



Justice Infrastructure Project Project Management Consultant Services

Request for Proposals

SUBMISSION VIA EMAIL ONLY
PAPER APPLICATIONS WILL NOT BE ACCEPTED
LATE APPLICATIONS WILL NOT BE ACCEPTED

DEADLINE: September 29, 2023

Applications must be fully submitted to cfehringer@iola.org by **4pm on September 29, 2022**. This includes answering program questions and providing all required documents.

Application Overview

A. THE IOLA FUND: HISTORY AND MISSION

The IOLA Fund's (IOLA) mission is to support those qualified non-profit organizations throughout New York State that will most efficiently and effectively provide stable, economical and high quality civil legal representation to eligible clients to improve the administration of justice.

IOLA generates revenue from interest earned on New York lawyers' IOLA trust accounts. In 1983, IOLA was established by the New York State Legislature and is administered by a fifteen-member Board of Trustees appointed by the Governor. The Trustees are assisted by a staff of nine full time employees located in New York City. The names of Trustees and staff as well as other information about IOLA's operations may be found at www.iola.org.

B. ABOUT THE JUSTICE INFRASTRUCTURE PROJECT

Consistent with its mission, the IOLA Fund seeks to ensure that every New Yorker with a civil legal problem has clear and timely access to high quality legal information, advice, and representation. IOLA intends to launch a "Justice Infrastructure Project" (or, the "Project") that seeks to enhance the following aspects of the civil legal aid system in New York State:

1. People needing legal assistance often cannot easily identify sources of effective legal help.
2. When people do connect with appropriate legal aid organizations, the existing capacity constraints can often limit the ability for many people to receive legal information, advice, or representation sufficient to fully address their legal problem.
3. People needing legal assistance frequently reach out to multiple legal aid organizations that may not be the appropriate organization for their legal problem. This creates delays and frustration for those in need and inefficiencies in the civil legal aid delivery system.

C. SCOPE OF SERVICES

The IOLA Fund intends to award a one-year contract to a project management consultant company to handle the initial stages of the Project, which will include project planning, stakeholder identification and engagement, intake and referral assessment, as well as proposing recommendations. This initial stage of the Project will comprise of public outreach to solicit information regarding civil legal needs, priorities, service, and community preferences and to identify innovative, successful and evidence-based practices in the delivery of legal services. In addition, the project management consultant will convene statewide stakeholders. Key stakeholders may include:

- Client communities,
- Civil legal aid organizations,
- New York State Unified Court System,
- Funders of civil legal aid, including city, county, and state government agencies,
- Public and law libraries,

- Relevant social service organizations,
- Bar Associations,
- Law schools, and
- Civil justice thought leaders.

IOLA reserves the right to renew the contract and amend the scope of services to support any future Project activities, which may include:

1. Development of a statewide coordinated intake and referral system that addresses and incorporates feedback received from the public and stakeholders.
2. Assess and enhance existing online legal information resources.
3. Improvements to the technology infrastructure of all NYS civil legal aid organizations.
4. Development of resources to assist with preventing common civil legal problems and diverting disputes from high volume courts.

D. MINIMUM ELIGIBILITY

Applicants must meet **all** the following criteria:

1. Licensed to do business in New York State.
2. Holds Workers' Compensation and Disability Insurance.
3. Ability to meet in person with New York State stakeholders.
4. Ability to present to IOLA's Board of Trustees, in-person or virtually.
5. Ability to present in person at relevant conferences in New York State.

E. LOBBYING PROHIBITION

State Finance Law §139-J and §139-K restrict applicants from making contact with the procuring governmental entity with the intent to influence the governmental entity's conduct or decision regarding the governmental procurement (unless it is a contact within the statutory exceptions set forth in State Finance Law §139-K(3)(a)). Violations of the procurement lobbying rules can result in findings of nonresponsibility that can result in rejection of contract award and, in the event of two findings within a 4-year period, an applicant may be debarred from obtaining any governmental Procurement Contracts.

NOTE: All materials submitted by an applicant shall become property of IOLA and may be returned to the applicant at IOLA's sole discretion. IOLA has the right to adopt, modify, or reject any or all ideas presented in response to this RFP. To request that materials be protected from New York State Freedom of Information Law (FOIL) disclosure, please precisely indicate what parts of your submission you claim should be withheld or redacted pursuant to FOIL §87(2) and the basis for the protection, including any relevant legal authority.

Application Contents, Submission, and Instructions

Business entities responding to this RFP should provide responses to the application questions and required documents in PDF and/or Word format, to cfehringer@iola.org. *Only complete applications will be considered.*

APPLICATION QUESTIONS

1. Business Overview

- a. State the legal name of business entity.
- b. Provide a description of your business, specifically any strategic consulting and/or project management services you provide.
- c. Discuss proposed staffing and management structure for this Project.

