



## **REQUEST FOR LETTERS OF INTEREST**

**#23-21**

**City of Fairbanks**

**City Public Defender Contract**

The City of Fairbanks is seeking expressions of interest from qualified attorneys or law firms, licensed to do business in the State of Alaska and City of Fairbanks, to provide defense of indigent persons charged with criminal offenses under the municipal code. The City seeks to have a new contract for the City Public Defender in place by January 2024. The proposed contract term starts at full execution and will remain in effect through December 31, 2026. The contract administrator will be the City's Chief Financial Officer.

The City Public Defender caseload consists almost exclusively of misdemeanor offenses. The contract does not include routine traffic cases. The City Public Defender has historically been assigned approximately 10 new misdemeanor cases annually. The City Public Defender is responsible for representation from arraignment and appointment, through any settlement negotiations, and at trial.

The City's Legal Department currently employs two full-time attorneys, the City Attorney and a Deputy City Attorney. The Deputy City Attorney is primarily charged with the prosecution of misdemeanor offenses. The City Attorney is the head of the City's Legal Department.

The agreed upon contract amount will be paid in equal monthly installments and covers all professional services and expenses. Once appointed to a case, the City Public Defender continues with that case until it is closed, even if the case extends past the contract term. If the City Public Defender cannot represent a defendant due to a conflict of interest, conflict counsel will be court-appointed and will be paid separately through an agreement between the City of Fairbanks and the substitute attorney.

Please send your resume in addition to your letter of interest. The letter of interest should include your experience (this opportunity requires a minimum of 5 years of related experience), interest in pursuing the opportunity, and the total price you are proposing for the required services. Your resume and letter of interest must be received no later than 4:30 p.m. on December 18, 2023, and should be emailed to:

**City of Fairbanks**

**Danyielle Snider, City Clerk**

**[dsnider@fairbanks.us](mailto:dsnider@fairbanks.us)**

**RE: Public Defender Contract**

If you have any questions, please contact the City's Purchasing Agent at (907) 459-6779.