

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL  
FOR CONFLICT PUBLIC DEFENDER SERVICES**

**PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of contracting for conflict public defender services for indigent criminal defendants. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**TIME SCHEDULE.**

The City will use the following timetable, which should result in a selection of a firm by approximately November 1, 2021. Proposals will be accepted from September 30, 2021, to October 15, 2021.

Issue RFP	September 30, 2021
Deadline for Submittal of Proposals	October 15, 2021
Finalist Interviews	Week of October 18, 2021
Preliminary Selection of Firm	October 25, 2021
Notify Firm Chosen	October 26, 2021

**INSTRUCTIONS TO PROPOSERS.**

All proposals should be sent to:

City of Federal Way  
Attn: Sherri Nelson, Finance Department  
33325 8th Ave S  
Federal Way, WA 98003-6325

Sherri.Nelson@cityoffederalway.com  
(253) 835-2527

**PROPOSALS ARE ACCEPTED VIA EMAIL, BUT IF IN WRITING THEY MUST BE IN A SEALED ENVELOPE AND CLEARLY MARKED IN THE LOWER LEFT-HAND CORNER: “RFP- CONFLICT PUBLIC DEFENDER”.**

All proposals must be received by 3:00 p.m. October 15, 2021, at which time they will be opened.

Any questions must be directed to Pam Jones by email at [pamela.jones@cityoffederalway.com](mailto:pamela.jones@cityoffederalway.com) or by letter addressed to same. Questions must be received by the City no later than 5:00 p.m., October 8, 2021.