepted. Receipt of a proposal by the mail system does not constitute receipt of a proposal by the OSPD, for purposes of this RFP.
5. Proposals must be mailed or hand delivered to:

Deborah Smith, Contract Administrator
Assigned Counsel Division
Office of State Public Defender
315 N. Henry St., 2nd Floor
P.O. Box 7923
Madison, Wisconsin 53707-7923
Phone: (608) 261-8856

Proposers are cautioned to allow sufficient time for delivery by the U.S. Post Office, since it can sometimes take two or more days to receive mail from outlying areas. All proposals that are received after the closing date of March 4, 2003, will not be reviewed and will be returned to the proposer. **NO EXCEPTIONS WILL BE ALLOWED.**

1.17 SUPPLEMENTAL INFORMATION

No additional information will be accepted from a proposer after the deadline for submittal of proposals, unless requested by the OSPD.

1.18 WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice. Proposals may be withdrawn in person by the proposer or his/her authorized representative, provided that his/her identity is made known and he/she signs a receipt for the proposal.

1.19 TECHNICAL ASSISTANCE

If additional information is required to enable a proposer to interpret the requirements, address such questions to:

ATTN: Deborah Smith, Contract Administrator
Assigned Counsel Division
Office of State Public Defender
315 N. Henry St., 2nd Floor
P.O. Box 7923
Madison, Wisconsin 53707-7923
Phone: (608) 261-8856

The deadline for questions is March 1, 2005 at 4:00 p.m. Central Standard Time. You may be asked to put your request in writing. The OSPD reserves the right to send its response to your request for additional information to all proposers and to anyone who requests it.

1.20 WAIVER OF INFORMALITIES

The OSPD reserves the right to accept or reject any or all responses to this RFP, waive minor informalities, and to accept only the most qualified offer in the sole and exclusive judgment of the OSPD. The determination of whether an RFP condition is substantive or an informality shall reside solely with the OSPD.

1.21 SELECTION PROCESS - AWARD EVALUATION CRITERIA

All proposals submitted in response to this RFP will be evaluated by the OSPD, which will make the final decision on the selection of contract groups. The award will be made to the highest scoring proposers who best meet the needs of the OSPD and its clients.

A. Mandatory Provisions

The following provisions are mandatory. Failure to comply will result in ineligibility of the proposal or termination of the contract.

1. All proposers must have a valid, active license to practice law in the State of Wisconsin.
2. All proposers must be SPD-certified to handle misdemeanor cases.

3. All proposers must agree to accept misdemeanor contract cases at the applicable county rate. See County Rate Table attached hereto and incorporated by reference as Attachment C.
4. All proposers must submit only proposals for contracting in the county of their primary office, or the lead attorney's residence.
5. The lead and adjunct attorneys in each proposal must be members of the same law firm.
6. Members of a single law firm may submit only one proposal per county.
7. If proposals for more than one county are being submitted from members of a single law firm, the proposals must designate the same lead attorney. Multiple county contracts are discouraged.
8. All proposers must be in compliance with the OSPD and Wisconsin Supreme Court rules regarding continuing legal education.
9. All proposers must have and utilize a working, dedicated business phone line and fax machine.
10. All proposer must submit invoices online and must have internet access and valid email account.
11. All proposers must be free of any office phone blocks that would preclude incarcerated clients from telephonically contacting their attorney.

B. Evaluation Criteria

Proposals meeting the mandatory provisions will be evaluated according to the following criteria:

1. Qualifications/Experience 35 points
 - a. criminal law experience and training
 - b. publications/teaching
 - c. experience handling OSPD cases (# and types of cases)
 - d. OSPD certification history
 - e. trial and motion practice
 - f. criminal law related CLE's attended over last three (3) years
2. Professional Record/Reputation 25 points
 - a. responsiveness to clients
 - b. SCR violations
 - c. judicial findings of ineffective assistance of counsel
 - d. investigations and disciplinary actions by the Assigned Counsel Division
 - e. reputation in the legal community
 - f. awards and honors from, as well as contributions to, the profession
3. Working Relationship with the OSPD 20 points

- a. years actively participating in the OSPD private bar program
 - b. compliance with OSPD policies and procedures
 - c. compliance with OSPD Continuing Legal Education requirements
 - d. cooperation and responsiveness to local OSPD offices
 - e. cooperation and responsiveness to Assigned Counsel Division
- 4. Operational Capacity** **20 points**
- a. private practice caseload and areas of practice
 - b. ability to meet intake responsibilities
 - c. ability to find/use expert, investigative, interpretive and client services resources
 - d. record keeping and report preparation
 - e. staffing and physical resources
 - f. office sharing arrangements
 - g. location
 - h. space
 - i. accessibility

The points stated above for each category identified shall be the maximum amount awarded for each category.

