



STATE OF MONTANA Office of State Public Defender

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How to Become an OPD Contractor

Below you will find information about the Office of State Public Defender's Contracting Program, OPD's MOU Process, and updating your Vendor Profile.

I. OPD's Contracting Program

Pursuant to [Montana Code Annotated § 47-1-121](#), the Office of State Public Defender contracts with private attorneys, investigators, mental health providers, and administrative support staff to provide services to OPD Clients. Contractors are involved at every stage of OPD cases, from representing clients at arraignment to performing mental health evaluations to tracking down witnesses to arguing in front of the Montana Supreme Court. Contractors are an important and vital part of OPD.

The Contracts Program is part of the Central Services Division of OPD. If you have any questions about contracting with OPD, please contact one of the following individuals:

Contract Manager Brett D. Schandelson 610 Woody Street
Missoula, MT 59802
(406) 523-5142
brett.schandelson@mt.gov

Contracts Program Assistant Emily Copeland 610 Woody Street
Missoula, MT 59802
(406) 523-5169
emily.copeland@mt.gov

II. OPD's MOU Process

All contractors must have a current Memorandum of Understanding (MOU) with OPD to be eligible to receive OPD assignments. To be considered to receive an MOU, you must apply through the electronic Montana Acquisition and Contracting System (eMACS). This document will walk you through the process of registering with eMACS and applying to become an OPD Contractor.

A. Gathering Required Application Materials

If you have a **current MOU** with OPD, or if your MOU expired **less than 30 days prior** to the date on which you're applying for a new MOU, you will not be required to upload any additional documentation during the application process and may skip to section B. below.

If you are a first-time provider, or otherwise **do not have a current MOU** with OPD, you will be required to complete an Experience and Education Form as well as upload other materials to your application. Please make sure you have the following required documents ready to be uploaded into the eMACS system during the application process:

- **Attorneys**

1. Copy of your current resume;
2. Writing Sample – If you would like to receive appointment on appellate cases, your writing sample **must** be an appellate brief;
3. Proof of Professional Liability Coverage; and,
4. Copy of your CLE Transcript from mtcle.org.

- **Investigators**

1. Copy of your current resume; and,
2. Copy of your current license or licenses.

- **Mental Health Professionals**

1. Copy of your current resume or C.V.;
2. Copy of your current license or licenses; and,
3. **REDACTED** copies of the type of report or reports you are seeking to provide OPD (Chemical Dependency evals, Psycho-Sexual evals, Fitness to Proceed, etc.). You must upload a redacted copy of **each** type of evaluation you intend to provide.

