

Legal Services State Support

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State Support Program Website:
www.mnlegalservices.org

Legal Information and Referrals:
www.LawHelpMN.org

Legal Advice:
www.MNLegalAdvice.org

For Advocates:
www.ProJusticeMN.org

Request for Proposals (RFP): Consultant to Develop Plain Language Legal Self-Help Resources on Immigration Topics

Overview

[Legal Services State Support](#) (State Support) is seeking proposals from qualified consultants to assist in the development and drafting of plain language legal self-help resources aimed at providing guidance to individuals navigating immigration legal issues without attorney representation. This project aims to empower self-represented immigrants with accessible, actionable information to manage their legal processes more effectively.

Project Description

The selected consultant will lead the creation of educational materials and action plans specifically designed for immigration-related legal issues and processes. These resources will be developed in collaboration with subject matter experts from partner legal aid organizations. Materials will be made available on LawHelpMN.org, a website maintained by State Support, and distributed through outreach efforts. The consultant's role includes:

- Working closely with State Support staff and participants in Minnesota's Immigration Hub ("Hub") project to guide the self-help materials project direction and ensure materials meet the needs of the intended audience.
- Collaborating with partner organizations to identify critical topics and gather substantive legal information.
- Participating in Hub planning meetings to align project objectives and strategies with other work being done through the Hub project.
- Supporting pilot activities to refine and enhance the educational materials based on feedback and outcomes.

State Support will be responsible for translating resources.

Potential Topics for Self-Help Resources:

- Basics of immigration court (including rights, procedures, parties involved, and filing common documents such as changes of address and changes of venue)
- Navigating the Notice to Appear (NTA) and pleadings

- Guides on applying for different forms of relief and completing applications
- Process for gathering and submitting evidence
- Tips for presenting testimony in court
- Understanding and navigating appeals
- Detailed guides for USCIS applications (e.g., affirmative I-589s, SIJS, U visas, T visas, VAWA self-petitions, I-485, I-765, TPS)
- Rights information for undocumented individuals

Project Timeline

The selected consultant will begin by working to develop materials identified as a top priority by the Hub team. The process of developing materials will take place on a rolling basis, with the first resources available no later than during month 3 of the contract. The selected vendor will continue to develop additional resources throughout the remaining contract term. The vendor contract will end on or before July 31, 2024. There will be a possibility of extending the contract beyond that date, dependent on project direction and funding.

Project Leadership and Background

This project is funded as part of the Minnesota Department of Human Services (“MDHS”) funding for the New Americans Immigration Hub. Through this funding, MDHS and the Hub seek to design, implement, and coordinate a new model for providing legal services for New Americans so they receive legal information and assistance to maintain or secure legal immigration status or citizenship and/or secure legal authorization for employment.

State Support’s mission is to improve access to justice for all Minnesotans. State Support's unique role is to provide information, connections, and tools for the public and for advocates, and to support the civil legal aid programs who share our mission. Among other projects, State Support maintains a library of free, trust-worthy self-help resources on civil legal topics through its website LawHelpMN.org. State Support works with a broad array of civil legal aid and other justice system partners to work toward its mission. State Support is housed within Mid-Minnesota Legal Assistance for HR, IT, and Finance purposes.

Members of the Hub include:

- Advocates for Human Rights
- Immigrant Law Center of Minnesota
- Mid-Minnesota Legal Aid
- Southern Minnesota Regional Legal Services
- Volunteer Lawyers Network

Proposal Submission Requirements

Interested consultants should submit proposals that include the following:

- **Consultant Background:** Detailed information about the consultant's experience with immigration law, plain language resource development, and working with non-profit legal aid organizations.

- **Approach and Methodology:** Description of the proposed approach to developing the educational materials, including collaboration with legal aid partners and subject matter experts.
- **Sample Educational Materials:** Samples of resources created by the consultant.
- **Timeline and Milestones:** A proposed timeline for the development of the materials, including key milestones and deliverables. The initial contract will end on June 30, 2024, with the possibility of extension.
- **Budget:** A detailed budget outlining the consultant's fees, anticipated expenses, and any other costs associated with the project.
- **References:** Contact information for at least 2 professional references who can attest to the consultant's qualifications and previous similar work.

Selection Criteria

Proposals will be evaluated based on the following criteria:

- Experience in developing plain language legal resources (required)
- Ability to work collaboratively with a variety of stakeholders (required)
- Innovative approach to educational material development (preferred)
- Demonstrated expertise in immigration law (preferred)
- Demonstrated experience with immigrant communities in Minnesota (preferred)
- Cost-effectiveness of the proposal

Budget Considerations

State Support has allocated a budget range of \$25,000 to \$35,000 for the development and execution of the outlined project, which includes the drafting of plain language self-help resources for immigration legal issues, collaboration with subject matter experts, and supporting Hub educational material development. This budget includes, but is not limited to, consultant fees, material development, and any incidental expenses required to fulfill the objectives of the project as described in this RFP. State Support is responsible for translation costs of materials that are developed. Translation costs should not be included in RFP responses.

Proposals submitted in response to this RFP must provide a detailed budget breakdown that outlines how the proposed costs align with the project's scope and deliverables. The breakdown should explicitly demonstrate how the consultant intends to allocate the budget to ensure the comprehensive completion of the project within the specified financial parameters. The organization reserves the right to negotiate the final contract price with the selected consultant to ensure the best value within the defined budget range.

We encourage prospective consultants to present innovative and cost-effective solutions that maximize the use of the available budget while ensuring the highest quality of deliverables. The selection committee will evaluate proposals based on a combination of factors, including the feasibility, innovation, and cost-effectiveness of the budget proposal, in alignment with the project's goals and objectives.

RFP Timeline

This RFP will be released on Feb. 29, 2024. Questions on the RFP are due by 5pm Central on March 6, 2024, to J. Singleton via email at jsingleton@mnlegalservices.org. State Support will provide responses to questions via email by March 11, 2024.

Final proposals are due on March 18, 2024, to J. Singleton via email at jsingleton@mnlegalservices.org. State Support will select a vendor by March 22, 2024, and provide notifications of selection on that date. All vendors who provide a response will be notified via e-mail. The selected vendor will be expected to enter into a contract with State Support and will provide a draft contract by March 27, 2024.

State Support reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or all items proposed if deemed in the best interest of the project to do so.