

City of West Plains, Missouri

Request for Proposals for City Prosecutor

I. Request for Proposals: City Prosecutor

The City of West Plains, Missouri is seeking the services of a qualified individual or firm to assume the responsibilities of City Prosecutor for the work described in the scope of services provided below.

Qualifications

The successful candidate will be an attorney or firm with demonstrated experience in municipal law, licensed to practice law in the State of Missouri, and a member of the Missouri Bar in good standing. The candidate shall have substantial knowledge of local, state, and federal laws and court decisions affecting municipalities. Candidates shall not have ethical or business conflicts of interest by representing clients who are adverse to the City of West Plains specifically, or to cities in Missouri generally.

II. General Information Regarding the City of West Plains, Missouri

The City of West Plains is a Home Rule Charter city located in Howell County, Missouri on Highway 63. West Plains has over 12,000 residents and serves a daytime population of nearly 30,000. The city is governed by a mayor and city council with a city administrator who is responsible for daily administration of all city functions. Typical court dates are scheduled every Thursday.

III. Scope of Services

The City Prosecutor will be expected to perform services in a professional and timely manner. Services include, but are not limited to, the following tasks:

1. Attend all municipal dockets and trials. Currently court dates are scheduled every Thursday.
2. Provide access to designated attorney 24/7 to be able to answer police officer questions and/or in-custody warrants or other legal questions.
3. Arrange for a mutually agreed upon time to sign all municipal citations.
4. Provide legal updates and training for police officers and court staff as required.
5. Consult with city departments on all ordinance violations and unified development codes.
6. Issue additional charges and recommend amendments to charges.
7. Handle all cases which are certified to the Howell County Circuit Court for jury trial or trial de novo.
8. Perform other duties and responsibilities relating to the municipal court which are

typical for prosecuting attorney, including but not limited to, processing municipal citations, signing information, etc.

9. Provide recommendations that would determine the need for a special prosecuting attorney.
10. Prepare subpoenas for the court.
11. Make recommendations regarding internal core processes and case dispositions.
12. Conduct plea agreements.

IV. Response from Organization

Submissions should include responses to each of the following items. Please construct your responses in the same order as listed below to facilitate review and comparison.

1. Provide a general profile of the firm and identify the primary attorney serving the city.
2. Provide a statement of qualifications confirming the attorney's or firm's satisfaction of the qualifications listed in Section II.
3. Identify the professional staff assigned to work with the city, indicating the lead representative. Attach relevant experience for each assigned staff member.
4. Outline your firm's experience in providing city prosecutor services for a city like West Plains, Missouri, as outlined in Section III.
5. Explain any other relevant qualifications.
6. Demonstrate your experience working with communities that have comparable characteristics to the city. List up to five (5) references from these communities, including names, addresses, and phone numbers of contact persons.
7. All respondents will be required to submit evidence of professional liability insurance at the limits required by the City of West Plains and disclose any applicable deductible amount.
8. The hourly rate for providing prosecutorial services for the city and/or other fees that may be charged by your office in discharging your duties as prosecutor.

V. Submission of Qualifications

Responses should be sent by no later than 8:00 a.m. on Monday, September 14, 2026, via email to City Administrator Sam Anselm, sam.anselm@westplains.gov. The response shall include, at minimum, the information requested in Section IV above and Appendix A.

All responses must be signed by a duly authorized individual and each response shall state the name of the primary contact for the respondent.

VI. Terms and Conditions

1. The city reserves the right to reject any or all responses or to award the contract to the next most qualified attorney if the successful attorney does not execute a contract within thirty (30) days after the award of the response.
2. All responses shall become the property of the city and the city may, at its option,

request an interview prior to selection. Notification in writing will be given if such meetings are required. No public bid opening will be held. A listing of firms and names representing the responses received will be provided only upon request.

3. City Administrator Sam Anselm will be the primary contact at the city during the selection process. Mr. Anselm will coordinate appointments with staff to answer any questions or set up interviews. Communications about this Request with other city staff members or members of the West Plains City Council will constitute automatic rejection of that firm's response.
4. The city reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
5. Any response may be withdrawn up until the date and time set forth in Section V. Any responses not withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to provide the city the services set forth in the attached specifications, or until a response has been approved by the city.
6. Any agreement or contract resulting from the acceptance of a response shall be on forms either supplied by or approved by the city and shall contain, as a minimum, applicable provisions of the Request for Proposals. The city reserves the right to reject any agreement that does not conform to the Request and any city requirements for agreements and contracts.
7. The selected firm shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the city.
8. All costs associated with the preparation of a response in response to the Request shall be the responsibility of the firm submitting the response.
9. The selected firm will be required to provide evidence that they have in force professional liability insurance.
10. The attorney or firm will be expected to meet with city officials at city offices as needed during service engagements.
11. As this is a Request for Proposals and not a bid, the city reserves the right to negotiate with any party and on any matter.

VII. Interviews

The city may select one or more firms for interviews, if required. The individuals who will be assigned to the provision of services will be expected to attend the interview.

VIII. Schedule of Events

The City of West Plains has developed the following schedule of events for selection:

RFQ Schedule

Distribute Request

Response Receipt Deadline

Begin Prosecutor Services

Date

Monday, August 24

8 a.m. Monday, September 14

Mid-December, 2026

All questions regarding this Request for Proposals are to be directed in writing to:

Sam Anselm

City Administrator

sam.anselm@westplains.gov

APPENDIX A

1. Candidate (primary contact) Name
 - a. Education (undergraduate; postgraduate)
 - b. Areas of legal emphasis
 - c. Years of practice
 - d. Bar membership
 - e. Professional memberships and affiliations
2. Firm Name (if applicable)
 - a. Address and phone numbers of managing office
 - b. Areas of legal emphasis
 - c. Number of attorneys
 - d. Number of attorneys practicing municipal law
 - e. Brief history
 - f. Satellite location (if any)
3. List specific reasons (no more than one (1) page) you and/or your firm should be considered for City Prosecutor.
4. Provide at least five (5) municipal references from prior or current clients, including contract name and telephone number.
5. List any cities in which you or the firm's attorneys have represented defendants in municipal court in the last five (5) years.
6. Have you, or the attorneys of your firm, represented a plaintiff against any city in Missouri in the last five (5) years? If so, what was the general premise of the case and what was the outcome?
7. Have you or the firm been terminated by any municipal client in the last five (5) years? If so, explain why.
8. During the past five (5) years, have you or any attorneys of the firm had any Missouri Bar or other ethics complaints filed against it? If so, please explain.
9. Has the firm been in bankruptcy, reorganization, or receivership in the last five (5) years?
10. Provide evidence of comprehensive liability and workers compensation insurance coverage if applicable.