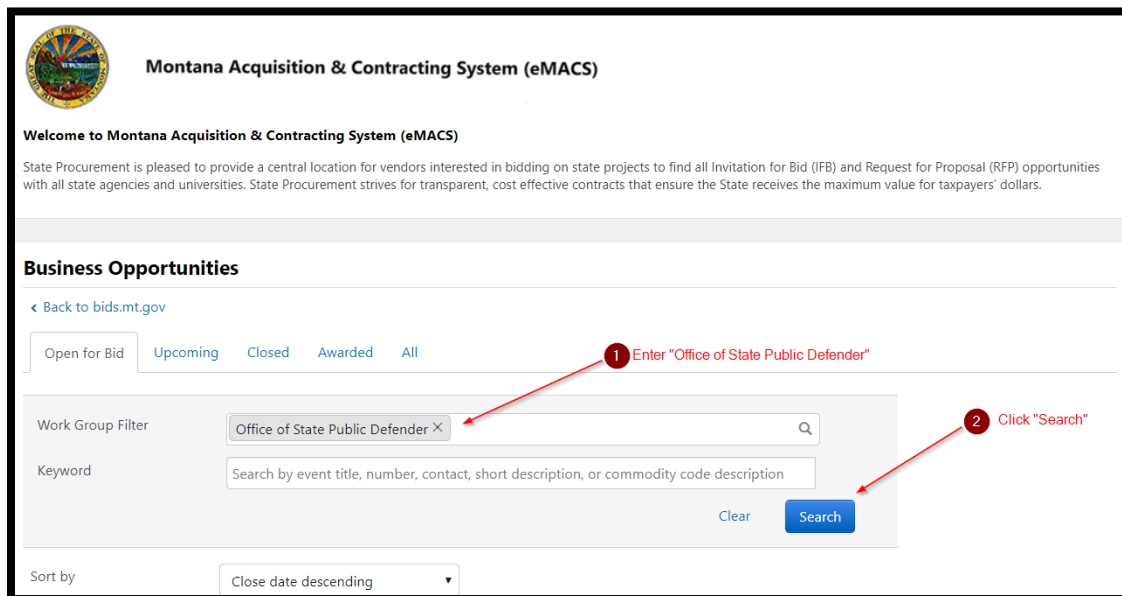
- **Administrative Support Staff**

1. Copy of your current resume.

Once you have all necessary documents ready, you're ready to start the application process.

B. Submitting Your Application Materials

First, navigate to the [State of Montana eMACS Page](#) where you'll see the following:



To narrow the listings to only OPD’s current Contractor listings, enter “Office of State Public Defender” in the “Work Group Filter” and press search.

Business Opportunities

< Back to MT.GOV

Open for Bid Upcoming Closed Awarded All

Work Group Filter: Office of State Public Defender X

Keyword: Search by event title, number, contact, short description, or commodity code description

Sort by: Close date descending

Status	Details
Open	OPD Contract Attorney Respond Now Open 8/28/2018 12:00 AM MDT Type RFQ Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0084 Contact Brett Schandelson Brett.Schandelson@mt.gov Details View as PDF
Open	OPD Contract Mental Health Professional Respond Now Open 8/28/2018 12:00 AM MDT Type RFQ Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0085 Contact Brett Schandelson Brett.Schandelson@mt.gov Details View as PDF
Open	OPD Contract Investigator Respond Now Open 8/28/2018 12:00 AM MDT Type RFQ Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0086 Contact Brett Schandelson Brett.Schandelson@mt.gov Details View as PDF
Open	OPD Contract Administrative Support Staff Respond Now Open 8/28/2018 12:00 AM MDT Type RFQ Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0087 Contact Brett Schandelson Brett.Schandelson@mt.gov Details View as PDF

From here, select the appropriate provider type and click “Respond Now.” If there are multiple listing for your provider type, just pick one – they are all identical. If there are no listings for your provider type, please contact the Contracts Assistant as listed above.

Open **OPD Contract Attorney** Respond Now

Open 8/28/2018 12:00 AM MDT Type RFQ
Close 8/28/2099 12:00 AM MDT Number OPD-RFQ-2019-0084
Contact Brett Schandelson Brett.Schandelson@mt.gov
Details [View as PDF](#)

Click "Respond Now"


eMACS will next prompt you to register, by entering your email address and clicking “Create Account.”

If you are a current or past OPD Contractor, please use the same email you use to log into the OPD Claims Portal to register for your Vendor Account.

If another individual from your same organization is a current or past OPD Contractor, please contact the Contracts Assistant above to be sent an invitation to register.

For all questions or issues regarding registering in eMACS, please visit the Vendor Resources page at <https://vendorresources.mt.gov>, or contact the eMACS Help Desk at (406) 444-2575 or emacs@mt.gov. You may also contact the Contracts Program Assistant as listed above.

ENGLISH ▾



Welcome to Montana Acquisition & Contracting System (eMACS)
Vendor Registration

Register to be placed on Montana's eMACS Vendor List. This is a free service allowing vendors to enter their business information and select applicable commodity codes for which they would like to receive bid notifications. This list also serves as a centralized source for state agencies when looking for providers of goods and services.

✔ **Please login to view the sourcing event.**
Enter your email to Login/Create Account

Email
brett.schandelson@mt.gov

Enter your email

Looks like you don't have an account yet. Click 'Create Account' to register.

BACK

NOTE:

- This registration portal is for **VENDORS** only. **(TEST SITE)**
- **Forget your password?** Click on Trouble loggin in? above. If you're still not able to change your password, contact JAGGAER at [1-800-233-1121](tel:1-800-233-1121).

Click Create Account

CREATE ACCOUNT

Next you will be asked to provide some basic information about yourself. Please enter **YOUR NAME** as “Legal Company Name.” At this time, it is only necessary to provide the required information, indicated with a red asterisk *.

