**REQUEST FOR QUALIFICATION: PARENT CHILD REPRESENTATION PROGRAM (PCRP) CASE MANAGER**

**Summary of Request:**

Through the Parent Child Representation Program (PCRP) model of representation, the Office of Public Defense Services (OPDS) provides state funded attorney representation and social work case management support to indigent parents, youth and children involved in dependency, termination of parental rights and juvenile delinquency proceedings.[[1]](#footnote-1) As of July 1, 2020, six Oregon counties utilize the PCRP representation model.

Through this solicitation, OPDS is requesting qualifications from skilled, qualified and innovative individuals interested in obtaining a PCRP case manager contract in Benton, Clatsop, Douglas and Polk Counties.

**RFQ Schedule:**

|  |  |
| --- | --- |
| Issue RFQ | October 22, 2020 |
| Virtual Attorney Information Session | November 5, 2020 (8:00 A.M.) |
| Virtual Case Manager Information Session  RFQ Submission Deadline  Notice of Intent to Award Contracts  Commission Review and Approval of Contracts | November 6, 2020 (12:00 P.M.)  November 16, 2020 (9:00 A.M.)  November 23, 2020  December 2, 2020 |
| Anticipated Contract Start Date | January 1, 2021 |

**Background**

Oregon’s PCRP model of interdisciplinary juvenile representation includes four key components:

1. Maximum caseload of 80 open juvenile cases per Full-Time Equivalent (FTE) attorney;
2. Access to a social worker/case manager in 10–15% of cases;
3. Enhanced accountability through required data reporting; and
4. Oversight, training and program support from OPDS.

The PCRP draws on established national and regional best practice indicators that recognize juvenile representation’s complexity and disproportionate intersectionality with poverty, race, substance abuse and untreated mental illness.[[2]](#footnote-2) Mandatory case caps and access to multidisciplinary staff makes it more practicable for practitioners to comprehensively address client needs and successfully represent their interests.

Starting in 2014 as a two-county pilot program, PCRP is now operating in six counties, including Columbia, Coos, Lincoln, Linn, Multnomah and Yamhill Counties. The PCRP has consistently shown that improved legal advocacy leads to promising results such as a reduction in unnecessary removals into foster care, an increase in family reunification, and expedited permanency for children.[[3]](#footnote-3)

**Expectations, Compensation and Caseload Details:**

Through this PCRP Case Manager RFQ and a separate PCRP Attorney RFQ, OPDS is excited to expand the PCRP into four additional Oregon counties: Benton County, Clatsop County, Douglas County and Polk County.

The PCRP case manager role is vital to the PCRP’s ability to facilitate positive outcomes. PCRP Attorneys are expected to partner with case managers in approximately 10-15% of their caseload.

## Case managers and attorneys offer complementary approaches and skill sets to supporting clients impacted by the child welfare and delinquency systems. Combining strong courtroom and social work advocacy allows for comprehensive, responsive and effective representation, and has continuously been shown to improve engagement and outcomes for clients. Because case managers are part of the legal representation team and their work falls within the scope of attorney-client privilege, they are able to develop trusting relationships with clients and also develop case strategies with the attorney.

OPDS anticipates contracting with:

* up to .50 FTE case managers in Benton County;
* up to .85 FTE case managers in Clatsop County;
* up to 4 FTE case managers in Douglas County; and
* up to 1.25 FTE case managers in Polk County.

A 1.0 FTE Case Manager carries a caseload of 28 juvenile cases, and is expected to perform 160 hours per week. PCRP Case managers are compensated at an hourly rate of $42.84.

OPDS will accept requests for 1.0 FTE and partial FTE PCRP Case Manager contracts, as well as proposals for partial caseloads in two counties.

