October 22, 2026

**City of Lacey**
**Request for Proposals**
**Conflict Public Defender Services**

## SUMMARY

The City of Lacey (City) is seeking proposals from qualified attorneys to provide public defense conflict counsel services to indigent defendants charged with misdemeanor or gross misdemeanor crimes whenever the Public Defender has a conflict.

The primary scope of this Request for Proposals (RFP) is to obtain public defense conflict counsel services. However, the City may also consider proposals from qualified and experienced providers who are interested in providing additional services for Rules for Appeals from Courts of Limited Jurisdiction (RALJ) representation, on an as needed basis.

This RFP seeks responses from law firms, nonprofit entities, and public agencies. The City encourages interested parties who are eligible to provide services to submit proposals. The City provides public defender representation in compliance with the Washington State Bar Association (WSBA) current Standards for Indigent Defense Services (Standards). Public defense service providers will meet current and any future changes to these standards.

Proposals will be evaluated based on the following criteria:

1. Responsiveness to and completeness of the proposal.
2. Experience providing services of a similar nature and scope.
3. Demonstrated ability and capacity to perform the required services.
4. Proposed compensation rate and structure.

## QUESTIONS AND RFP TIMELINE

RFP Schedule. The intended timeline for this RFP is as follows:

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| RFP Issued | Thursday, October 22, 2026 | 5:00 P.M. PST |
| Question Submissions | Thursday, October 29, 2026 | 5:00 P.M. PST |
| Questions & Answers Posted | Thursday, November 5, 2026 | 5:00 P.M. PST |
| RFP's Due | Friday, November 20, 2026 | 5:00 P.M. PST |

Questions and Answers. Questions regarding this RFP should be submitted no later than Thursday, October 29, 2026, at 5:00 P.M. Pacific Standard Time (PST). Answers to questions, which in the opinion of the City warrant a written reply or RFP Addendum, will be posted at "RFP: Public Defender Services" at RFPs, RFQs, RFIs & Bids - City of Lacey. The City will not provide a response to questions received after the deadline.

Proposals. Proposals must be prepared in accordance with the following instructions and received by email at Court.Services@cityoflacey.org no later than 5:00 PM Pacific PST, Friday, November 20, 2026. Late submissions will not be accepted.

For additional information, contact:

Sadie Siglin, Management Analyst
City Manager's Office
Phone : (360) 456-7788
E-mail : Court.Services@cityoflacey.org

**GENERAL INFORMATION**

The City is responsible for providing public defense services to eligible individuals charged with misdemeanor and gross misdemeanor offenses who meet applicable financial eligibility criteria. The City is committed to providing quality, effective, and accessible public defense services to all eligible individuals, whether they are in custody or out of custody. Public defense service providers must maintain compliance with applicable WSBA Standards and the ability to satisfactorily perform the required services. **Addendum A- Draft Conflict Public Defender Services Professional Services Agreement (Addendum A)** provides additional information.

Term. The City intends to enter into an agreement for services for a two-year term beginning January 1, 2027, with the option to extend the contract, at the discretion of the City.

Caseload. Beginning 2027, the City will need conflict public defense representation on an as needed basis, with an estimated 20 cases annually. The City currently uses an unweighted case standard. Monthly case assignments are not guaranteed and can fluctuate.

Compensation. The City invites proposers to submit a proposed compensation rate and structure for conflict public defense services that comply with all terms listed herein and in **Addendum A.** Proposals must include a detailed breakdown of all associated costs.

Proposers offering additional public defenders services for RALJ representation must provide a separate proposed compensation rate and detailed cost breakdown for these services.

Expert and Investigative Services Fees. The City shall reimburse defense counsel for necessary and reasonable expert witness, investigative, and other services, when authorized by the City.

Court Services. The City contracts for municipal court services with Thurston County District Court (Court), located at 2000 Lakeridge Dr SW, Olympia, WA 98502.

Jail Services. The City contracts for jail services with the Nisqually Indian Tribe. The Nisqually Detention and Corrections Center is located at 11702 Yelm Hwy SE, Olympia, WA 98513. Defendants may also be housed at Thurston County Correctional Facility, located at 3491 Ferguson St SW, Tumwater, WA 98512.

Independent Contract Status. Public Defense Service providers are independent contractors and are required to maintain insurance as outlined in **Addendum A.**

Addendums.

1. Addendum A- Draft Conflict Public Defender Services Professional Services Agreement

**SCOPE OF WORK**

All public defense service providers must maintain compliance with the requirements of the current WSBA Standards and any future changes, comply with any and all federal law, state law, local law, rules of professional conduct, and/or any other law or regulation pertaining to representation of indigent defendants.

Public defense conflict counsel services shall include legal representation for defendants from the date of appointment through the conclusion of the case. A concluded case shall mean the Court has accepted a proposed resolution, the Court has imposed a final sentence follow trial or failure to comply hearing, the Court has dismissed that case on a motion from either part or Sua sponte, or the defendant has failed to appear (FTA) and the defendant has remained on active warrant status for at least 30 days subsequent to the FTA.

Representation includes sentencing advocacy, investigatory, and legal services including but not limited to interviews of clients and potential witnesses, legal research, preparation and filing of pleadings, negotiations with the appropriate prosecutor or other agency and court regarding possible dispositions, and preparation for and appearance at court proceedings.

Defense counsel shall:

- Be available to provide services in-person and through virtual/telephonic appearances as needed, at the discretion of the City and the Court.
- Be available to meet indigent defendants in person and through virtual/telephonic appearances at the Nisqually Detention and Corrections Center, the Thurston County Correctional Facility, or other facilities used by the City as needed.
- Prepare and make available for City monthly reporting as required in **Addendum A**.
- Prepare and make available for the City any necessary grant reporting documentation upon request.

Professional Services Agreement. A draft of the City's standard professional service contract for Public Defense is included with this RFP, see **Addendum A.** Proposers should review all of the terms and conditions of the contract to ensure that they are able to execute and comply with all of the terms and conditions specified in the contract. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City.

**PROPOSAL FORMAT**

Proposal responses must be submitted electronically in PDF format and not exceed 20 pages. A complete response will include:

1. Proposer Information.
    a. Proposer name, primary point of contact, and contact information.
    b. A brief overview of proposers' practice, firm's business, or organization including relevant areas of legal practice.
    c. Identify attorney(s) who would provide the proposed services and summarize their qualifications and experience.
    d. If applicable, describe any actual or potential conflicts of interest involving the City, including any conflicts involving the proposer, its attorneys, or employees.
2. Proposed Services and Delivery.
    a. Describe the proposed services and scope of representation. Indicate whether the proposer is also offering additional services for RALJ representation.
    b. Describe how the proposer would meet the City's public defense needs, including the ability to accommodate fluctuating case assignments and provide representation on an as-needed basis.
    c. Describe the proposer's approach to service delivery, including attorney availability, responsiveness to the City and clients, and procedures for monitoring attorney caseloads to maintain compliance with the Public Defense Standards.
3. Experience and Performance. Describe the proposer's experience providing public defense services and performing under professional service contracts.
    a. If the proposer has previously provided services under contract with a city or county, describe the nature of those services and provide any available documented evaluations or reviews of contract performance and compliance.
    b. If your proposal includes additional services for RALJ representation, describe the proposer's relevant experience providing these services.
    c. Disclose whether any attorney proposed to provide services under this contract has been subject to professional discipline by a licensing, regulatory, or governing body in Washington or any other state. If so, provide details regarding the disciplinary action.
    d. Identify any public contract terminated for cause, in whole or in part, within the past ten (10) years. Describe the circumstances of the termination and identify any corrective actions required under the contract.
4. Outside Work. Describe any work you intend to complete outside this contract, including:
    a. The city, county, or private entity for which services will be provided.
    b. Term of services for each entity.
    c. The anticipated caseload/caseload credits and any other services.
5. Proposed Compensation. Provide a detailed description of the proposed compensation rate, structure, and all costs included.

a. If your proposal includes additional services for RALJ representation, provide a separate detailed explanation of the proposed case rate.

