

Request for Proposal (RFP): Immigration Legal Services Standards and Guidelines



SUMMARY OF REQUEST: The **OREGON STATE BAR** (“Bar” or “OSB”) is soliciting responses from individuals or nonprofit organizations to develop Standards and Guidelines for immigration legal service providers.

RFP SCHEDULE:

Issue RFP	February 18, 2022
Deadline to respond to RFP	March 11, 2022, 5:00 PM

BACKGROUND:

The Equity Corp of Oregon launched in 2018 as a collaborative endeavor to deliver legal services, including deportation defense, and related services to persons at risk of deportation (“ECO 1”). The ECO model is premised on the Vera Institute of Justice’s universality representation model.¹ In 2021, Oregon’s State Legislature appropriated bridge funding to Immigration Law Lab (“ILL”) to extend ECO’s services for an additional two years (“ECO Bridge”). ILL’s implementation of ECO Bridge includes three components: Navigation, Limited-Scope Legal Services and Full-Scope Legal Services. ILL has assigned OSB responsibility for administering contracts and oversight of Full-Scope Legal Services during the ECO Bridge extension.² Through this RFP, OSB seeks a contractor to support OSB’s development of Standards and Guidelines to evaluate immigration legal services providers.

EXPECTATIONS:

In partnership with OSB, the Provider will manage the development and creation of Standards and Guidelines for representation of individuals at risk of deportation. Mirroring the Legal Services Program (LSP) Standards and Guidelines, these Standards and Guidelines will create a regulatory framework to ensure contracted immigration providers deliver high-quality, effective and culturally responsive legal representation.³ The document will create methods to track and evaluate contracted immigration legal services providers, and report on the use of state funds.

The Provider will undertake an incremental process to develop the Standards and Guidelines including, but not limited to:

¹ See <https://www.vera.org/advancing-universal-representation-toolkit>.

² Full-Scope legal services providers will provide free legal representation to financially-eligible individuals at risk of deportation and referred by the Equity Corp Clearinghouse.

³ In 1996, the Oregon Legislature established the Legal Services Program within the Oregon State Bar to manage state funding of legal aid, promulgate regulations in the form of Standards and Guidelines, and regulate the delivery of services and use of funds to legal service providers throughout Oregon. See <https://www.osbar.org/lsp/index.html#standardsguidelines>; See also https://www.osbar.org/_docs/lsp/LSPStandardGuidelines.pdf.

- Focused research of regional and national best practices;
- Outreach to relevant community-based organizations;
- Consultation with local immigration services providers;
- Convening meetings and/or workgroups with relevant system partners;
- Circulating drafts for input and review from various stakeholders, including the OSB Legal Services Program (LSP) Committee.
- Collaborating with OSB staff through the phases of development.
- Preparing and presenting Standards and Guidelines for adoption.

ELEMENTS OF PROPOSAL:

To respond, please submit a letter of interest. The letter should include the following elements:

- A narrative outlining the Respondent’s strengths and capabilities to execute the Expectations.
- A description of the Respondent’s planned approach to performing the Expectations, to include tasks, proposed deliverables and timeline/estimated hours of work.
- A cost table/proposed budget.
- *(Optional)* Responses to the following inquiries about workplace diversity and related business practices, if applicable:⁴
 - Describe your commitment to providing equal employment opportunities including your organizations’ or agency’s efforts to develop an internal diverse workforce; internal on-the-job training, mentoring, technical training and/or professional development opportunities addressing diversity; and the process(es) used to recruit women and minorities.
 - Describe in detail your firm’s or organization’s commitment to including diverse suppliers, vendors, and subcontractors in the conduct of your business.
 - MWESB Identification (COBID – Certification Office for Business and Diversity
Our business is a minority (or) women owned (or) emerging small business within the State of Oregon. COBID certification number: _____

EVALUATION CRITERIA:

The successful Respondent will possess the following organizational and/or individual qualifications:

- Experience in the provision of immigration legal services, including removal defense, detention work and affirmative relief, preferably in a leadership capacity.
- Familiarity with best practices of operating a legal help organization, including legal ethics requirements and assessing and responding to client and community need.
- Ability to communicate effectively with a diverse range of groups, including community-based organizations and relevant government stakeholders.
- Strong interpersonal skills and demonstrated ability to work cooperatively and independently.
- Understanding of immigration law and policy.
- Excellent time management, analytical and writing skills.
- Commitment to diversity, equity and inclusion.
- *(strongly preferred)* Bilingual in English and Spanish.

⁴ The Oregon State Bar is committed to extending opportunities to businesses that support social equity in the areas of workforce diversity and business practices. In order to promote economic growth, the Oregon State Bar seeks to maximize the participation of diverse and MWESB (minority, women, and emerging small business) consultants, partners, contractors, and suppliers throughout the duration of this project as well as a diverse workforce.

SUBMISSION PROCESS:

Responses will be accepted until March 11th at 5 P.M. Please email all materials to Chief Access to Justice Officer, Keren Farkas at kfarkas@osbar.org. Please provide all materials in a single pdf document.

Public Records: This RFP, correspondence related to the RFP, one copy of each original proposal received in response to it, and all documents pertaining to the award of a contract shall be kept by the Oregon State Bar and made a part of a file or record which shall be open to public inspection. If a proposal contains any information that is considered a trade secret under ORS 192.345(2), each sheet of such information must be marked with the following legend: "This data constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192." The Oregon State Bar can protect trade secrets only to the extent permitted by the Oregon Public Records Law. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance" ORS 192.345(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

Investigation of References: The Oregon State Bar reserves the right to investigate the references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion or delivery of a project on schedule. The Oregon State Bar may postpone the award or execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation. The Oregon State Bar reserves its right to reject any proposal or to reject all proposals at any time prior to the Oregon State Bar execution of a contract.