



**Seattle**  
Office of Immigrant and  
Refugee Affairs



**King County**  
Office of Equity and Social Justice

## **Seattle and King County Immigrant Legal Defense Services**

### **REQUEST FOR PROPOSALS**

#### **Overview**

The Office of Immigrant and Refugee Affairs (OIRA) and King County Office of Equity and Social Justice (OESJ) seek applications from nonprofit organizations to provide legal representation to indigent immigrants in detention, facing removal, or in danger of losing their immigration status and who work in the city of Seattle or reside in King County.

For the purposes of this RFP, “indigent” persons are defined as individuals or families with incomes under 200% of the federal poverty level.<sup>1</sup>

Total funds available: \$1.2 million. Additional funds may be awarded as available.

Contract period: These grants will be awarded for a term of 15 months, from September 30, 2017 to December 31, 2018.

Submission deadline: 5:00 PM, July 12, 2017.

Applications may be submitted by individual nonprofit organizations or by collaborative groups. OIRA and OESJ reserve the right to make one or more awards and to approach applicants with restructured collaboratives with partners not part of the original application.

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<sup>1</sup> <https://www.federalregister.gov/documents/2017/01/31/2017-02076/annual-update-of-the-hhs-poverty-guidelines>

Organizations or collaborative groups may also submit applications for the companion City of Seattle RFP for Seattle and King County Community Navigation Services for Immigrant Legal Defense. The successful applicants for each RFP will be expected to work collaboratively with each other.

## Purpose and Background

Seattle and King County stand together in their commitment to protecting the rights of immigrants and refugees, who are an integral part of our families and communities. We are proud to be a Welcoming City and Welcoming County, serving and protecting our residents regardless of their immigration status.

Both Seattle and King County recently passed legislation directing the expenditure of \$1.3 million in public funds (\$1 million from Seattle<sup>2</sup> and \$300,000 from King County<sup>3</sup>) to contract with nonprofit organizations to provide legal representation in immigration matters and/or guidance and referral services for legal representation to indigent persons living in King County or working in Seattle in need of legal representation for matters related to their immigration status.

## Selection Process

Funds will be awarded through a process designed to leverage skills and expertise of organizations working with and in immigrant communities in Seattle and King County. Applications may be submitted by individual organizations or by collaborative groups.

Eligible applicants must meet the following minimum qualifications:

- Be a nonprofit organization with a 501(c)3 status, or have a fiscal sponsor with a 501(c)3 status.
- Have an office(s) located within Seattle or King County.
- Have prior experience providing legal representation in immigration to residents or workers in Seattle or King County.
- Have licensed attorneys with immigration law expertise on staff or under contract who will directly provide the services described in this RFP.

Any changes to the proposed schedule or process will be posted on the OIRA website:

[www.seattle.gov/iandraffairs](http://www.seattle.gov/iandraffairs).

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<sup>2</sup> Ordinance 125296, adopted 4/17/17. <https://seattle.legistar.com/View.ashx?M=F&ID=5150574&GUID=A79EAAA1-9B72-434A-9471-64A907836BB6>

<sup>3</sup> Ordinance 18499, adopted 4/17/17. <http://mkcclegisearch.kingcounty.gov/View.ashx?M=F&ID=5142744&GUID=EC4E19E1-95C5-4811-8AAB-18B937253CDC>

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|---|--|
| Monday, June 19   | OIRA distributes RFP.  |
| <p>Wednesday, June 28, 12-2 PM at Seattle City Hall or by telephone.*</p> <p>Thursday, June 29, 6-8 PM at King County Renton Library</p> <p>Additional telephone option may be provided depending on demand.*</p> <p>*See page 5.</p> | <p>OIRA provides two optional Q&amp;A sessions for potential applicants including:</p> <ul style="list-style-type: none"> <li>• Goals and objectives.</li> <li>• Guidelines for submission.</li> </ul> |
| Wednesday, July 5   | Applicants may submit written questions until 5:00 PM.   |
| Wednesday, July 12  | Applicants submit written submissions by 5:00 PM. Applicants may submit requests for oral presentations (optional) by 5:00 PM.   |
| Wednesday, July 19 - Thursday, July 26  | Oral presentations for organizations that requested them.  |
| Thursday, August 10   | OIRA announces funding decisions.  |
| Monday, August 14 - Monday, August 28   | OIRA conducts contract negotiation process with successful applicants.   |
| Before Saturday, September 30   | Organizations begin contract period.   |

## Scope of Work

The Office of Immigrant and Refugee Affairs (OIRA) and King County Office of Equity and Social Justice (OESJ) seek applications from nonprofit organizations to provide legal representation to indigent immigrants in detention, facing removal, or in danger of losing their immigration status and who work in the city of Seattle or reside in King County. Services should also include screening for eligibility, as well as collaboration with other organizations identified by Seattle and King County to screen for eligibility and refer clients and/or to receive legal representation services.

