

REQUEST FOR QUALIFICATIONS
FOR PUBLIC DEFENDER
ATTENTION ATTORNEYS

The City of Biloxi is seeking a qualified attorney for rendering services to the City of Biloxi, Mississippi as the primary Public Defender in the Biloxi Municipal Court, subject to the orders of the Biloxi Municipal Court Judges and under the supervision of the Director of the Legal Department of the City of Biloxi.

The Scope of Services is as follows: The Biloxi Municipal Court Public Defender shall provide services as defense attorney to all persons designated, from time to time, by a Biloxi Municipal Court Judge as a defendant in need of representation. The Public Defender shall perform all services in compliance with state and federal law and the Rules of Professional Conduct for Mississippi Attorneys. These services shall be subject to the orders of the Biloxi Municipal Court Judges and under the supervision of the Director of the Legal Department of the City of Biloxi. These services shall require a minimum of thirty hours of service per week but may exceed thirty hours in any given week in order for the Public Defender to render necessary and proper services to clients the Public Defender is appointed to defend. These services may require service at night and on weekends. Compensation for this position is not based on a fee for hourly services but is based on an annual salary regardless of the amount of time required to perform the services. This position is an exempt professional service position. These services may require the Public Defender to travel out of town and to the Harrison County Jail as may be necessary and proper in service to clients. The attorney selected by the City Administration and approved by resolution of the City Council will provide services of a Public Defender in the Biloxi Municipal Court as a contract city employee on a salary at the annual rate of \$36,750.00 plus employee benefits, according to terms and conditions of a contract approved by the Mayor and City Council. This position is exempt from Biloxi Civil Service.

Respondents to this Request for Qualifications must provide a written response that contains all information requested in each of the required components below:

- 1) Qualifications and Personal Information: State your Mississippi Bar Number, your home address and business address, and your business phone.
- 2) Education: State your undergraduate and graduate degrees and any other educational achievement that you consider relevant to performance of a Public

Defender.

- 3) Experience: State your experience in the practice of law and any other experience that you consider relevant to performance of a Public Defender.
- 4) Community Commitment: Describe location of your office to be used when serving the City of Biloxi and defendants as Public Defender and any other relevant factor indicating commitment to, involvement with, and familiarity with the citizens of the City of Biloxi and City of Biloxi government.

Proposals should include a proposed, written agreement containing the attorney's terms and conditions in compliance with this RFQ and must include at least the following terms:

- (a) Recognition that the intended period of performance of the contract will end no later than June 30, 2017, with reasonable extension of the term in the City's discretion for matters in process at the date of termination;
- (b) Commitment to provide the City reasonable notice of intent of the attorney to terminate the contract prior to June 30, 2017, and acceptance of the City's right to terminate the contract at any time without cause;
- (c) Description of categories of anticipated expenses and a proposed reimbursable rate for that expense. Reasonable expenses other than those specified in the agreement shall not be reimbursable unless approved in writing in advance by the Mayor or City Attorney.

The City of Biloxi is an equal opportunity employer. All responses shall be the property of the City.

Responses should not include any proprietary information or any information requiring confidentiality by the City.

Response to this RFQ does not constitute acceptance of employment by the City.

Respondents should identify any known, current conflicts the respondent may have with the City or any of its personnel, with a request for waiver of the conflict consistent with Mississippi law and applicable rules pertaining to attorneys.

Sealed responses will be received until 10:00 AM Monday, January 18, 2016. Please forward one (1) original and three (3) copies of the response in an envelope marked, "RESPONSE TO RFQ FOR PUBLIC DEFENDER" to:

Mayor's Office, Attention City Attorney, City Hall, Second Floor, 140 Lameuse Street, Biloxi, Mississippi (228-435-6252) or mail to Mayor's Office, Attention City Attorney, City of Biloxi, P. O. Box 429, Biloxi, MS 39533.

The sealed responses will be opened at 10:30 AM, Monday, January 18, 2016, in the City Hall Council Chambers, 2nd floor 140 Lameuse Street, Biloxi, MS 39530.



MUNICIPAL CLERK

Publish Once: January 7, 2016.