

Request for Proposal

RFP: Legal Services, clients of Opportunity Council's Supportive Services for Veteran Families (SSVF) program	Proposal Due By: August 31, 2023	Opportunity Council
<p>Who we are:</p> <p>Opportunity Council (Agency) is a private, non-profit Community Action Agency. Our mission is to help people improve their lives through education, support, and direct assistance while advocating for just and equitable communities. We have been in operation for over 50 years and offer offered a broad scope of services that range from addressing immediate and crisis-oriented needs (food, emergency shelter, eviction-prevention) to longer-term programs that promote self-sufficiency in our community (early childhood education, home weatherization).</p>		
<p>RFP Overview:</p> <p>We are seeking proposals (including fees) from Providers licensed to practice law in Washington state to offer specified legal services to Veterans receiving services from Opportunity Council and our subgrantees through the SSVF (Supportive Services for Veteran Families) program. Service provision may be in person or remote and may cover Whatcom, Skagit, Island, San Juan, Clallam and Jefferson counties for legal matters.</p> <ul style="list-style-type: none">● Flat payment rate for Veteran consultation and services provided with fee for service provision if volume is more than expected● Confidential services provided with Release of Information to confirm referral● Collaboration with Legal Assessment document for accurate screening and services● Contract with Opportunity Council for invoicing and referral <p>Services to be performed may include consultation or short-term representation only for legal matters and will not require or include long-term criminal representation. Services to be performed must have documented link to housing stability and may only occur while Veteran household is enrolled in program as determined by Opportunity Council for subgrantees.</p>		
<p>Scope of Work and steps to meet goals:</p> <ul style="list-style-type: none">● Information gathering<ul style="list-style-type: none">○ Participate in completion of SSVF Legal Services Veteran Screening○ Meet with Agency staff and to determine project capacity, invoicing and		

referral processes

- Provide referral outcomes, while maintaining confidentiality, to meet project goals.
- Number and frequency of referrals depend on Veteran households seeking services via Opportunity Council or subgrantees and while households remain enrolled in SSVF program. This may be long-term or as short as for a 3-month time period. Expectations around legal services involvement may be one-time or as determined by legal service provider based on specific situation.
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Contractor selection and criteria for this project

- Previous experience working with Veterans preferred, but not required.
- Licensed and able to practice law in the state of Washington.

RFP submission documents:

- Letter of Interest

Annual Budget: Estimated annual budget of \$67,000 for all SSVF Legal Services, may be subject to change and/or be apportioned among multiple service Providers.

Proposal Due By: August 31, 2023 Submit by email)

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