Proposals from certified Minority Business Entities may have points weighted by a factor of 1.00 to 1.05, to provide up to five percent (5%) preference to these individual minority attorneys or law firms seeking an award. If you feel you qualify as a Minority Business please contact the Bureau of Minority Business Development, Department of Commerce, P.O. Box 7970, Madison, WI 53707, (608) 267-9550.

OSPD First Assistants and Deputy First Assistants throughout the state, by county/region, will be completing a Proposer Assessment Form which will be given to the evaluators to be used in the scoring of the Professional Record/Reputation portion of the above evaluation criteria. A copy of the form is attached hereto as Attachment D. That form also will be given to the evaluators to be used in their scoring of the Working Relationship with the OSPD portion of the above evaluation criteria.

References listed by proposers may be contacted. Results of any such contacts with references will be provided to the Evaluation Committee to be used in their determination of final scores.

1.22 ORAL PRESENTATIONS

After the initial scoring, the Evaluation Committee may require the top scoring proposers to make oral presentations. After the oral presentations are held, if required, the Evaluation Committee will appoint final scores to the top scoring proposals. Evaluators will consider the clarity of the presentation, responses to the questions from scorers, and demonstrated experience with criminal cases.

Proposers receiving top scores in the initial round will be notified of the time and place for the oral presentation, if determined necessary. The oral presentation will be made at no cost to the State of Wisconsin. Although oral presentations may occur, proposers are cautioned to include as complete information in their proposal as possible. If oral presentations are held, the proceedings will be recorded and the panel questions and proposers' responses will be part of any ensuing contract.

1.23 AWARD PROCEDURES

The OSPD may, at the conclusion of each step in the evaluation process, negotiate with all proposers who have been determined by the Evaluation Committee as being best able to provide quality legal services under the terms of the contract.

The contract awards will be granted to the highest scoring, responsive and responsible proposer(s).

1.24 NOTIFICATION OF AWARD

Each proposal will be reviewed by the Evaluation Committee. Each proposer will receive written notice as to whom the OSPD intends to award the contracts.

1.25 APPEAL PROCESS

The appeals procedure applies only to those requests for proposals that are \$25,000 or greater.

A proposer who is aggrieved by the Intent to Award a contract may protest to the OSPD. Protesters should make their protests as specific as possible and shall identify Wisconsin State Statutes and Wisconsin Administrative Code provisions that are alleged to have been violated. Notices of intent to protest and protests must be made in writing.

The written Notice of Intent to protest the Intent to Award a contract must be filed with the Office of State Public Defender, 315 N. Henry Street, 2nd Floor, P.O. Box 7923, Madison, WI 53707-7923, and received in that office within five (5) working days after the Notice of Intent to Award is issued.

The written Protest must be received by the OSPD no later than ten (10) working days after the Notice of Intent to Award is issued.

The protester may appeal the decision of the OSPD to the Secretary of the Department of Administration within five (5) working days of issuance of the OSPD decision, with a copy of such appeal filed with the OSPD. The appeal must allege a violation of a statute or a provision of the Wisconsin Administrative Code.

PART II

TECHNICAL SPECIFICATIONS

Proposers are advised to carefully read the RFP, particularly the evaluation criteria (sec. 1.21(B)), before beginning to write a proposal. Please limit your answers to the forms provided (or electronically replicated) plus a maximum of six additional pages.

2.1 IDENTIFICATION PAGE

The first page in your proposal package must be the Identification Page attached hereto as Attachment A or one that has the same information in a similar format.

2.2 QUALIFICATIONS AND EXPERIENCE (35% of total score)

In this section, the proposer must provide information about the lead and adjunct attorneys' qualifications for providing services under the contract.

- ❖ For the lead attorney and each adjunct attorney describe their legal education, training and experience, particularly as they relate to criminal law practice. For each attorney, indicate the level of trial experience and motion practice, specifying any particularly complex or unique issues litigated.
- ❖ Provide a copy of one original (non-boilerplate) motion that was filed in a criminal case by the lead attorney in the last two years. The motion should be a good example of the proposer's experience and should be one which lays out the legal issue on its face. A copy of any supporting affidavit which accompanied the motion should be included. Do not send briefs.
- ❖ List the dates and titles of all legal publications and where published. List the dates and titles of all law related courses taught and name of school.
- ❖ List all criminal law or law office management CLE programs attended in the last 3 years.
- ❖ For the lead attorney, provide two letters of reference. One letter of reference must be from a judge.

