



March 18, 2023

Addendum #2 to RFP 3579 Indigent Defense Services

The City of Springfield is hereby amending the above-mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

Question: Virtual Dockets: To what extent if any does the Court intend at this time to continue the use of virtual dockets during the new contract term, whether by GoToMeeting or other platforms?

Answer: The court intends to continue operating as a hybrid court. Regular weekly use of virtual and in-person dockets are planned to continue during the new contract term. The court reserves the right to adjust the scheduling of those sessions as needed based on needs and use.

Question: Out-of-Custody Arrangements: Historically, and under the presently effective contract for indigent defense services, Springfield Municipal Court has not required the presence of prosecutors or indigent defense counsel for out-of-custody arraignments or first appearances on show cause matters. Under Section 2, "Scope of Work", RFP #3579 specifies otherwise.

Related Question 1: Was the inclusion of the referenced specification, changing past and current practice insofar as staffing those proceedings, intended or inadvertent?

Related Question 2: If intended, are the anticipated future times of the subject dockets known at this time?

Answer: This was intended. First appearances on show cause matters are currently scheduled for Mondays from 8:20 a.m. to 9:30 a.m. Out-of-custody arraignments are currently scheduled for Tuesdays through Fridays from 1:30 p.m. to 2:00 p.m. The future times of these proceedings may be subject to change by the Court as needed for scheduling and updating docket calendars.

Previously Answered via Addendum #1:

Question: Preface to Question: To address potential issues of unfairness or disadvantage to one or more bidders not of a kind warranting or ripe for more formal "protest", or where a particular requirement could impose an undue burden on one or more bidders, as may occur where a particular provision is used by default in contracts covering a range of services other than but including indigent defense, past Springfield RFP's for Indigent Defense Services have included provisions entitled "Comments Procedure", permitting requests to expand, modify, or waive a particular specification or condition. Such provision is noticeably absent from current RFP #3579.

By way of example, the above-referenced provision from City of Springfield 2018 RFP#1999 for Indigent Defense Services, beginning at Page 10 of that document, read as follows:

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XIV. Comments Procedure

A prospective Proposer may deliver to [name, Procurement and Contracts Manager] a written request for change to any of the specification listed in this Request for Proposal. This request must be delivered no later than noon local time **noon local time September 26, 2018**. A written request for change shall include:

- A detailed description of the legal and factual grounds for the request;
- A description of the resulting prejudice to the prospective Proposer; and
- A statement of the form of relief requested or any bid changes to the specifications.

The City will review the specification change request and notify the prospective Proposers of the decision in writing prior to the closing date. To the extent possible, the City will notify other prospective Proposers of any changes or modifications to the Request for Proposal.
.....

For purposes of preventing prejudice to and/or to avoid undue burden on one or more bidders, can such provision, or similar language, be either implied within the context of current RFP, or alternatively, will the City expressly add it by amendment?

Answer: Please refer to section XIII – Exceptions to Request for Proposal. This section states: "If, for any reason, a Proposer should find fault with the structure of this Request for Proposal or with the evaluation process, concerns may be submitted in writing to:

**Jessica Mumme
City of Springfield Finance Department
225 Fifth Street
Springfield, OR 97477
purchasing@springfield-or.gov**

The City will make every effort to answer questions, and, if warranted, to amend the Request for Proposal. Responses to questions and amendments to the Proposal will be posted on the Springfield website www.springfield-or.gov/city/finance/itbrfp and select the document titled RFP# 3579 Indigent Defense Services. Proposers who are unable or unwilling to meet any of the requirements of this Request for Proposal must include, as part of their response, written exceptions to those requirements. Such request shall be delivered on or before March 18, 2024, 2 p.m. PST.

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at <http://www.springfield-or.gov> (select CITY > Finance > Purchasing and Contracts then RFP#XXX and name of project). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL BIDDERS MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING AND DATING THIS DOCUMENT AND INCLUDING IT AS PART OF THEIR SUBMITTAL PACKAGE.

Signature

Date