



REQUEST FOR PROPOSALS CIVIL LEGAL AID SERVICES TO SURVIVORS OF DOMESTIC VIOLENCE

Funding Overview

The Washington State Legislature appropriated \$2M per year in ongoing funding beginning in FY 2023 (July 1, 2022 – June 30, 2023) “to expand civil legal aid services for survivors of domestic violence¹, including legal services for protection order proceedings, family cases, immigration assistance, and other civil legal issues arising from or related to the domestic violence they experienced.”²

Office of Civil Legal Aid (OCLA) has allocated up to \$1.52M per year (\$4.56M for three years) for legal representation and other legal services for those experiencing domestic violence.³ By this request, OCLA seeks proposals for client service contractors for SFY 26-28 (July 1, 2025 – June 30, 2028).

About OCLA

The Washington State Office of Civil Legal Aid (OCLA) is an independent state judicial branch agency that administers and oversees a range of civil legal aid programs in Washington State.

Recognizing that “the provision of civil legal aid services to indigent persons is an important component of the state's responsibility to provide for the proper and effective administration of civil and criminal justice,” the Washington State Legislature established OCLA in 2005 to manage the investment in civil legal aid services to low-income people in Washington State. OCLA’s statutory authority and responsibilities are outlined in [Ch. 2.53 RCW](#).

Consistent with [The Washington State Supreme Court’s June 4, 2020 Statement to the Legal Community](#), OCLA acknowledges that it and its contracted civil legal aid providers operate in a law and

¹Domestic violence is physical harm, bodily injury, assault, or the infliction of fear of physical harm, bodily injury, or assault; nonconsensual sexual conduct or nonconsensual sexual penetration; coercive control; unlawful harassment; or stalking of one intimate partner by another intimate partner or one family or household member by another family or household member. Sec. 1(8), Ch. 268, laws of 2022.

² Sec. 116(12), ch. 297, laws of 2022

³ There is a current legislative budget request that may impact the amount of funding available for this program. In the event that budget request passes, OCLA reserves the right to increase these contract amounts accordingly.

justice system historically grounded in racism, sexism, ableism, and other biases, and time and again has administered justice differentially depending on the identities of those involved and that time and again has administered justice differentially depending on the racial and other identities of those involved. OCLA was an initial subscriber and remains steadfastly committed to discharging its duties consistent with the [Washington Race Equity and Justice Acknowledgments and Commitments](#).

As outlined in its [Race Equity and Justice Statement of Purpose](#), OCLA is committed to being an active partner in carrying out the Washington State judicial branch's commitment to ensuring equity and justice for people and communities throughout Washington State. OCLA does this by ensuring contractors are aligned, in policy and practice, to and do provide race equity - informed civil legal assistance and representation that, within the context of the particular program, addresses the needs of individuals and communities most affected by poverty, racism, and other systemic injustices.

Proposal Priorities

OCLA invites proposals from qualified non-profit organizations to establish, enhance, or expand legal aid services that meet the following priorities:

- **Client-Centered Services**
 - Prioritize clients who belong to communities disproportionately affected by high rates of domestic violence, face the greatest risk of lethality due to domestic violence, or encounter significant barriers to legal aid and related services based on race, ethnicity, culture, language, immigration status, sexual orientation, gender identity, disability, or other factors.
- **Comprehensive Legal Support**
 - Address the broad range of civil legal needs of domestic violence survivors, including extended services and “full representation” in the specified legal areas. Proposals should demonstrate how services will be coordinated with other providers, resources, and community-based organizations to ensure a holistic response to survivors' needs.
- **Accessibility**
 - Thoughtfully consider the location, technology, delivery methods, and other factors to ensure that services are safe, accessible, and culturally relevant to survivors, including those in rural areas and underserved communities.

Funding and Geographic Considerations

OCLA may issue up to five (5) contracts as a result of this RFP, with each contract issued on a three-year basis, anticipated to commence on July 1, 2025, and run through June 30, 2028. Proposals must be limited to Washington State but may focus on providing services at the local, regional, or statewide level. Rural service offerings are highly encouraged, as OCLA aims to achieve a broad geographic distribution when selecting proposals.

