Request for Expressions of Interest (EOI)
Prosecutor Services

EOI Number:	**EOI 2016-48**
Issued:	**June 23, 2016**
Submission deadline:	**July 8, 2016**

The Corporation of the Town of Caledon ("Town") is requesting expressions of interest from interested parties for the supply of prosecutor services on an "as required" basis. Work locations will include the Caledon court location (6311 Old Church Road), and the Orangeville courthouse (10 Louisa Street). This EOI is intended to request information and resumes from interested parties ("Respondent(s)") for contract services at both locations. Submissions will be evaluated and the Town will enter into retainer agreements with successful Respondents.

The Town will call successful Respondents from a roster list if and when prosecutor services are required. A fixed all-inclusive hourly rate is required for a 2 year term. Successful Respondents will be required to sign a retainer agreement with the Town prior to initiating any work.

Position Overview
The work will include prosecution of cases before the Ontario Court Justice, including but not limited to charges laid pursuant to the Provincial Offences Act, the Building Code Act, the Planning Act, the Fire Protection and Prevention Act, the Contraventions Act, and related municipal by-laws.

Key Responsibilities
- Conduct prosecutions under related statutes, municipal by-laws from initiation to completion of trial and/or Appeal, including motions and all other court appearances relevant to the proceedings
- Initiate and conduct appeals where appropriate and respond to appeals arising under the applicable legislation
- Conduct and respond to appeals under the applicable legislation and court motions in the Ontario Court of Justice
- Conduct early resolution meetings with defendants
- Conduct interviews with officers, inspectors and other witnesses, and prepare witnesses for court
- Review prosecution briefs to determine whether charges are appropriate, and in accordance with applicable legislation
- Provide information to applicable parties for court-related matters

- Strong advocacy, analytical and reasoning skills and the ability to exercise discretion, sound judgement and diplomacy when dealing with the judiciary, enforcement agencies, defense counsel and agents, staff and the general public

Interested parties are invited to respond to this Expression of Interest by submitting a letter to the Town of Caledon that includes a brief statement of the nature of their interest in the Town of Caledon requirement. Responses should also include a resume providing details to the number of years of experience and employers or contract work experience. There will be an evaluation, ranking, and selection of Respondents as a result of this Expression of Interest; it will be used to pre-qualify and create a roster for the Town for prosecutor services on an as required basis.

All information supplied to the Town of Caledon becomes the property of the Town and is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A).* Please note the name and contact information of interested parties will be made public. Disclosure of any other information will be made in accordance with *M.F.I.P.P.A.* The Respondent must identify any information that is submitted in confidence.

Respondents are solely responsible for all expenses associated with responding to this EOI.
Responses to this EOI will not be returned.

Evaluation Process

1. Respondent(s) to submit their completed Response by the Submission Deadline.
2. The Town will review all submissions and may contact Respondent(s) that the Town feels present the most favourable responses.
3. Respondent(s) name and supplied information may be made public.
4. A retainer agreement will need to be signed by the successful Respondent(s).

Submission Details

Interested parties are invited to respond to this Expression of Interest by submitting the form below, a current résumé, and may include any additional relevant details. The Town reserves the right to accept or decline submissions as a result of this Expression of Interest.

Responses should be delivered by hand, regular mail, or email to the following location **on or before July 8, 2016** and should quote **Expression of Interest Number EOI 2016-48**.

Submit to:

The Corporation of the Town of Caledon
Purchasing & Risk Management Division
Attention: Amedeo Valentino
6311 Old Church Road
Caledon, ON L7C 1J6
Email: amedeo.valentino@caledon.ca

RESPONDENT SUBMISSION FORM

Full Name _____

Organization Name _____

Street Address _____

Town/City _____

Province _____

Postal Code _____

Telephone Number _____

E-mail address _____

Please confirm: I am a   Lawyer   _____, (LSUC number: _____)

                                Paralegal   _____, (LSUC number: _____)

I have a licence in good standing with the Law Society of Upper Canada –   Yes   _____

                                                                     No   _____

I have _____ years related experience in a legal environment as a prosecutor or equivalent court-related experience

Please include a copy of a recent résumé which includes details and relevant work experience

Résumé should include:

1. Education and training
2. Professional and employment experience
3. Memberships and/or participation in professional associations
4. Cover letter, expressing reasons for interest in the position

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Terms and Conditions

I certify that:

1. To the best of my knowledge and belief, the information provided in the Respondent's Submission form is correct.

2. I acknowledge that I shall have no claim for compensation of any kind whatsoever, as a result of participating in this Expression of Interest process. I acknowledge that upon submitting a Response, I will be deemed to have no such claim and/or interest.

3. I acknowledge that all information supplied to the Town of Caledon becomes the property of the Town of Caledon, and is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A .).* Disclosure of any other information will be made in accordance with *M.F.I.P.P.A .*

4. I acknowledge that I am solely responsible for all expenses associated with responding to this Expression of Interest, and acknowledge that Responses to this Expression of Interest will not be returned.

5. I understand the Town may determine that additional terms, conditions, or other requirements need to be incorporated into an agreement, and the Town may require that any agreement with a successful Respondent must contain such additional terms, conditions, and other requirements as mutually agreed to.

6. I will accept the Town's decision as final.

7. I acknowledge that my total upset limit price includes all labour and materials, out of pocket expenses and all other incidentals necessary to complete the work, and all other charges of every kind attributable to the work, excluding HST. I further acknowledge that all unit prices must remain firm for the duration of the contract period, and that all unit prices are quoted in Canadian Dollars.

Total Upset limit price: My all-inclusive hourly rate is _____ per hour, excluding HST.
                This rate is fixed for a 2 year period.

Respondent Signature   _____

Date   _____

Respondent Name   _____