



**Michigan Independent Citizen Redistricting Commission
Procurement Request for Quote for Legal Staffing Agency**

Date Posted: Thursday, April 29, 2021

Response Due to Solicitation Manager: Friday, May 7, 2021 by 2:00 p.m. EDT

Contract Amount/Term: Not to exceed \$49,999.99 through December 31, 2021

BACKGROUND

Every 10 years following the U.S. Census, district lines for political offices must be redrawn in states across the country to accurately reflect their population. The Michigan Independent Citizens Redistricting Commission (MICRC) is responsible for drawing U.S. Congressional and Michigan State House and Senate district lines (called “redistricting”). Voters amended the state constitution in the November 2018 general election to create the MICRC and make it, not the legislature, responsible for redistricting Michigan.

SCOPE

The MICRC is seeking a Legal Staffing Agency (Agency) to provide comprehensive, project-based support to its General Counsel. Individuals employed by the Agency should have strong interest in working in a fast-paced, team environment, conducting legal research, and embracing varied tasks. Ideally, in addition to a high level of expertise, they will also have an inquisitive nature, be well-organized, personable, hardworking, and detail oriented, and have familiarity with government and public sector law, preferably at the state level. All duties performed on behalf of the MICRC must be conducted in an impartial, unbiased and non-partisan manner and in accordance with the highest moral, ethical, and legal standards. These duties include, but are not limited to:

- Complete research assignments.
- Maintain confidentiality and act with integrity.
- Offer creative solutions to sensitive issues using multi-disciplined approach.
- Effectively handle sensitive and complex issues.
- Review various documents and materials.
- Provide legal and administrative support to the General Counsel.
- Draft legal correspondence and documents.
- Work in a collegial manner, accept direction from General Counsel, and demonstrate effectiveness and clarity in conveying information.

RESPONSE

In providing your quote, please provide information regarding your Legal Services Staffing Firm, including but not limited to number of years in business, location(s), previous experience in government or public sector, and the process to select staffing. Your response should also detail



the expertise level and associated hourly rate for available staffing through your Agency, in particular paralegals, legal research analysts, administrative support, and attorneys.

Solicitation Manager for this Request

Julianne Pastula, MICRC General Counsel; PastulaJ1@michigan.gov

Equal Opportunity Statement

Equal employment opportunity will be provided for all persons regardless of race, religion, color, sex, sexual orientation, height, weight, marital status, partisan considerations, national origin, age, genetic information or disability that is unrelated to the person's ability to perform the job. The commitment to promoting equal opportunity is promoted by employing and advancing persons based on merit, ability, and potential for development.