**Qualifications:**

A successful applicant will be able to demonstrate the capacity to work in attorney-case manager teams to support parents, youth and children impacted by the child welfare and juvenile delinquency systems. A qualified case manager is:

* Skilled at client engagement strategies, including working with clients to identify barriers, problem solve and diffuse anger;
* Able to use a strength-based model to assess and address a client’s needs;
* Well-informed about mental illness and drug addiction, and appropriate treatment plans;
* Adept at proactively developing and advocating for alternative safety, service and visitation plans;
* Knowledgeable about the child welfare and delinquency systems; Familiar with the client’s community and available resources;
* Available to collaborate, brainstorm and strategize with attorneys;
* Able to observe parent-child visits and provide coaching to parent clients;
* Trained to use a trauma-informed approach to client communication and assessments; Comfortable with accessing ongoing supervision and professional development; and
* Cognizant of acting as an agent of the attorney and the accompanying confidentiality rules and ethics; and is
* Spending a significant majority of the workload in direct service of the client.

All applicants should review OPDS’ Case Manager Practice Standards (available at [https://www.oregon.gov/opds/provider/PCRP/Case%20Manager\_Practice%20Standards.pdf](https://www.oregon.gov/opdc/provider/PCRP/Case%20Manager_Practice%20Standards.pdf)), OPDS’ PCRP Case Manager Description (available at [https://www.oregon.gov/opds/provider/PCRP/PCRP%20Case%20Manager%20Description.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oregon.gov%2Fopds%2Fprovider%2FPCRP%2FPCRP%2520Case%2520Manager%2520Description.pdf&data=04%7C01%7CCaroline.E.Meyer%40opds.state.or.us%7Cd20586da37d84193629908d876e41080%7C9b3a1822c6e047c7a089fb98da7887be%7C0%7C0%7C637390069189388878%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AZXfUtaRSDBb4BHkXc0bIMDG2xNB2GCMug8nXX9m0xc%3D&reserved=0)) and OPDS’ PCRP Attorney-Case Manager Best Practices (available at [https://www.oregon.gov/opds/provider/PCRP/PCRP%20Attorney-Case%20Manager%20Practice%20Routines.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.oregon.gov%2Fopds%2Fprovider%2FPCRP%2FPCRP%2520Attorney-Case%2520Manager%2520Practice%2520Routines.pdf&data=04%7C01%7CCaroline.E.Meyer%40opds.state.or.us%7Cd20586da37d84193629908d876e41080%7C9b3a1822c6e047c7a089fb98da7887be%7C0%7C0%7C637390069189388878%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DiGiGg5UvFRsE7mlO6EUkxCns0QkSGeKyaSGXCH2D5U%3D&reserved=0)) to thoroughly understand the PCRP case manager role.

**RFQ Requirements and Application Procedure:**

All RFQ’s must include the following:

1. **Letter of Interest:** Describe the applicant’s relevant professional experience, qualifications and reasons for applying. The description should reference applicant’s professional experience and/or approach:
   1. engaging clients;
   2. with the juvenile dependency, juvenile delinquency, criminal defense and mental health systems;
   3. working in multidisciplinary teams;
   4. employing time-management and organizational skills;
   5. seeking professional development and training.
2. **Resume** – The resume should include applicant’s relevant education, experience, trainings and certifications.
3. **Application Forms:**
   1. **Application Form 1: Application Summary**
   2. **Application Form 2: Certification Form**
   3. **Application Form 3**: **Proposed Contractor Certificate of Compliance with Applicable Oregon Tax Laws**
   4. **Application Form 4**: **Proposed Contractor Independent Contractor Certification Statement**
   5. Copies of professional licenses and certifications, business registrations (if applicable), and copy of proof of professional insurance or a plan to obtain such insurance, including a timeline for obtaining such insurance.

Applications will be accepted until November 16, 2020 at 9. A.M. Please email all materials to Caroline Meyer, OPDS PCRP Program Analyst (caroline.e.meyer@opds.state.or.us) with the subject line “RFQ – PCRP Case Manager (County(ies) of Interest).” Please provide all materials in a single pdf document.