Solicitation User Registration [Registration Tutorial](#) ENGLISH

For step-by-step instructions, please click on this link.
For additional assistance, contact information is listed at the bottom of this page.

Please keep your account access information in a secure location. You are responsible for all updates to your registration information.

What company are you with?

Legal Company Name* **Enter Your Name as Legal Company Name**
Brett Schandelson

Tax ID Number Type Choose your option

Tax Id

DUNS Number

Your Contact Info

First Name* Last Name* Title
Brett Schandelson

Phone Number* (406) 523-5142 ext. International phone numbers must begin with -

Preferred Time Zone* MDT/MST - Mountain Standard Time (US/Mountain)

Your Login

Email* Confirm Email*
brett.schandelson@mt.gov brett.schandelson@mt.gov

Password* Re-Enter Password*
.....

Account Recovery Question* What was the name of your elementary school?

Answer* Confirm Answer*
.....

Select the Security Check shown below.

I'm not a robot reCAPTCHA Privacy - Terms

CREATE ACCOUNT

Once registered and logged in it will take you to the application. Before you may apply you must first indicate that you “Intend to Bid,” which means you intend to apply to become an OPD Contractor.

OPD Contract Attorney
OPD-RFQ-2019-0084

Event Details

Response Status: **Not Started**
Intent To Bid: **Not Set** ✓
Bid Total: **0.00 USD**

Summary

- Prerequisites ✓
- Supplier Attachments ✓
- Questions ✓
- Review & Submit ✓

Q & A Board
My Exports and Imports

Summary

Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event. **Click Yes, I Intend to Bid**

Yes, I Intend to Bid No Bid

Event Title	OPD Contract Attorney	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Qualifications	Event Open Date	8/28/2018 12:00 AM MDT
Event Number	OPD-RFQ-2019-0084	Event Close Date	8/28/2099 12:00 AM MDT
Stage Title	-	Sealed Bid Open Date	8/28/2099 12:00 AM MDT
Currency	USD	Question Submission Close Date	8/28/2099 12:00 AM MDT
Payment Terms	-		
Sealed Bid	Yes		

Contacts
If you need more information on this event, please contact:

Brett Schandelson
+1 406-523-5142
Brett.Schandelson@mt.gov

Description

The Office of the State Public Defender contracts with qualified private attorneys throughout the state to provide representation in criminal and civil matters in which OPD is appointed. Attorneys interested in becoming Contract Public Defenders should respond to this solicitation by answering all required questions and uploading all required documents.

Next >

Once you indicate your intent to bid (apply), the wizard will prompt you to “Proceed to Prerequisites,” which you may do by clicking “Proceed to Prerequisites.”

Prerequisites Required to Enter Bid
- You must complete prerequisites before you may enter your bid. **Click Proceed to Prerequisites**

Proceed to Prerequisites >

Next you will be prompted to review and acknowledge you have read the MOU document that will become your MOU if you are approved as an OPD Contractor. Click on the document name to download and review the document. After review, check the box to indicate you agree to the terms of the MOU.