I. Project Requirements

Qualifying proposals must include:

1. Organizational Overview

- a. A description of the organization(s) providing services, including any specialized units involved.
- b. A summary of program and staff expertise in addressing legal issues faced by survivors of domestic violence and collaborating with the survivor community.
- c. Provide a description of any additional services your organization offers that support a holistic approach to addressing survivors' diverse needs. If your organization is co-located with or affiliated with others that provide similar services, please include this information.
- d. If applicable, a description of any collaborative partners and their roles in achieving the proposal's objectives.

2. Project Objectives and Scope

- a. A clear statement of the proposal's overall objectives, target service population(s), and intended outcomes. This should include a description of proposed staffing.
- b. A description of the geographic area(s) to be served (e.g., local, regional, statewide).

3. Client Service Strategies

- a. An overview of the legal services and strategies to be provided, including the rationale for selecting these services and how they align with the priorities of this RFP.
- b. Descriptions should outline the scope of services to be provided, including detailed information about the expected proportions of full representation or extended services, limited services (such as advice, counsel, or brief assistance), and any other forms of assistance.
- c. A description of how the proposed services will improve long-term outcomes for survivors of domestic violence.

4. Collaboration and Community Engagement

- a. A description of how the project will engage with and incorporate feedback from domestic violence survivors and community-based organizations. This should include methods of community involvement in advising and guiding the project and strategies to ensure alignment with community needs.

II. Minimum Organizational Criteria

Minimum organizational criteria include:

- Must be a non-profit organization with the demonstrated capability to host, ethically oversee, and operate a dedicated legal aid program staffed

- with attorneys licensed to practice in the state of Washington
- Must have a demonstrated history and competence in providing equity and trauma-informed legal assistance and support for survivors of domestic violence
- Must be eligible to contract with the State of Washington; and
- Must not have been debarred from contracting with the federal government in the past five years

III. Components of Proposal

Applications submitted in response to this Request for Proposal shall be organized as follows:

- Introduction and Statement of Organizational Purpose
- List of the organization's staff leadership and staff members who will be involved in the project
- A project narrative, including how the project will address each of the components outlined in Section I of this RFP (maximum five single spaced pages)
- An outline of outcome related objectives and metrics that will be employed to determine program performance and efficacy
- Submit a three-year project budget using the attached budget form. For collaborative projects involving multiple entities, include individual budgets for each entity as well as a consolidated budget for the entire proposal. Budgets must also specify the salary ranges for any positions partially or fully supported by this funding. If further explanation of budget items is necessary beyond what is provided in the form, include a separate Word document with clear references to the relevant tabs and cells.

IV. Submission of Proposals

RFP Coordinator

The RFP Coordinator is Annalise Martucci, annalise.martucci@ocla.wa.gov. All correspondence should also be copied to Sean Hendrickson, sean.hendrickson@ocla.wa.gov

Deadline

To be considered, proposals must be submitted no later than 5:00 PM PST on Friday, February 28, 2025. Proposals should be submitted electronically to the RFP Coordinator.

Questions and Pre-Proposal Conference

Any questions regarding this Request for Proposals may be submitted in writing to the RFP Coordinator.

Interested individuals and organizations are encouraged to attend a pre-proposal conference via Zoom on Thursday, February 13 to ask questions and gain further clarification on the application process. The Zoom link and details will be available on OCLA's website.

OCLA will provide written responses to all submitted questions (including those addressed at the pre-proposal conference), which will be publicly posted on its website for all potential applicants to review. To ensure inclusion in the posted responses, questions must be submitted by 4:00 PM on Friday, February 14.

OCLA reserves the right to withdraw or revise this RFP, or to decline to issue an award and issue a new RFP, if it determines in its sole discretion that insufficiently responsive proposals were submitted, there is a change in funding, or there are other changes in circumstances warranting withdrawal or revision.