Proposals should prioritize:

- Direct representation of individuals facing removal proceedings before the Seattle immigration courts (non-detained) and in the Northwest Detention Center (detained) who meet eligibility criteria.
- For detained individuals, the applicant organization should anticipate working with the entity(ies) conducting the Legal Orientation Program to refer individuals eligible for services to the entities providing legal services.
- For individuals who are not detained but facing removal proceedings before the Seattle immigration court, the applicant organization should anticipate including screenings and in-depth assessments as a component of the services to be provided.

Legal services must be aligned with Community Navigation services (i.e., guidance and referral for legal representation). Please see companion City of Seattle RFP for Seattle and King County Immigrant Community Navigation Services.

The successful applicants shall participate in a collaborative table along with any other organizations selected to provide legal services and community navigation services and Seattle and King County representatives, to:

- Research and review emerging best practices for providing these services nationwide.
- Set targets for services and outcomes.
- Coordinate to meet the need across different demographic and other communities.
- Coordinate among partners to adjust service models as necessary to achieve the best outcomes.

Deliverables documenting services provided will be developed with the successful applicants at the time of contract.

## Application Questions

Please provide details on your experience in working with and in immigrant and refugee communities and what makes your organization well suited to provide these services. If this is a collaborative application, please include all of this information for each organization in the collaboration. Applications must include answers to each of the following questions:

### Organizational Capacity and Parameters

- 1) Describe your organization's mission and major program areas. Include the date your organization was founded. If a collaboration, include the date your collaboration was established.
- 2) Describe the relevance of the proposed scope of work to your organization's mission.
- 3) What percent of your organization's budget supports your legal services program?
- 4) Describe the communities and geographic regions that your organization serves.
- 5) Describe the language capacity of your organization. Include the number of staff (full-time equivalents) who are bilingual in English and their roles, as well as the languages in which your organization provides services.
- 6) Provide the number of clients served annually, by demographic (must include race and place of residence).
- 7) What communities, if any, do you exclude from your services?

### Program model and features

- 1) Describe your proposed program model for legal services.
- 2) Describe your proposed staffing model. How will this build or increase capacity? Please specify roles of different staff members, and describe staffing levels and ratios to clients.
- 3) Please provide the CV and bar # of the attorney(s) who will lead on the contracted work, and document American Immigration Lawyers Association (AILA) membership or other evidence of immigration law experience.
- 4) How does or will your organization prioritize the delivery of legal services? What populations, if any, does your organization prioritize?
- 5) How many people do you plan to serve through your proposed program model? Identify estimated costs per client, metrics, and expected outcomes. Describe your proposal for tracking client information.

- 6) Describe any new or existing partnerships that are included in your program model.
- 7) For collaborative groups, please include a list of partner organizations, the intended role each organization will play within the collaboration, and the projected amount of funding each partner will receive as part of the collaboration.
- 8) Provide a detailed budget for the proposed services (using the attached template, or a substantially similar format) and a timeline with relevant milestones to spend down funds before the end of 2018.

## Oral Presentations

OIRA invites oral presentations from applicants as a supplement to written applications. Requests for oral presentations must be included in the RFP Cover Sheet. Applicants requesting oral presentations will be scheduled for a 30-minute meeting between Wednesday, July 19 and Thursday, July 26. Oral presentations should be 20 minutes long, with 10 minutes for questions.

## Evaluation Criteria

OIRA will work with an Evaluation Committee to review applications and provide recommendations for funding. The Review Committee will use the following criteria to evaluate applications:

- Overall strength and quality of proposal, including meeting proposal submission requirements, with demonstrated ability to meet the goals and activities in the Scope of Work.
- Demonstrates capacity and ability to provide legal representation in immigration matters to indigent people living in King County and working in Seattle.
- Demonstrates experience with, or ability to develop experience with, serving detained and non-detained people facing removal orders in the Northwest Detention Center and Seattle immigration courts.
- Shows established connections to communities to be served.
- Demonstrates understanding of the needs of communities to be served, and ability to provide language-specific support to immigrant and refugee populations.

## Q&A sessions for potential applicants

Question and answer (Q&A) sessions will be offered on **Wednesday, June 28 from noon to 2 PM in the OIRA conference room at Seattle City Hall** (601 5th Ave, 4<sup>th</sup> floor, Seattle, WA 98104 with parking validation available and a call-in option) and **Thursday, June 29 from 6-8 PM at the King County Renton Library** (100 Mill Ave S, Renton, WA 98057). An additional call-in option will be provided depending on demand.