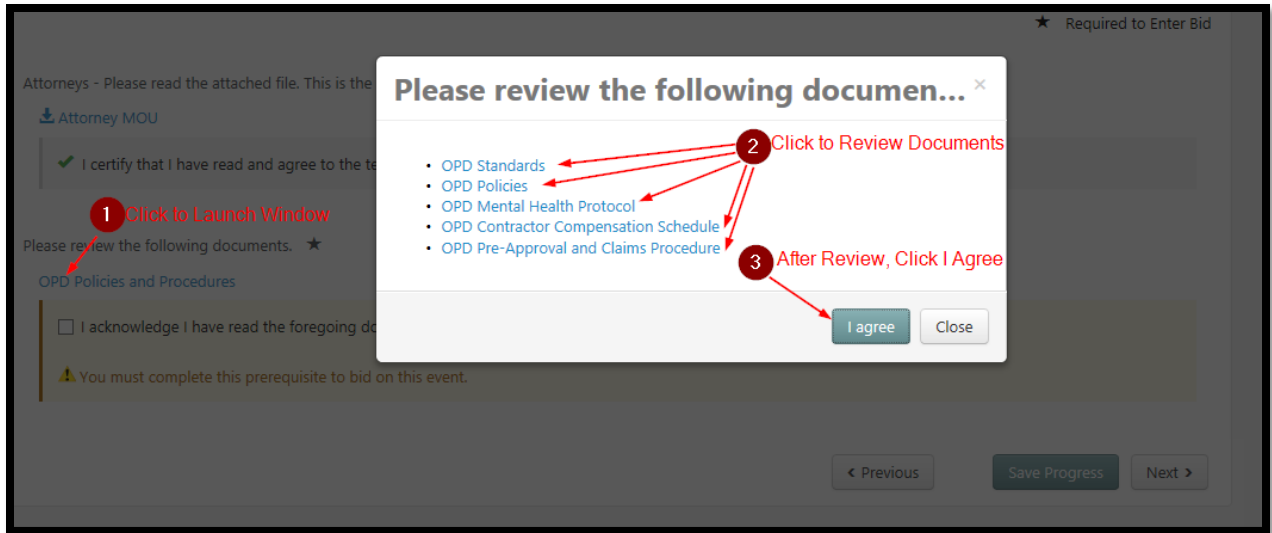
Attorneys - Please read the attached file. This is the document that will become your MOU. ★

Attorney MOU **1 Click to Download MOU Document**

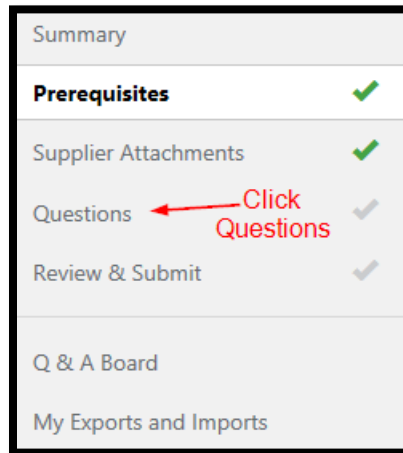
I certify that I have read and agree to the terms above. **2 After Review, Click to Certify You Agree to the Terms of the MOU**

Prerequisite: You must complete this prerequisite to bid on this event.

Next you will be required to review OPD Policies, Standards, and Procedures. Click “OPD Policies and Procedures” to launch a window with links to OPD Standards, OPD Policies, OPD Mental Health Protocol, OPD Contractor Compensation Schedule, and OPD Pre-Approval and Claims Procedure. After review of these documents, click “I agree.”

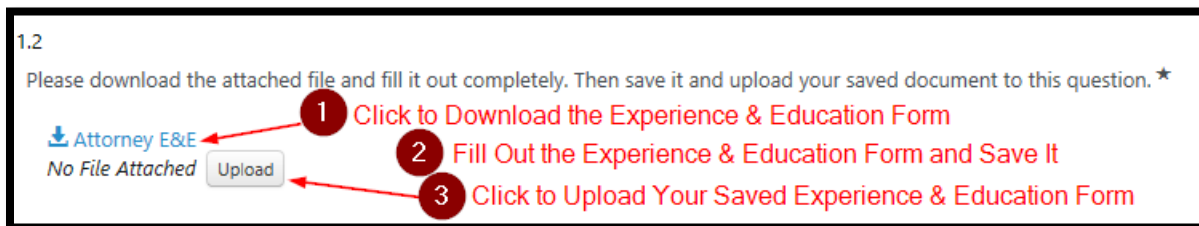


Proceed to the next step by clicking “Questions” in the wizard on the left.



The first question asks whether you are a current provider or if your MOU has expired less than 30 days prior to today’s date. Providers able to select “Yes” to this question may proceed without uploading any further documentation.

If you cannot answer “Yes,” a number of additional questions will appear, each requiring you to upload a document as a response. For Question 1.2, download the attached file, fill it out completely and save it. Then upload the saved document back to Question 1.2. The document is a fillable PDF form, so you may fill it out, save it, and upload it without the need to print and scan the document.



You will next be asked to upload the documents discussed above. Upload each document to the **question** that asks for it.