**Terms and Conditions:**

1. **Applicable Contracting Procedure –** ORS 151.216 authorizes PDSC to adopt policies and procedures for the contracting of public defense services. As part of the Judicial Branch, PDSC is not subject to the Department of Administrative Services administrative rules and procedures that govern contracting for personal services contracts. The PDSC adopts the policies, procedures, instructions, requirements and other provisions of this RFQ as the PDSC procedures for contracting for personal services. The model rules of the Oregon Attorney General do not apply to PDSC contracting but will be reviewed each time the Attorney General modifies them to determine whether PDSC should modify the policies and procedures contained herein**.**
2. **Authority** - ORS 151.219 authorizes the Executive Director of the Office of Public Defense Services/PDSC to contract for legal services for financially eligible persons in proceedings in which: (1) a state court or magistrate has the authority to appoint counsel to represent the financially eligible person, and (2) PDSC is required to pay compensation for that representation and the related expenses. PDSC may contract with individual attorneys, groups of attorneys, private firms, and full-time, not-for-profit public defender organizations for these services.
3. **Funding Source -** Under ORS 151.225, the Professional Services Account in the General Fund is continuously appropriated to PDSC to pay attorney compensation and other expenses related to the legal representation of financially eligible persons for which PDSC is responsible, including contract payments under ORS 151.219.
4. **Expectations of Applicant -** Applicants are responsible for reviewing the terms and conditions of the RFQ and the standard terms of the contract. By signing and returning the application form, the applicant acknowledges that the applicant accepts and intends to abide by the terms and conditions of the RFQ. Further, the applicant accepts the standard terms and conditions of the contract contained in Appendix 3, unless and only to the extent that the applicant proposes exceptions as described below.
5. **Contract Uniformity** - OPDS will offer all applicants the same standard contract provisions that are substantively similar to the contract document in Appendix 3 of this RFQ, unless otherwise specifically agreed by OPDS. OPDS reserves the right to accept, reject, or negotiate exceptions to the contract terms.
6. **Execution of Contract** - Award of any contract will be final only when the applicant and the PDSC have properly completed and executed the contract documents.
7. **Notification of Potential Changes to Contract** – Any changes to the contract terms proposed by OPDS will be provided, in writing, to each applicant.
8. **RFQ Evaluation Criteria –** OPDS will evaluate each RFQ to assess the applicant’s ability to fulfill the contract, including meeting minimum requirements and demonstrating that the applicant possess all experience, education, and licenses and certifications necessary to provide the services required in this RFP, including:
   1. a Bachelor's or higher level degree in Social Work/Human Services or a closely related field; OR
   2. a Bachelor's degree in a field not closely related (to Social Work/Human Services) and one year of human services related experience (i.e., work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing); OR

OPDS will give preference to applicants who are Registered and/or Licensed as a social worker in Oregon by the Oregon State Board of Social Workers, and also demonstrate knowledge of child welfare and/or juvenile justice system functioning within the county(ies) covered within applicant’s proposal.

1. **RFQ Evaluation Process -** OPDS will begin to evaluate proposals upon receipt. During the evaluation period, PDSC may request clarifying information or materials from applicants and consult with public defense attorneys and others who have knowledge of the applicant to aid in the review of the proposal's merits. OPDS shall be the sole determiner of the relative weight given any criterion. OPDS has the sole discretion to apportion or not to apportion caseloads between applicants and to award or not to award contracts. OPDS reserves the right to reject any proposals that do not comply with the RFQ requirements. There is no implied promise to award a contract to any applicant based upon the submission of a proposal. OPDS reserves the right to solicit proposals after the close of the RFQ process if sufficient applications are not received, or as required by other circumstances.
2. **Right to Reject -** OPDS reserves the right to reject any proposals that do not comply with the RFQ requirements. There is no implied promise to award a contract to any applicant based upon the submission of a proposal.
3. **Expectation to Complete Certifications -** OPDS expects that all successful applicants will complete the Independent Contractor Status and Compliances with Oregon Tax laws certifications.
4. **Proposal Records** - Materials submitted by applicants will not be available for public review until all contracts awarded pursuant to this RFQ have been fully executed.

