



REQUEST FOR INFORMATION

Released: September 7, 2022

Statement of Need

The City Attorney is requesting qualifications and pricing information to prosecute the City's payable traffic cases for at least three to four months. The City will use this information to determine whether it will hire an outside entity to assist the City Attorney's Office and may decide to use the information to form the basis for an agreement with an outside entity/entities for such services.

City of Bloomington Information

Bloomington is the largest suburban city in Hennepin County, Minnesota. Its population is nearly 90,000. It is the fourth largest city in Minnesota. See <https://www.bloomingtonmn.gov/> for more information.

Bloomington City Attorney's Office Information

The City Attorney's Office works to enhance public safety and quality of life for Bloomington residents through fair and effective prosecution of crimes as well as civil and administrative offenses. The City Attorney Office staff protect the City's assets by providing timely and effective legal counsel to the City, its elected officials, staff, and boards and commissions. Staff also defend against claims brought or threatened against the City, all in a highly cost-effective, collaborative and focused manner. There are 19 staff members in the City Attorney's Office.

The City Attorney's Office annually opens about 1000 payable traffic cases ("VB cases"). These VB cases are only eligible for court trials, not jury trials. These cases are typically scheduled on Friday calendars. As of the date of this RFI, the Bench has indicated that these VB cases will continue to be remote appearances. When an in-person appearance is required, the City of Bloomington appears at the Hennepin County Courthouse and Public Safety Facility in downtown Minneapolis. The City Attorney's Office is paperless and uses LENS case management and evidence.com. The Bloomington Police Department wears AXON body worn cameras.

See <https://www.bloomingtonmn.gov/atty/city-attorneys-office> for more information.

Important Details

Deadline: Responses are due on or before 11:59pm on September 20, 2022. Responses must be submitted electronically and should be sent to the attention of the City Attorney at legal@bloomingtonmn.gov with the subject line "RFI Response."

Questions: All questions must be submitted to the attention of the City Attorney at legal@bloomingtonmn.gov with the subject line “RFI Question” before noon on September 14, 2022. Responses will be posted at <https://www.bloomingtonmn.gov/atty/city-attorneys-office> on September 16, 2022.

Evaluation Criteria: Responses will be evaluated based on (1) price, (2) experience, (3) ability to integrate one’s workflow with the City’s existing process. The City reserves the right to reject all responses and to enter into a contract with more than one entity for different terms, with the possibility of an annual or longer-term agreement for the same or similar services.

Response

Your response should provide information on all of the following:

- 1) Describe your prior prosecution work, including (1) estimated percentage of time spent prosecuting petty misdemeanors, misdemeanors, and gross misdemeanors; (2) experience prosecuting in Hennepin County; (3) experience working with hearing officers; and (4) experience working with city police departments, sheriff offices, and the State Patrol.
- 2) Describe your current technological capacity, including (1) the case management system you utilize; (2) experience in a paperless office; (3) storage of electronic evidence; (4) process to receive and fulfill discovery requests; (5) whether you have access to and use Odyssey Assistant/MNCIS, MGA, DVS and eFile and eServe.
- 3) Describe your staffing plan, including (1) the number of attorneys that would work on these VB cases; (2) the number of support staff that support those attorney(s); and (3) the lead attorney responsible for this contract.
- 4) Describe your compensation rate, including (1) an hourly rate and a per case rate; (2) reimbursable expenses; and (3) any other fees or charges.
- 5) Provide a certificate of insurance demonstrating reasonable coverages.
- 6) Describe other sample clients or references.
- 7) Provide your contact information and your primary point of contact.

Tennessee Warning

The City of Bloomington is requesting this data in order to collect data about contracting out a portion of its prosecution cases. The data will be used to evaluate whether individuals/firms are interested and able to perform the requested services and if so at what rates. You are not required to provide the requested information but failure to do so will result in the City being unable to fully evaluate your response. The City Attorney’s Office intends to provide this information to internal Office staff as well as to the City Manager’s Office and the City Council. All data will be subject to the Minnesota Government Data Practices Act.

The City does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission. The City takes Affirmative Action to ensure that employment practices are free of such discrimination.