



WSBA

Washington State Bar Association - Public Service Programs

**REQUEST FOR PROPOSAL (RFP) FOR WSBA CALL TO DUTY: DAY OF SERVICE CLINIC
PARTNER**

GENERAL INFORMATION

Date Advertised and publicly available: July 9, 2013
Submittal Due Date – August 30, 2013, 5:00 PM

Mail or Email Proposals to:

Washington State Bar Association
Attention: Ana Selvidge
Public Service Programs Manager
1325 4TH Avenue, Suite 600
Seattle, WA 98101-2539
Phone (206) 733-5905
Email: AnaS@wsba.org

Please direct questions regarding this RFP to Ana Selvidge, WSBA Public Service Programs
Manager.

Introduction

The Washington State Bar Association (WSBA) recently launched WSBA Call to Duty, a new public service initiative to inform, inspire, and involve Washington lawyers in serving veterans. This initiative includes two annual Days of Service. The first Day of Service took place in Tacoma, WA, where 53 attorneys received CLE training in the morning and provide family law services to veterans in the afternoon. WSBA seeks a nonprofit partner for our second Day of Service in November 2014 who will: (1) provide client screening to secure eligible veterans for the Day of Service legal clinic; (2) provide malpractice insurance for all volunteer attorneys who participate in the Day of Service; (3) secure venue for the afternoon legal clinic. The organization(s) selected will be awarded \$2,500 for each Day of Service.

WSBA Call to Duty Overview

Purpose

WSBA public service programs aim to help more, new and different lawyers find the opportunity that is right for them to give back. We work to develop a menu of opportunities by providing trainings, leveraging community partnerships, sharing resources and building community around service.

Right now, we hear from our members, stakeholders and public officials, "What is WSBA doing to serve the veterans population?" There are over 600,000 veterans in our state. Currently many veterans, especially those returning from Iraq and Afghanistan are facing distinct barriers to successful reintegration into civilian life. These include legal issues in family, housing, consumer and benefits law.

Description

WSBA Call to Duty is an initiative to inform, inspire and involve Washington lawyers in serving veterans and their families. The initiative includes two Days of Service in 2014: one in May around Memorial Day in Western Washington and the second in November around Veteran's Day in Eastern Washington. These Days of Service will advance WSBA's goal of enhancing a culture of service among WSBA members.

WSBA Call to Duty: Day of Service

The model for the Days of Service is based on experiential learning through service. Each day will include three parts:

- (a) A morning CLE seminar on an identified high priority civil legal need and cultural competency serving the veteran's population;
- (b) A hands-on clinic in which lawyers provide legal advice *pro bono* to veterans; and
- (c) A meet-and-greet with the selected partnering nonprofit organization to connect lawyers with more volunteer opportunities to serve veterans.

Day of Service Objective Overview

The goal for the Day of Service at each location is to engage 50-75 volunteer attorneys to assist in serving 25-50 veterans with a single, discrete legal issue.

Requirements

Proposals must lay out how the partnering nonprofit organization will provide the following: (1) Conduct client screening to secure eligible veterans for the Day of Service legal clinic. This includes outreach to clients and organizations that serve clients, as well as a developed intake system to determine that the client is a veteran, falls within the 0-400% of the Federal Poverty Level and has a legal issue that falls within the scope of assistance provided at the clinic;

(2) Malpractice insurance coverage for all volunteer who participate in the Day of Service legal clinic;

(3) Secure the venue for the afternoon legal clinic and provide staffing resources during the legal clinic.

Proposals must indicate how the partnering nonprofit organization will best provides local knowledge and resources. The organization selected will work with WSBA on an effective outreach campaign to clients and to organizations that serve them.

The organization selected will demonstrate an understanding of best practices for volunteer management, have a volunteer management infrastructure in place, and articulate their volunteer philosophy through their mission, vision and goals. The organization selected will demonstrate a clear understanding of outcomes and work with WSBA to define the data points collected to effectively measure impact. The organization selected will submit a six month report from the date of the Day of Service to WSBA.

Proposal Guidelines and Timeline

This is an open and competitive process. The proposal must contain the signature of a duly authorized officer or agent of the organization submitting the proposal.

The name of the candidate organization that has been selected will be decided on or about September 5, 2014. All other candidates will be notified on or about September 5, 2014.