



**Contract Opportunity: CLEAR Assessment**  
**Released: October 23, 2024**

**A. Introduction**

The Office of Civil Legal Aid (OCLA) seeks a contractor to conduct an assessment of Northwest Justice Project's CLEAR system. A description of the project, including background, problem statement, and desired outcomes, is attached in the document entitled "Project Scope: CLEAR Assessment." This notice of contract opportunity seeks written project applications from qualified contractors that describe their interest, qualifications, estimated costs, and a brief proposal for how they would approach this assessment. An essential component of a successful application is a description of the contractor's ability to provide specific recommendations in this substantive area – OCLA is not seeking an assessment that only produces findings and generalized next steps. OCLA's intent is for the assessment to provide concrete feedback on how CLEAR's operations and resources could be best leveraged to meaningfully increase access to the civil legal aid system for low-income Washingtonians.

**B. Contents of Project Application**

Qualifying applications must include:

- A statement detailing the contractor's interest and specific qualifications for conducting this assessment, including the contractor's ability to provide specific recommendations as described in the Project Scope document.
- Information on any similar assessments or evaluations the contractor has worked on.
- A brief (one-page) description of the strategic approach the contractor would take to accomplish the project's desired outcomes.
- A detailed estimate of the contractor's costs and timeline to accomplish the project's desired outcomes.

**C. Application Process**

To be considered, applications must be received by December 2, 2024.

A virtual applicant conference will be held on November 18, 2024, from 12-1pm to provide an opportunity to ask clarifying questions about the Project Scope. The applicant conference is not mandatory. Written questions will also be accepted at [beth.leonard@ocla.wa.gov](mailto:beth.leonard@ocla.wa.gov) until November 18, 2024, at 5pm. All questions received at the conference or in writing will be documented in written form along with OCLA's responses and posted [here](#) on November 21, 2024.

The applicant conference can be accessed here:

Join Zoom Meeting

<https://us02web.zoom.us/j/85103034495?pwd=K4JP8L7Wf3dqJ0fBcPb50RdfKmcBVJ.1>

Meeting ID: 851 0303 4495

Passcode: 798508

A decision will be made by December 18, 2024. All applicants will be notified once a contract has been fully executed.

#### **D. Application Submission Information**

Applications will be accepted until December 2, 2024, at 11:59 PM PST. Please send all application materials to [beth.leonard@ocla.wa.gov](mailto:beth.leonard@ocla.wa.gov).

Please reach out with any questions to [beth.leonard@ocla.wa.gov](mailto:beth.leonard@ocla.wa.gov).