2.3 PROFESSIONAL RECORD/REPUTATION (25% of total score)

In this section, the proposer must fully discuss the following, relating to either the lead attorney, an adjunct attorney or the law firm:

- any findings of a violation of a disciplinary rule by the Office of Lawyer Regulation (formerly the Board of Attorneys Professional Responsibility);
- any incidents or circumstances which resulted in open or public admonishment by a judge for allegedly inappropriate, unprofessional or unethical conduct;
- all cases on which a court found ineffective assistance of counsel.

Indicate any legal organizations, boards or committees on which you currently serve or have served on in the past, and any acknowledgements, awards or commendations you have received in recognition of your contributions to the legal profession or your community.

2.4 WORKING RELATIONSHIP WITH OSPD (20% of total score)

In this section, the proposer must indicate the lead and adjunct attorneys' length of participation in the OSPD private bar program, understanding and compliance with OSPD policies and procedures, and satisfaction of OSPD Continuing Legal Education requirements. Also discuss the proposer's relationship with the respective county's local OSPD trial office, other OSPD offices, and the Assigned Counsel Division. In discussing these relationships, include your responsiveness to requests for information, acceptance of appointments, and timely submission of forms (e.g., expert requests, closing forms, vouchers).

2.5 OPERATIONAL CAPACITY (20% of total score)

Discuss the impact of contract misdemeanor cases on your current practice and practice-related resources, as well as your plan for handling the additional cases and intake responsibilities if awarded a contract. Discuss your means of client contact, including how regular contact should/will be made.

Proposers must complete the Operational Capacity Form, attached herein as Attachment B, or provide the same information in a similar format.

ATTACHMENTS

ATTACHMENT A: Identification Page

- A.** Name of Law Firm:
* all lead and adjunct attorneys must be members of the same law firm

- B.** Primary Location of Firm: (street)
(P.O. box)
(city, state, zip)
(telephone #)
(fax #)
(e-mail) **online billing is required, valid email account necessary**

- C.** Name of Lead Attorney:

- D.** Name of Adjunct Attorneys:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

- E.** County for which you are submitting this proposal:
 - only one county per proposal
 - only the county of the law firm’s primary office or lead attorney’s residence

- F.** Fixed cost per case (see County Rate Table at Attachment C):

- G.** Annual number of cases you propose handling:

- H.** Total cost (fixed cost per case x number of cases):

- I.** For each attorney intended to work under the proposed contract:
 1. Fill in the Attorney Table below or provide all of the requested information in a similar format.
 2. Provide a resume that includes: home address, home telephone, legal experience, publications or teaching experience, education, and training.

Attorney Table

Name of Attorney	Social Security #	State Bar #	Firm Affiliation (partner, associate)	Years of Criminal Law Practice	Estimated % of contract workload

J. Date and Signature of Lead Attorney: _____

ATTACHMENT B: Operational Capacity Form

1. List the areas of law practiced by you and the relative percentage your total work.

2. List what percentage of your total clientele and revenues would be represented by the proposed contract.

_____ % of total clientele
_____ % of total revenues

3. List the job titles and number of full and/or part-time support staff (including investigators). Also, report the amount of turnover among support staff since July of 2003.

5. List the name and firm affiliation (e.g., partner, associate) of each full and/or part-time attorney. Also, report the amount of turnover among attorneys since July of 2001.

6. Describe any present or anticipated office sharing arrangements.

7. Describe office hardware (copiers, computers, fax machines, etc.).

8. Discuss how you would find/use expert, investigative, client services, interpretive and other potential services to clients who would be represented under the contract. Provide the names and phone numbers of at least 3 service providers with whom you have used on criminal cases in the last 3 years.

9. List and explain any legal action taken against the proposer for failure to comply with the terms of a contract.

10. List any proceedings by, or against, the proposer or proposer's firm under the bankruptcy laws of the United States.

12. List and explain any placement of liens or other encumbrances against any practice-related payment obligations owed by the proposer.

12. Provide a description of the physical size of the law office.

13. Describe the proposer's law office proximity to the contract county's courthouse and bus stops, as well as the accessibility of the office to the disabled.

ATTACHMENT C: County Rate Table

County	Rate	Estimated Available Cases
Milwaukee County	\$266.00	8000 Total Cases

Other Counties with Populations of 100,000 or more

County	Rate	Total Cases
BROWN	\$215	750
DANE	\$215	1800
KENOSHA	\$215	1000
LA CROSSE	\$215	450
MARATHON	\$215	550
OUTAGAMIE	\$215	600
RACINE	\$215	950
ROCK	\$215	650
SHEBOYGAN	\$215	450
WASHINGTON	\$215	150
WAUKESHA	\$215	400
WINNEBAGO	\$215	500

Counties with Populations of less than 100,000

County	Rate	Total Cases
ADAMS	\$239	60
ASHLAND	\$239	140
BARRON	\$239	140
BAYFIELD	\$239	50
BUFFALO	\$239	20
BURNETT	\$239	75
CALUMET	\$239	60
CHIPPEWA	\$239	135
CLARK	\$239	15
COLUMBIA	\$239	235
CRAWFORD	\$239	45
DODGE	\$239	190
DOOR	\$239	35
DOUGLAS	\$239	45
DUNN	\$239	95
EAU CLAIRE	\$239	450
FLORENCE	\$239	25
FOND DU LAC	\$239	120
FOREST	\$239	20
GRANT	\$239	90

GREEN	\$239	110
GREEN LAKE	\$239	20
IOWA	\$239	50
IRON	\$239	10
JACKSON	\$239	35
JEFFERSON	\$239	90
JUNEAU	\$239	60
KEWAUNEE	\$239	30
LAFAYETTE	\$239	15
LANGLADE	\$239	70
LINCOLN	\$239	120
MANITOWOC	\$239	270
MARINETTE	\$239	120
MARQUETTE	\$239	35
MENOMINEE	\$239	10
MONROE	\$239	200
OCTONTO	\$239	80
ONEIDA	\$239	60
OZAUKEE	\$239	25
PEPIN	\$239	15
PIERCE	\$239	50
POLK	\$239	90
PORTAGE	\$239	175
PRICE	\$239	20
RICHLAND	\$239	100
RUSK	\$239	45
SAUK	\$239	235
SAWYER	\$239	110
SHAWANO	\$239	280
ST CROIX	\$239	100
TAYLOR	\$239	35
TREMPEALEAU	\$239	25
VERNON	\$239	45
VILAS	\$239	85
WALWORTH	\$239	210
WASHBURN	\$239	130
WAUPACA	\$239	80
WAUSHARA	\$239	40
WOOD	\$239	200

ATTACHMENT D: Proposer Assessment Form

Date: February 2003

To: OSPD First Assistants and Deputy First Assistants
 From: Deborah M Smith, Assigned Counsel Division Director
 Re: Assessment of Proposers for Fixed-Fee Misdemeanor Contracts

Please provide your assessment of the Proposers, listed as seeking a contract in your county.
 Scale: **Excellent = 4 Good = 3 Adequate = 2 Inadequate = 1 Poor = 0**
Unknown = ?

Proposers by County	Lead or Adjunct	Assessment of Proposer's Quality of Representation	Assessment of Proposer's Working Relationship with Local SPD Office	Assessor's Last Name
_____ County				
Proposer Name				
Proposer Name				
Proposer Name				
Proposer Name				
Proposer Name				
Proposer Name				
Proposer Name				
_____ County				
Proposer Name				
Proposer Name				
Proposer Name				
_____ County				
Proposer Name				
Proposer Name				
_____ County				
Proposer Name				
Proposer Name				
Proposer Name				
Proposer Name				

For all scores indicating inadequate or poor, please provide a brief explanation.

ATTACHMENT E: Standard Terms and Conditions

ATTACHMENT F: Supplement To Standard Terms And Conditions

1.0 Certification Of Independent Price Determination

By signing this proposal, the respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own law firm, that in connection with this procurement: no attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Each person signing this proposal certifies that: he/she is the person within the respondent's law firm responsible for the decision as to the price being offered herein and that he/she has not participated, and will not participate, in any action contrary to the above section.

1.1 Disclosure Of Independence And Relationship

Prior to award of any contract, a potential contract group shall certify in writing to the OSPD that no relationship exists between the contract group and another person or organization that constitutes a conflict of interest with respect to a state contract. The Department of Administration may waive this provision in writing, if those activities of the potential contract group will not be adverse to the interests of the State.

Contract groups shall agree, as part of the contract for services, that during performance of the contract the contract group will neither provide contractual services nor enter into any agreement to provide services to a person or organization that is regulated or funded by the OSPD or has interests that are adverse to the OSPD. The Department of Administration may waive this provision in writing, if those activities of the contract group will not be adverse to the interests of the State.

ATTACHMENT G: Sample Contract