**Application Form 1: Application Summary**

APPLICANT INFORMATION

County or Counties to be served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Formal Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person for Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fed. I.D. No.:  ***or*** S.S.N.:

***or*** Social Work Board License No: \_\_\_\_\_\_\_\_

Type of Organization (*e.g. Solo Practitioner, Partnership/P.C. or Other*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Type and Workload Information:

(1) List of Cases for which services will be provided \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) The percentage of FTE Hours (160/month) being proposed (e.g. 1, .5, .2) per month:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Form 2: Certification Form**

I hereby certify that I have the authority to submit this proposal on behalf of the applicant and that I

have read and understand the terms and conditions of the Parent Child Representation Program Case Manager Contract and/or Public Defense Case Manager Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Representative Capacity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name

**Application Form 3: Proposed Contractor Certificate of Compliance with Applicable Oregon Tax Laws**

I, the undersigned, being first duly sworn,

Mark only one: ( X )

\_\_\_\_\_\_ hereby certify under penalty of perjury that I am not in violation of any Oregon tax laws.

\_\_\_\_\_\_ authorized to act in behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*(name and address of firm, corporation, or partnership)*

hereby certify under penalty of perjury that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of firm, corporation, or partnership)*

is, to the best of my knowledge, not in violation of any Oregon tax laws.

For purposes of this certificate, "Oregon tax laws" are ORS chapters 118, 119, and 305 through 324; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal ID # or

Social Security #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

My commission expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Form 4: Proposed Contractor Independent Contractor Certification Statement**

You can qualify as an independent contractor by certifying that you meet the following standards as required by ORS chapter 670.600:

1. You provide labor and services free from direction and control, subject only to the accomplishment of specified results.

2. You are responsible for obtaining all assumed business registrations or professional occupation licenses  
required by state or local law.

3. You are customarily engaged in an independently established business, as follows:.

YOU MUST MEET (AND INITIAL) THREE (3) OR MORE OF THE FOLLOWING:

A. You maintain a business location separate from the business or work location of the person or organization for whom services are provided.

B. You bear the risk of loss related to the business or provision of services.

C. You provide contracted services for two or more different persons within a 12-month period, or you routinely engage in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts or provide similar services.

D. You make significant investment in the business through means such as purchasing tools or equipment necessary to provide the services, paying for the premises or facilities where the services are provided, or paying for licenses, certificates or specialized training required to provide the services.

E. You have the authority to hire other persons to provide or to assist in providing the services and have the authority to fire those persons.

I hereby certify that the applicant qualifies as an independent contractor as described above.

Signature  Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Entity **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 1: PCRP Case Manager Contract (Draft)**

**Parent Child Representation Program (PCRP) Case Manager Contract (“Contract”)**

1. PARTIES TO CONTRACT

Pursuant to ORS 151.216 and ORS 151.219, this contract is between the Public Defense Services Commission ("PDSC") and XXXX ("Contractor").

1. TERM OF CONTRACT

The contract term shall be from January 1, 2021 through December 31, 2021.

1. SCOPE OF CONTRACT

The contract applies only to juvenile cases.