**Detailed location information and/or a call-in number will be provided upon email or phone request prior to the date of each Q&A session.** Requests for interpretation may be made in advance, by Friday, June 23. Applicants are not required to attend either one to be eligible to submit an application. The Q&A sessions will provide information about guidelines and process and answers to applicant questions.

A written summary of questions and answers will be provided following the two sessions. Applicants additionally may submit questions by email until July 9, 2017 at 5 PM. Answers will be shared with all applicants.

## Contract

OIRA reserves the right to make awards without further discussion of the application submitted. Successful applicants will enter into a contract that identifies agreed-upon services and requires compliance with City and County civil rights and labor standards ordinances. Conduct made unlawful by these ordinances constitutes a breach of contract and may result in the imposition of damages and civil penalties.

## Format Instructions

The application should not exceed a total of 15 pages.

- Please use single spacing and a minimum 11-point font.
- Organize your application in the order of questions in the Proposal Questions section.
- A separate RFP Cover Sheet is attached and must be submitted along with the RFP.
- Please do not include a cover letter, brochures, or letters of support.

## Submission Instructions

Applications must be received in person, by mail, or by email by July 12, 2017, 5 PM. No faxed applications will be accepted.

- Applications submitted via email must be in a PDF format and emailed to:  
[katherine.cortes@seattle.gov](mailto:katherine.cortes@seattle.gov).
- Mailed applications must be received by July 12, 2017 and mailed to:  
**Office of Immigrant and Refugee Affairs**  
**P.O. Box 94573**  
**Seattle, Washington, 98124-6873**
- Applications may be delivered in person by 5 PM on July 12, 2017 to:  
**Office of Immigrant and Refugee Affairs**  
**City Hall**  
**600 Fourth Avenue, Floor 4**  
**Seattle, Washington, 98124**

## Questions

Please contact Katherine Cortes, Finance & Operations Manager, Office of Immigrant and Refugee Affairs, for any questions related to the application process. Applicants may email questions until 5 PM, July 5, 2017.

[Katherine.Cortes@Seattle.gov](mailto:Katherine.Cortes@Seattle.gov)

(206) 733-9116

**IMMIGRANT LEGAL DEFENSE SERVICES  
REQUEST FOR PROPOSALS COVER SHEET**

Applicant Agency/ies:

(If a collaborative, please specify lead agency and all partners.)

(Lead) Agency Address:

(Lead) Agency Executive Director:

(Lead) Agency Primary Contact:

First and Last Name:  
Email:

Title:

Federal Tax ID or EIN of applicant or fiscal sponsor (please specify which):

Website:

(Lead) Agency Annual Budget:

Proposed Program Budget:

Number of immigration attorneys to provide services for this program:

Oral Presentation Requested:

Yes     No

**Authorized Signature of Applicant/Lead Agency**

*To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.*

Name and Title of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**IMMIGRANT LEGAL DEFENSE SERVICES  
PROPOSED PROGRAM BUDGET  
SEPTEMBER 2017 – DECEMBER 31, 2018**

|                               |  |
|-------------------------------|--|
| <b>Applicant Agency Name:</b> |  |
|-------------------------------|--|

| Item   | Requested OIRA/OESJ Funding | Other funds | TOTAL |
|--|-----------------------------|-------------|-------|
| <b>PERSONNEL SERVICES</b>                      |                             |             |       |
| Salaries (Full- & Part-Time)                   |                             |             |       |
| Fringe Benefits                                |                             |             |       |
| <b>SUBTOTAL – PERSONNEL SERVICES</b>           |                             |             |       |
| <b>OPERATING EXPENSES</b>                      |                             |             |       |
| Rent   |                             |             |       |
| Equipment                                      |                             |             |       |
| Office Supplies                                |                             |             |       |
| Telephone                                      |                             |             |       |
| Postage  |                             |             |       |
| Utilities                                      |                             |             |       |
| Repairs & Maintenance                          |                             |             |       |
| Insurance                                      |                             |             |       |
| Other Operating                                |                             |             |       |
| <b>SUBTOTAL - OPERATING</b>                    |                             |             |       |
| <b>OTHER SERVICES &amp; CHARGES</b>            |                             |             |       |
| Expert & Consultant Services                   |                             |             |       |
| Other Professional Services                    |                             |             |       |
| Training & Travel                              |                             |             |       |
| Advertising                                    |                             |             |       |
| Printing & Duplicating                         |                             |             |       |
| Other Miscellaneous Expenses                   |                             |             |       |
| Administrative Costs/Indirect Costs            |                             |             |       |
| <b>SUBTOTAL – OTHER SERVICES &amp; CHARGES</b> |                             |             |       |
| <b>TOTAL EXPENDITURES</b>                      |                             |             |       |