

Request for Proposals – Regional Consultants

Anticipated contract begin date: January 4, 2016

Anticipated contract end date: September 30, 2016

Deadline for submitting proposals: November 20, 2015

SUMMARY

The Michigan Indigent Defense Commission (MIDC) statute requires the agency to work with 83 counties and more than 150 District and Circuit Courts to design plans to comply with the MIDC's minimum standards for indigent defense.

The MIDC intends to contract with a maximum of **six regional consultants**, one to roughly parallel each of the State Court Administrative Office's regions. Each consultant will work with the counties, courts, judges, and attorneys that comprise each indigent defense system in a region.

The Regional Consultant will be assigned to a specified region of the state and will provide direction and guidance to indigent defense delivery systems on means of complying with standards enacted by the MIDC. Consultants will communicate and work with a variety of stakeholders including defense attorneys, judges, administrators, court staff, and others, and serve as a liaison between the MIDC and local systems within the region.

Each consultant is an independent contractor. No equipment, materials, or supplies will be provided; each consultant is presumed to have the items necessary for performance. Mileage and travel expenses are the responsibility of the consultant and should be taken into consideration when the consultant determines the proposed rate of pay.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Provide direction, guidance, and counsel to indigent defense delivery systems regarding compliance with approved minimum standards for indigent defense. Review policies and procedures to determine compliance; provide alternative solutions or modifications to plans as necessary.
- Respond to inquiries and issues raised by court officials, attorneys, and others regarding standards and requirements. Work with Commission staff as needed to respond to inquiries. May investigate activities occurring within the delivery systems.
- Monitor and analyze compliance plans with follow-up as required. Provide information to MIDC Research Director as needed to compile and analyze statistics and data on various areas of compliance and the result of standards.
- Review the Commission's standards both as proposed and after the standards are approved by the Michigan Supreme Court with special attention to regional dynamics.
- As needed, analyze trial court facilities and formulate plans for facility improvements that will enable the facilities to comply with the standards.
- Work with internal and external stakeholders on complex issues that are likely to require explanation or negotiation.

- Use interpersonal and communication skills to resolve disagreements, lead educational sessions, and make other presentations to a variety of audiences.

Education and Experience

Preferred candidates will have a juris doctor degree and experience representing indigent clients. A minimum of five years of progressively more responsible work experience either representing indigent clients or working in court, public, or business administration is desired. A bachelor's degree is required, and a master's degree in public or business administration or a juris doctor from an accredited law school may be substituted for two years of experience.

Proposal should include:

- a detailed description of the consultant's intent and ability to meet the activities listed in the Essential Duties and Responsibilities section including any specialized experience and knowledge;
- a statement of the consultant's Education and Experience;
- a description of the region within which the consultant's office is located or within which the consultant is proposing that services be provided;
- a statement about the strategic relationships within the requested region that could bring significant value to the MIDC;
- the proposed rate of pay on a monthly basis for the duration of the contract and a brief description of how this rate was calculated.

The proposal should be sent to: opportunities@michiganidc.gov.

The Michigan Indigent Defense Commission is an equal opportunity employer.