



REQUESTS FOR PROPOSAL  
TOWNSHIP OF PLAINSBORO  
Alternate Municipal Public Defender  
2019

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Respond by: 11:00 a.m. – November 14, 2018

Respond to: Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with  
N.J.S.A. 19:44A-20.5 et seq.*

## ***I. Introduction***

Plainsboro Township is seeking professional services to carry out the duties of Alternate Municipal Public Defender. In the event that the Municipal Public Defender is needed to represent more than one client in the same case, the Alternate Public Defender will act in this capacity.

## ***II. Scope of Work***

The duties of Alternate Municipal Public Defender include:

1. Represent any defendant charged with an offense in municipal court, who is an indigent municipal defendant entitled to representation by a Public Defender.
2. The Alternate Public Defender shall provide all necessary service and facilities of the representation including expert and law investigation and testimony as well as other preparations as necessary.
3. The Alternate Public Defender is responsible for handling all phases of the defense including, but not limited to, discovery, pre-trial and post-trial hearings, motions and other matters reasonably related to the defense.
4. Maintain records of all actions, suits and proceeding and matters which relate to the Township's interests.

## ***III. Contents of Proposal***

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Alternate Municipal Public Defender or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and four (4) copies.

#### ***IV. Compensation***

The Alternate Municipal Public Defender receives a fee of \$250 per appearance capped at \$750 per client with an annual not to exceed cost of \$3,000.

#### ***V. Selection Process***

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

#### ***VI. RESPONSE/INQUIRIES***

All submittals should be clearly labeled and forwarded to:

Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 14, 2018.

All inquiries should be directed to Anthony Cancro at (609) 799-0909, extension 1103.