REQUEST FOR INFORMATION

Arizona Legal Steering Committee

REGARDING:
Conducting an Arizona Legal Need and Priority Assessment

RESPONSES DUE:
Close of business, November 15, 2023
I. Invitation to Respond
You are invited to respond with information (submissions) to assist the Arizona Legal Steering Committee (ALSC), in identifying prospective service providers that have the capabilities to provide a statewide Legal Need and Priority Assessment. Please use the information contained in this document and the format requested as the basis for your response. Responses to this Request For Information (RFI) may be used to draft a Request For Proposals (RFP).

A. Background
The ALSC, administered through the Arizona Bar Foundation, and chaired by Hon. Joseph Kreamer, consists of Community Legal Services, DNA People Legal Services, and Southern Arizona Legal Aid, the three Arizona Legal Services entities designated by the national Legal Service Corporation (LSC). In addition, their Volunteer Lawyer Programs, and William E. Morris Institute for Justice. The ALSC works collaboratively toward a seamless system of services across the state to increase equal access to justice for all Arizonans. The purpose of this assessment is to gather information that will assist in building awareness of Arizona’s low-income populations, their unmet legal needs, and gaps in program services and to establish case priorities for the use of legal aid resources.

B. Description
The objective of this RFI is to gather information on vendors capable of providing solutions to address the required Assessment. The Assessment best practices are in this LSC link - Please use the information of the Sample Needs Assessments and Sample Priority Settings as the basis for your submission.

II. Requirements
The ALSC is requesting vendors with expertise to respond with information on their resources, capabilities, pricing methodology, experience, and qualifications to the ALSC, attention AZ Bar Foundation, in this RFI.

III. Response Format
The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the ALSC. Please adhere to this format without compromising your response.

Section 1: Profile
Describe your entity, including its:
• History with access to justice issues;
• ownership and/or management structure;
• list of past research projects or assessments completed;
• locations;
• human, technological and other resources; and
• other information you deem relevant.

Section 2: Experience and Capability
• Describe your firm’s experience and capabilities in providing statewide or large studies and/or assessments.
  o Please provide examples of previous and ongoing publications as applicable.
  o Please describe your entity’s ability to use GIS mapping.
  o Please describe your entity’s ability to complete a project for an organization of similar size and/or operational mission of the ALSC.

Section 3: Functional
• Briefly describe the functionality of services that your entity currently offers.
  o Services currently offered.
  o Briefly describe how your services align more closely than others in the marketplace with the activities and purposes as described in.
  o Briefly describe how your products or service solutions align more closely than others in the marketplace with the purposes referenced in LSC link.

Section 4: Pricing
• Describe how pricing is calculated and include, where appropriate, information and cost drivers on:
  o Availability to complete the project prior to August 1, 2024
  o Travel costs as applicable.
  o Scope of work including interviews and surveys completed.
  o Graphics or design required for completion.
  o Ongoing costs (materials, interview arrangements, etc.)
  o Other pricing information you deem relevant.

Section 5: Additional Information
• Provide any other information, materials, suggestions, and discussion you deem appropriate.

IV. Submission Information

A. Disclaimer
This RFI is issued for information and planning purposes only and does not constitute a solicitation. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by the ALSC to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.
CONFIDENTIAL OR PROPRIETARY INFORMATION

Respondents may note or mark portions of the information submitted in response to this RFI indicating that the information contains material that is confidential and/or proprietary.

B. Closing Date for Submission and Contact Information

All formal communication with the ALSC must be in writing and must be directed to the ALSC single Point of Contact (POC) for this RFI at the following email address: kevin.ruegg@azflse.org

Interested parties must contact any member of the ALSC regarding this RFI with the understanding that no official or binding responses can be given by any member outside the POC for this RFI. Submissions should provide straightforward and concise responses to the requests for information set forth in this RFI.

The closing date for submissions is November 15, 2023, by Close of Business.

Submissions may be emailed to: kevin.ruegg@azflse.org

C. Information Exchange

After the ALSC has reviewed the submitted material, your entity may be contacted and asked to participate in an information exchange with the ALSC. The objective of this forum is to gain further understanding of your proposed approach.

D. Rights of ALSC

Notwithstanding anything else in this RFI, the ALSC has the unqualified right to:

- change any of the dates, schedule, deadlines, process and requirements described in this RFI.
- supplement, amend or otherwise modify this RFI.
- elect to cancel or to not proceed with the RFI for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The ALSC has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The ALSC may independently verify any information in any submission.

The ALSC reserves the right to amend or modify one or more provisions of this RFI by written notice posted on the RFI site (link here) prior to the closing date.
The ALSC reserves the right to invite one or more interested parties to meetings, for interviews or to make individual presentations.

E. Equal Opportunity
This RFI will not discriminate against any applicant on the basis of race, color, national origin, age, gender, political or sexual orientation, gender identity or expression, military service, pregnancy, disability, genetic information or any other legally protected status.