1. NOTICE

Each party shall provide to the other all notices regarding this contract:

* + 1. in writing, and
    2. delivered to the other party at the email address below or to such person and email address as the parties provide to each other from time to time:
       1. PDSC: Public Defense Services Commission mail@opds.state.or.us
       2. Contractor: XXXX

Email: XXXX

1. TERMS
   1. CLIENT: a “client” is a person whom a state court has determined to be eligible for and entitled to court-appointed counsel at state expense.
   2. JUVENILE CASE (“case”): A juvenile case is any appointment or reappointment to represent a person(s) in a proceeding brought under ORS 419B or 419C or as required in a contested adoption proceeding consistent with *Zockert v. Fanning*. A juvenile case begins on the date of appointment (or reappointment) of counsel and continues until appointment of counsel is terminated or relieved by the court.
   3. CASE MANAGEMENT SERVICES: Case management services are defined in the Office of Public Defense Services Parent Child Representation Program Case Manager Practice Standards.
   4. OFFICE OF PUBLIC DEFENSE SERVICES (OPDS): The office established by the commission under the director to handle the cases assigned and to carry out the administrative policies and procedures for the public defense system.
   5. PRE-APPOINTMENT JUVENILE REPRESENTATION (“pre-appointment representation”): Pre-appointment Juvenile Representation means representation of a parent or a child during a DHS child welfare investigation before a proceeding under ORS 419B or 419C has been filed.
2. OBLIGATIONS OF CONTRACTOR
   1. Provide case management services to clients in juvenile cases referred to Contractor by the Case Manager Administrator or attorney, for up to XXX hours per month in XXXX County.
   2. Contractor shall comply with the Office of Public Defense Services Parent Child Representation Program Case Manager Practice Principles (“principles”) which are distributed to all case managers and are hereby incorporated by reference. OPDS may modify the principles if OPDS reasonably believes the modifications are necessary to improve case management services provided under this contract.
   3. Contractor shall maintain professional liability insurance for all acts which occur pursuant to the contract.
   4. Contractor shall implement physical, electronic, and managerial safeguards to prevent unauthorized access to Clients’ Personal Information.
3. OBLIGATIONS OF THE OFFICE OF PUBLIC DEFENSE SERVICES
   1. Provide regular support and dialogue with OPDS as requested and as appropriate; and
   2. Provide facilities, as available, for meetings and trainings.
4. WORKLOAD

If Contractor does not maintain an open caseload of at least XXX cases for a period of 3 or more months, parties shall renegotiate workload and contract value as appropriate.

1. TOTAL WORKLOAD VALUE AND PAYMENT SCHEDULE
   1. For case management services provided pursuant to this contract, PDSC shall pay Contractor a total of up to $XXXX during the term of this contract.
   2. PDSC shall pay Contractor per month in monthly installments as shown in the payment schedule within 30 days of receipt of properly completed invoice and documentation as required by the principles.
2. THIS WRITING CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO OTHER ORAL OR WRITTEN UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS REGARDING THIS AGREEMENT. NO WAIVER, CONSENT, MODIFICATION, OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. IF MADE, SUCH WAIVER, CONSENT, MODIFICATION, OR CHANGE SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN.

PDSC and Contractor, by their signatures below, acknowledge that they have read this Contract, understand it, and agree to be bound by its terms and conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Lane Borg, Executive Director Date

Office of Public Defense Services

Public Defense Services Commission

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Contractor Date

**CONTRACT BETWEEN PDSC AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAYMENT SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Year** | **Hourly Rate** | **Monthly Payment** |  |
| January | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| February | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| March | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| April | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| May | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| June | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| July | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| August | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| September | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| October | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| November | 2021 | $42.84 | Up to $XXX | Subject to invoice |
| December | 2021 | $42.84 | Up to $XXX | Subject to invoice |

1. Throughout this RFQ, indigent parents, guardians and legal custodians will be collectively referred to as parents. [↑](#footnote-ref-1)
2. R. Finck, A Robust Defense: The Critical Components for Reimagined Family Defense Practice (2016), available at <https://academicworkds.cuny.edu/clr/vol20/iss1/15>. [↑](#footnote-ref-2)
3. OPDS Parent Child Representation Program Annual Report 2016-2017 (2018), available at https://www.oregon.gov/opds/commission/reports/PCRP\_Report\_PDSC\_Jan\_2018.pdf. [↑](#footnote-ref-3)