

**ADDENDUM No. 1**

**RFP No. 904,**

**Indigent Legal Representation for Misdemeanor Cases  
15<sup>th</sup> Judicial District Court**

**Due: Friday June 20, 2014 10:00 A.M.**

The following changes, additions, and/or deletions shall be made to the Request for Proposal for 15<sup>th</sup> District Court Indigent Legal Representation for Misdemeanor Cases, RFP No. 904, on which proposals will be received on/or before Friday, June 20, 2014, by 10:00 A.M.

The information contained herein shall take precedence over the original documents and all previous addenda, and is appended thereto. **This Addendum includes the addition of Mental Health Court to the list of special dockets in Section 2, Scope of Services, page 11.**

**The Contractor is to acknowledge receipt of this Addendum No. 1.**

The information contained herein is being provided to assist potential respondents in the review of the RFP.

Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

**Questions and Answers**

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP.

**Question #1:** Would it be possible to see a copy of the current contract? Would you be able to email it to me?

**Answer:** A copy of the current contract is attached to this Addendum. All responses to questions from prospective respondents are responded to by issuance of an Addendum as stated in Section I (E) of the RFP. Individual emails responses are not provided.

**Question #2:** How much does the contract pay on an annual basis (Is there a set amount or projected range)?

**Answer:** The current 1yr flat fee contract for legal services is \$240,000.00 payable in monthly installments. There is no set amount or project range for Legal Services as outlined in Section 2 of the RFP. The selected Respondent will be awarded an annual retainer (flat fee) contract for services, inclusive of all expenses and costs included in the retainer. The selected Respondent will be required to keep time records on each

open appointed case and this requirement should be considered when submitting your fee proposal.

**Question #3:** Is the expectation that it be from Monday through Friday?

**Answer:** Yes.

**Question #4:** Do we have any idea what the projected caseload would be?

**Answer:** Caseload numbers vary from year to year. For the current Fiscal Year 752 case appointments have been made. However, the current Fiscal Year does not end until June 30, 2014. The average case appointments per month are 68 which would result in an estimated total of 820 for the current Fiscal Year. For the previous Fiscal Year 847 case assignments were made.

**Question #5:** We are currently providing indigent legal representation for misdemeanor cases pursuant to an agreement with the 15th District Court and City of Ann Arbor and believe, therefore, that were we to be awarded this contract that no transition plan would be necessary for current cases because we are currently counsel of record in connection with these current pending cases. The inclusion of a request for a “detailed transition plan” on Page 13, #9 appears to pre-suppose that a transition will occur. Please confirm that we will be not be held to have failed to meet this “detailed transition plan” submission requirement if our application provides the facts above and indicates that no transition need occur if we are awarded the contract.

**Answer:** All respondents are required to submit a “detailed transition plan” since the contract term includes a reservation by the City to extend the 1yr term for 2 additional 1yr periods. As the current legal services provider, your response may include a statement indicating that implementation of the transition plan will not be necessary if the Firm is selected.

**Question #6:** What was the total number of hours spent each year for the previous three years of this contract?

**Answer:** Both current and former attorneys have reported spending 55-60 hours per week per attorney on cases. This works out to 2,860 to 3,120 per attorney per year for a total of 5,720 to 6,240 hours.

**Question #7:** What was the total number of cases that were handled under the previous year of this contract?

**Answer:** The total number of cases is difficult to determine as it includes new appointments as well as pending open cases. For additional information, please see Question #4 above.

**Question #8:** How many attorneys and support staff were assigned to work under the previous year of this contract?

**Answer:** Two (2) attorneys and zero (0) support staff.