



Request for Proposals  
For Prosecution Services Contract  
in Pendleton Municipal Court

Issued: April 15, 2023  
Proposals Due: May 5, 2023

The City of Pendleton requests proposals from qualified members of the Oregon State Bar for part-time legal services to the City of Pendleton for prosecution of misdemeanor criminal cases in Municipal Court. Experience in criminal prosecution is preferred.

Duties will include all aspects of prosecution of misdemeanors, including attendance at court sessions on Tuesdays, Wednesdays and Thursdays.

The City expects to enter into a contract with the successful proposer for a three year contract beginning July 1, 2023 through June 30, 2026.

Proposals should include at least the following:

1. Name and OSB number of the attorneys who will be providing services under the contract;
2. A brief summary of attorney experience in misdemeanor matters and prosecution;
3. A profile of attorney's present legal practice and scheduling availability;

For more information contact: Nancy Kerns, City Attorney, 541-966-0236.

Proposals must be submitted to: City Attorney  
City of Pendleton  
500 SW Dorion Ave.  
Pendleton, OR 97801

Proposals must be received before 5:00 PM on Wednesday, May 5, 2023 at 4PM.

Proposals will be evaluated on the basis of experience in providing prosecutorial legal services in municipal criminal matters, the cost to the City for those services, and ability to serve recipients of the contracted services.