The screenshot shows a form titled "1: Attorneys" with six numbered questions (1.1 to 1.6). Each question has an "Upload" button. Red annotations include a circled "1" with the text "Upload All Other Required Documents" pointing to the "Upload" buttons for questions 1.3, 1.4, 1.5, and 1.6. Another circled "2" with the text "Click Next" points to the "Next >" button at the bottom right. The form also includes a "Save Progress" button and a "Previous <" button. A legend at the bottom left indicates that a star symbol (*) denotes a required field.

If you have any additional documents, such as explanations or additional licenses or reports, you will upload them as “Supplier Attachments.”

The screenshot shows the "Supplier Attachments" section of a bid response system. On the left is a sidebar with a progress indicator for various steps: "Prerequisites" (green checkmark), "Supplier Attachments" (green checkmark), "Questions" (green checkmark), "Review & Submit" (yellow warning triangle), "Q & A Board", and "My Exports and Imports". The main content area has the heading "Supplier Attachments" and the instruction "Please upload any additional files that are relevant to this bid response." Below this is the text "Please add your attachments below." and a blue "Add New Attachment" button. Red annotations include a circled "1" with the text "Click Supplier Attachments" pointing to the "Supplier Attachments" item in the sidebar, and a circled "2" with the text "Click to Add New Attachments" pointing to the "Add New Attachment" button. A legend at the bottom left indicates that a star symbol (*) denotes a required field. Navigation buttons for "Previous" and "Next" are at the bottom right.

Once you've uploaded the Experience & Education form and all necessary documents you are ready to submit your application. Click "Review & Submit" on the left and ensure all necessary steps have been completed. When you are ready to submit, check the box certifying your application materials are true and correct, and then click "Submit Response." It will then confirm your response was received.

Review & Submit Event Actions | History | ?

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections are now complete, and you may submit your bid below.

Section	Progress
Summary	✔ No Required fields
Prerequisites	✔ Required fields complete
Supplier Attachments	✔ No Required fields
Questions	✔ Required fields complete

Certification

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

1 Check to Certify Your Application Is True and Correct

2 Click Submit Response

< Previous Submit Response



After you've submitted your application materials, you will get an email letting you know the event has been closed. **This is normal and allows us to process your application.**

OPD will evaluate your competency and qualifications to receive assignment on OPD cases. It can take anywhere from one to five business days to evaluate your application. You may or may not be contacted by the Contract Manager or other OPD Staff during the evaluation process.

If you are not approved to receive an MOU, you will be notified of that decision. Please direct any questions regarding the denial of an MOU to the Contract Manager.

If you are approved to receive an MOU, the following steps will take place before you are eligible to receive cases:

1. eMACS will email you and require you to complete your Vendor Profile. Please see [Completing Your OPD Vendor Registration](#) for more information;
2. DocuSign will email you with a request to sign your MOU via DocuSign;
3. After the Contract Manager signs your MOU, DocuSign will email you a copy of your signed MOU;
4. The Contracts Assistant will add you to our database and listserv of providers;
5. OPD Accounting will invite you to create an account in our Online Claims Portal; and,
6. You will set up an account in our Claims Portal.

While the MOU is in effect, eMACS will provide notice of any outstanding obligations as well as advance notice of the expiration of your MOU.

C. Amendments to MOU

Contract Attorneys and Mental Health Providers are limited to assignments within the regions and case/evaluation types for which they were initially approved.

Attorneys

- If you would like to be approved to accept assignment in additional regions or courts, please email the Contract Assistant, as listed above, with the additional courts or regions in which you would like to practice.
- If you would like to be approved to accept assignment of additional case types than you were initially approved for, please download the [Attorney MOU Amendment Form](#) and email it to the Contracts Assistant, as listed above.

Mental Health Providers


- If you would like to be approved to accept assignment of additional types of mental health services than you were initially approved for, please download the [Mental Health Professional MOU Amendment Form](#) and email that form, along with **REDACTED** copies of reports for *each type of additional evaluation* to the Contracts Assistant, as listed above.

III. Updating Your Vendor Profile

Once registered, you will be able to login into the Vendor Portal and manage your registration. Should you need to update you contact or payment information, you are able to do so through the portal.

NOTE: If you need to change the email address or phone number associated with your Vendor Profile, please contact the Contracts Assistant as listed above.