6. References. Provide a list of three references who can be contacted regarding the qualifications and experience of the attorney/firm handling this contract. Include:
    a. Name of Reference
    b. Relationship to Individual
    c. Email address
    d. Phone number

Submit your completed RFP packet electronically to:

Sadie Siglin, Management Analyst
City Manager's Office
Phone: (360) 456-7788
E-mail : Court.Services@cityoflacey.org

**SELECTION PROCESS**

City staff will review and evaluate all complete proposals based on the following criteria:

1. Responsiveness to and completeness of the proposal.
2. Experience providing services of a similar nature and scope.
3. Demonstrated ability and capacity to perform the required services.
4. Proposed compensation rate and structure.

If necessary, proposers may be invited to interview with an evaluation panel. Based on the proposals and any interviews conducted, the selection panel will recommend to the City Manager the proposer, it determines best meets the requirements of this RFP. The City will then negate a Profession Services Agreement (PSA) with the selected proposer.

The City reserves the right to reject any or all proposals and to waive irregularities or informalities in the proposal submission and evaluation process. The City Manager's final decision is at the City's sole discretion. Respondents have no right to appeal the selection decision, and no appeal process is provided.

Upon selection of the most qualified proposer, the City will negotiate compensation that it determines to be fair and reasonable. If the City is unable to negotiate a satisfactory contract with the selected proposer, negotiations will terminate and the City may select another proposal.

**GENERAL CONDITIONS**

Equal Opportunity. The City of Lacey is an equal opportunity employer. The city does not discriminate against any employee or contractor, or applicant for employment or contracting, on the grounds of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or

the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability; provided that the prohibition against discrimination in employment or contracting because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker or contractor involved. Such nondiscrimination practice includes, but is not limited to: employment, upgrading, demotion or transfers, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The city shall take such action as may be required to ensure full compliance with Chapter 49.60 of the Revised Code of Washington: Law Against Discrimination.

Reasonable Accommodations. The City of Lacey offers reasonable accommodations to people with disabilities. We invite any person with special needs to contact the City Clerk at (360) 491-3214 to discuss any necessary accommodation. Individuals with hearing impairment may call the TDD line at (800) 833-6388.

Veteran-Owned Business Enterprise. The City of Lacey strongly encourages participation of veteran-owned businesses enterprises.

Minority and Women's Business Enterprises (MWBE). The City of Lacey strongly encourages participation of minority- and women-owned business enterprises.

Terms and Conditions. The City of Lacey reserves the right to reject any and all submissions; to negotiate with any respondent to this RFP; to extend the submission deadline; to amend the terms of this RFP of Qualifications through circulation of addenda; or to cancel this RFP Qualifications in part or in entirety. The City reserves the right to request clarification of information submitted, and to request additional information from any respondent.

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

The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP. The City shall not be responsible for any costs incurred by the firm for any work in anticipation of being awarded the contract, any work performed prior to the execution of the contract, or any work outside of the scope of the contract unless the contract is modified to include any such work.

The contract resulting from the acceptance of the proposal by the City shall be in the form supplied or approved by the City of Lacey and shall reflect the specifications in this RFP. A copy of the City's standard contract is included with this RFP, see **Addendum A**. Proposers should review all of the terms and conditions of the contract, including indemnity and insurance requirements, to ensure that they are able to execute and comply with all of the terms and conditions specified in the contract.

Public Information. All proposals and information included therein or attached thereto submitted in response to this RFP shall become public record upon receipt by the city and will be available for review upon request. The City will disclose those parts of records the proposal has marked "proprietary information" only to authorized persons unless: (a) the

City discloses the records in response to a public disclosure request or (b) the proposer has given the City express advance written permission to disclose the records. “Authorized persons” means those City officers and employees for whom the proprietary information is necessary to evaluate proposal and to perform their duties or obligations to the City. If the City receives a public disclosure request for records that the proposer has marked “proprietary information”, the City may promptly notify the proposer of the request. The City may postpone disclosing these records for thirty (30) business days after it has sent notification to the proposer, in order to allow the proposer to file a lawsuit to enjoin disclosure. If the City has notified the proposer of a public disclosure request, and the proposer has not obtained an injunction and served the City with notice of that injunction by the close of business on the tenth business day after the City sent notice, the City will then disclose the record.