



## **Request for Statement of Qualifications District Attorney's Office Operations Review Deschutes County**

Deschutes County District Attorney's Office (DCDAO), in partnership with Deschutes County Leadership, solicits interest from qualified consultants who wish to be evaluated and considered to provide a top to bottom review of the operations and staffing level of DCDAO in order to ensure the DCDAO operations are both streamlined and efficient.

DCDAO is comprised of 1 elected District Attorney, 2 Chief Deputy District Attorneys, 20 Deputy District Attorneys, 1 Executive Assistant, 1 Administrative Manager, 1 Office Supervisor, 21 Trial Assistants, .5 File Clerks, 1 Receptionist, 2 Investigators, 2 IT Analysts, .65 Management Analyst, 1 Victims' Advocate Program Coordinator and 7 Victims' Advocates.

In 2019 DCDAO staff completed a staffing analysis report assessing the current state of the office. The report was completed internally and information was obtained from more than 42 hours of one-on-one meetings with 52 staff members in DCDAO. Statistical information was compiled from various sources and numerous conversations with district attorney's offices around Oregon also informed the report.

While some recommendations from the internal report have been implemented, DCDAO, in partnership with Deschutes County Leadership, would like an independent third-party to review the operations of DCDAO and recommend process improvements to optimize office performance, complete a weighted case analysis, and recommend appropriate staffing levels for each department within the DCDAO.

The County reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time, effort and resources consultants have spent on their responses.

### **Project Description**

The County is in need of an in-depth assessment of the DCDAO's current operations and provide a detailed organizational and workflow/business processes optimization plan, which should include the following components, at minimum:

- 1) Assess staffing levels and optimized staffing level needs based on current caseload and Office workload.
  - a. Review job descriptions and proposed any recommendations for workflow and assignment efficiencies.
  - b. Develop metrics to be used for ongoing staffing level consideration.
- 2) Identify any redundancies and opportunities for efficiencies in workflow process, staffing, classification options, and other options.
- 3) Compare DCDAO's current operational needs to industry standards and best practices of other District Attorney's Offices of similar size and community growth.
- 4) Identify business processes, logistical, operational, and management constraints and discuss solutions with the goal to gain efficiencies, reduce redundancies, reduce office turnover, and optimize overall operations.

The County will negotiate the timing, scope and cost of the project with our highest level candidate. If the County cannot negotiate timing, scope and price to our satisfaction, we may elect to discuss with the next highest candidate, until a selection is made or the contract processes revisited. We anticipate starting negotiations in early May for work that could commence as soon as possible.

#### **Consultant's Qualifications and Experience (minimum qualifications)**

The consultant shall meet the following minimum requirements, and provide evidence of their experience:

- Must have a minimum of 5 years of experience providing similar services to those sought herein.
- Must provide information about their company so the County can evaluate the proposer's ability to provide the services sought herein.
- Must be willing to execute a service contract with Deschutes County under our standard contract form (see attachment).

#### **Evaluation Criteria**

The consultant will be selected based on qualifications provided in their response to this RFQ. The following information and criteria will be used to evaluate and rank responses:

- Qualifications/Expertise of the Team.
- Qualifications of the Proposed Project Manager.
- Key Team Members, if any.
- Proposer's Project Management Approach.
- Proposer's Project Delivery Approach.

- References/Past Performance.
- Independence from DCDAO and Deschutes County Leadership.
- Indicate level and type of experience consulting with District Attorney's Offices and/or Attorney's Offices.
- References of three (3) recent or current clients for similar services within the past five (5) years. Include a brief description of the services provide, timeframe of services, and client contact information.
- Timing of ability to work on this project.
- Fee rates and price estimates.

The County reserves the right to ask for additional qualifying information, conduct interviews, and/or select the highest qualified consultant from the information received in response to this RFQ. The County may also, at its sole discretion, determine not to select any consultant and to cancel this RFQ process.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications (SOQ) at their own cost. The County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal must be submitted as separate Adobe Reader compatible (pdf) files and formatted as follows:

- Submitted as an 8.5" x 11" sheet, single sided only, and with a text font size no smaller than 12 points.
- If charts and/or graphs are utilized text font size must be no smaller than 8 points.
- Not exceed 30 pages including all information and Letter of Transmittal.

The SOQ must contain the following:

- Letter of Transmittal signed by someone authorized to submit this response.
- Affirmation of the consultants' ability to meet the minimum qualifications.
- Responses to each item in the Evaluation Criteria Section.
- Provide description of how you go about determining scope and proposed Statement of Work for this specific project.
- Please provide your proposed fee structure by position and rate structure. Please indicate your travel cost arrangements for consulting.
- Please indicate the timing for your ability to work on this project.

The RFQ response is due by April 22, 2020 at 4:00 pm Pacific Standard Time. Email responses to [HR@deschutes.org](mailto:HR@deschutes.org). Respondents are encouraged to verify their response was received by the due date and time. The County is not responsible for failures in any email delivery system. All RFQ responses are subject to applicable provisions of state and federal public records laws.