To access the portal, click [here](#). Once there, you may login using the email and password you used to register.

 ENGLISH ▾

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Register to be placed on Montana's eMACS Vendor List. This is a free service allowing vendors to enter their business information and select applicable commodity codes for which they would like to receive bid notifications. This list also serves as a centralized source for state agencies when looking for providers of goods and services.

Uploading Insurance Information:

Effective Monday, June 11, 2018, the tool providing the ability to upload insurance information via your vendor profile has been turned off. All required insurances will now be requested by the contracting State agency upon contract award and expiration of the insurance policies. Insurance requests will now be sent via email outside of the State's eMACS system. It is the contractor's responsibility to provide the State proof of insurance in accordance with the terms of each contract.

Enter your email to Login/Create Account

Email

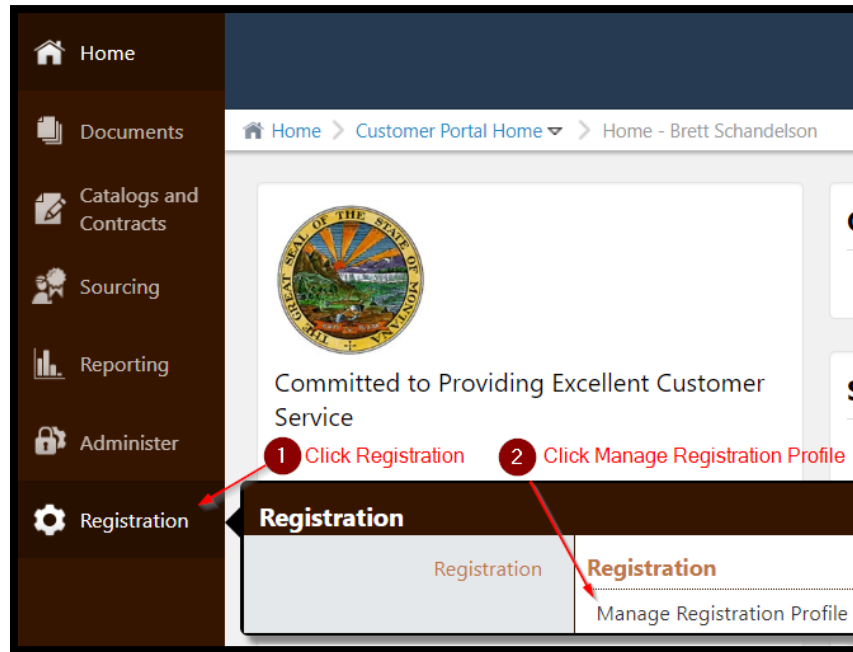
brett.schandelson@mt.gov Enter Your Email

NEXT

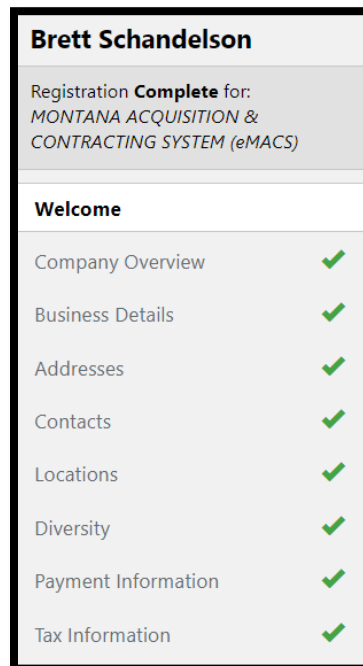
NOTE:

- This registration portal is for **VENDORS** only.
- Forget your password? Click on Trouble loggin in? above. If you're still not able to change your password, contact JAGGAER at 1-800-233-1121.

Once logged in, Click “Registration” on the left, and then “Manage Registration Profile.”



This will launch the Vendor Registration Wizard, where you can update your information. For more information on the Vendor Registration Wizard, please see [Completing Your OPD Vendor Registration](#).



For all questions or issues regarding registering in eMACS, please visit the Vendor Resources page at <https://vendorresources.mt.gov>, or contact the eMACS Help Desk at (406) 444-2575 or emacs@mt.gov. You may also contact the Contracts Program Assistant as listed above.