2. Discussion of Relevant Experience

- a. Describe how long your business has been providing strategic consulting and project management services.
- b. Describe any projects undertaken in support of civil legal aid.
- c. Describe your experience managing broad initiatives to enhance civil access to justice at the national, regional, or state level.
- d. Provide examples of work provided to the civil legal services community in New York State, including prior work with the New York State Courts, civil legal services providers, and providers of legal information or other forms of assistance.
- e. Provide examples of work that demonstrate your business' (and/or any individual staff members') experience:
 - i. conducting public surveys, roundtables, and focus groups related to civil access to justice.
 - ii. engaging with diverse client communities with appropriate cultural competence.
 - iii. successfully completing projects similar to IOLA's proposed Project, as demonstrated through quantifiable metrics.
- f. Describe publications and presentations by your business and/or any individual staff members relevant to civil legal aid (e.g., public comment or testimony, conference presentations, committee or taskforce participation).

3. Project Workplan

Provide a draft Project workplan and timeline for year one that will accomplish the following:

- a. Identification of goals, implementation strategies, and measurable outcomes relevant to the Project;

- b. identification of and management plan for community stakeholders;
- c. convening and facilitating stakeholder meetings to generate content necessary to create an ongoing stakeholder engagement feedback loop;
- d. assessment of the current civil legal services intake and referral landscape in New York State;
- e. preparation of initial recommendations and reports for the IOLA Fund and its Board of Trustees to advance the Project goals, which may include draft evaluation plans, policies, and RFPs.

4. Project Budget

Provide an annual budget for the full anticipated cost of your proposed Project workplan. The budget should provide a detailed cost breakdown, including:

- a. proposed staff assigned to each workplan activity and their hourly rates,
- b. anticipated number of hours per activity, and
- c. any anticipated additional Project costs (travel, supplies, equipment, etc.)

Budgets with insufficient detail may be considered unresponsive.

REQUIRED DOCUMENTS

1. Eligibility Form
2. Organizational Chart
3. Resumes of Proposed Project Staff
4. Work Samples from Similar Projects, such as:
 - a. Sample Reports
 - b. Written Testimony
5. Documentation of Industry Awards or Recognitions, if any
6. Sexual Harassment Prevention Certification. As of January 1, 2019, the NYS Office of the State Comptroller (OSC) requires that all applicants provide a certification affirming compliance with the Bureau of Contract's [Contract Advisory #26](#). Applications that do not contain a certification may not be considered for award. Applicants are strongly encouraged to use the OSC approved form (EO 177), although alternative certifications in compliance with the [New York State Guide to Financial Operations XI.18.I](#) will be accepted.
7. Certification of the following, if applicable:
 - a. Small Business (as defined by [§131 of NYC Economic Development Law](#))
 - b. M/WBEs (Minority or Women-Owned Business Enterprises), or
 - c. SDVOBs (Service-Disabled Veteran-Owned Businesses).

Review, Award, and Reporting Processes

APPLICATION EVALUATION

Applications will be evaluated as indicated below.

Organizational Capacity	20 pts
Relevant Expertise & Experience	40 pts
Service Quality	20 pts
Project Budget	<u>20 pts</u>
Total Available	100 pts

The IOLA Fund will utilize a “Best Value” selection process to ensure optimum quality, cost, and efficiency among responsive and responsible applicants.

AWARD NOTIFICATION

Successful and unsuccessful applicants will be notified in writing.

DEBRIEFING OPPORTUNITY

A debriefing is available to any unsuccessful applicant, which should be requested in writing to iolaf@iola.org within 15 calendar days of notification. A debriefing will be scheduled within 10 calendar days of IOLA’s receipt of the written request or as soon as may be practicable thereafter under the circumstances. Bid protests should be submitted to the Office of the State Comptroller pursuant to 2 NYCRR Part 24.1.

New York State Contract Requirements

If awarded, vendors with New York State must be registered and in compliance with the following.

NYS Comptroller's SFS Registration

IOLA grantees must be registered with the New York Statewide Financial System (SFS) and provide their Identification Number at the time of contracting. To register and to find additional information: http://www.osc.state.ny.us/vendor_management/index.htm

NYS Comptroller's Vendor Responsibility Questionnaire

New York State Finance Law requires that state agencies award contracts to responsible vendors, including not-for-profit corporations, which is determined based on information provided by the vendor through the NYS VendRep System. All Vendor Responsibility Questionnaires must be dated within six months of the contract execution date and the determination that an applicant is a responsible vendor is a condition to final execution of a grant contract with IOLA. To enroll or to update an existing Questionnaire in the VendRep System: <http://www.osc.state.ny.us/vendrep/index.htm>

Insurance Documentation

In connection with contract execution, vendors will be required to submit proof of current insurance coverage for the following (ACORD forms are not acceptable):

- Workers' Compensation (Form C 105.2), and
- Disability (Form DB 120.1)



Justice Infrastructure Project Project Management Consultant Services

Eligibility Form

1. I affirm that the business entity named below is licensed to do business in New York State. Yes No
2. I affirm that the business entity named below holds Workers' Compensation and Disability Insurance. Yes No
3. I affirm that the business entity named below has the ability to meet in person with New York State stakeholders. Yes No
4. I affirm that the business entity named below has the ability to present to IOLA's Board of Trustees, in-person or virtually. Yes No
5. I affirm that the business entity named below has the ability to present in person at relevant conferences in New York State. Yes No

Business Entity:

Signature:

Name:

Title:

Date: