

## Request for Proposals for Colorado Legal Services Strategic Planning – Private Attorney Involvement (PAI)

### PURPOSE

Colorado Legal Services has initiated a Request for Proposal (RFP) process to identify qualified vendors for the development of a Strategic Plan for our organization’s Private Attorney Involvement (PAI) Program, which helps to advance our mission of serving low-income Coloradans seeking legal assistance.

### ABOUT THE ORGANIZATION

Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with 13 offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law and domestic violence, public benefits, eviction defense, consumer protection, services to survivors of serious crime, and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities—one person at a time—since 1925. CLS is committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. The organization has a long history of successful impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

### PROJECT DESCRIPTION

CLS is funded, in part, by the federal Legal Services Corporation (LSC), and adheres to its regulations, which include a requirement that the organization support and fund a comprehensive Private Attorney Involvement Plan. In particular, “private attorney involvement shall be an integral part of a total local program undertaken within the established priorities of that program, and consistent with LSC’s governing statutes and regulations, in a manner that furthers the statutory requirement of providing high quality, economical, and effective client-centered legal assistance and legal information to eligible clients.” This part is designed to ensure that recipients of LSC funds involve private attorneys, and encourages recipients to involve law students, law graduates, or other professionals, in the delivery of legal information and legal assistance to eligible clients. See, LSC Regulations, 42 CFR 1614; [lsc.gov](http://lsc.gov).

The success of a PAI project in any organization is dependent on a range of factors, including the availability of private attorneys in a variety of service areas, proximity to courts, and geographic characteristics of the area. The current CLS PAI plan is outdated and needs to be revised to reflect changes in the Colorado legal profession landscape, both as a result of the pandemic and also due to attrition of private attorneys in many rural areas of Colorado, among other factors. An advisory team from CLS will provide input on the current state of CLS’ PAI program, offer feedback on the whys behind the current program, and assist with the development of a new plan. The project is led by Director of Advocacy Reenie Terjak.

The new PAI strategic plan will reference the LSC Regulations and incorporate the guidance set forth in subsection 1614, will provide a Strategic Vision, and Goals for the CLS PAI program, including any

recommendations for any staff additions, as needed, and will serve to connect stakeholders, partners, potential and current contract attorneys, volunteers and funders to CLS.

## BUDGET

\$7,500 - \$10,000

## SCOPE OF WORK & DELIVERABLES

Colorado Legal Services anticipates this project will take approximately 2 months to complete but welcomes other estimates. The final product will include a PAI Strategic Plan.

## PROPOSAL REQUIREMENTS

Please include the following in your proposal in this order:

1. A summary of your approach to strategic planning
2. Proposed project plan including timeline with major tasks and milestones
3. Identification of those on your team who will be involved with the project, including a short description of their role and a summary of their experience
4. Two-three samples of previously-completed planning documents (or links to samples), including a brief description of the process. Portions should be redacted to protect private information as needed
5. Cost for the project, including anticipated ongoing costs
6. Client reference(s) (including name, phone number, and email address), and any past experience working with Colorado Legal Services, if applicable

## SCORING

Proposals will be reviewed and evaluated according to the following criteria:

1. Performance (technical merit)
2. Quality
3. Responsiveness and Professionalism
4. Pricing

## PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION

Proposals are due by 5 p.m. on December 4, 2023. Inquiries concerning this RFP should be directed to Reenie Terjak, [rterjak@colegalserv.org](mailto:rterjak@colegalserv.org). Submissions should not exceed 5 pages, not including portfolio materials/links to samples of prior work. All submissions must be emailed to [rterjak@colegalserv.org](mailto:rterjak@colegalserv.org). An email acknowledgement of each submission received will be sent to each applicant.

## PROJECTED TIMELINE

- RFP release date: November 14, 2023
- Deadline for proposals: 5 p.m. December 4, 2023
- Evaluation of proposals (we may reach out with questions during this process): December 4-8
- Notice of selection: Monday, December 11, 2023