

Needs Assessment RFP Questions & Answers

November 9, 2018

1. Does LAW and its partners have a plan for assisting the successful contractor with gaining access to information and data about pro-se cases? If so, can LAW elaborate on how that will work? if not, will LAW provide assistance to the vendor with regard to accessing data on this population?

LAW will be the central point of contact, and barring client confidentiality, LAW will attempt to comply with requests of the Vendor in obtaining from information for the assessment.

2. Would you list the organizations that provide services that you would like the program evaluator to assess to determine if “particular services are duplicative and in need of consolidation, reduction or elimination” and “how future funding, programming, and staff might be best allocated across the State to better serve eligible populations?”

Wyoming Coalition Against Domestic Violence and Sexual Assault - 307-755-5481.

*For residents in Sublette and Lincoln Counties and Jackson /Teton County area:
Teton County Access to Justice Center - 307-734-9023*

*University of Wyoming Legal Clinics:
Legal Services Clinic - (307) 766-2104
Family & Child Legal Advocacy Clinic - (307) 766-3747
Defender Aid Clinic - (307) 766-3223
Estate Planning Clinic - (307) 766-6441*

*Wyoming Children’s Law Center, Inc.
(307) 632-3614*

*Medical Legal Partnership
(307) 773-8241*

3. Would you provide the number of executive leadership, attorney and paralegal staff in each of the offices of the legal services providers?

Wyoming Coalition Against Domestic Violence and Sexual Assault –2 Executive Leadership, 6 Attorneys, 1 Paralegal and 2 Legal Secretaries

Teton County Access to Justice Center – 1 Executive Leadership/Attorney, 30 Contracted private attorneys from three counties

University of Wyoming Legal Clinics – 2 Executive Leadership/Attorney, 1 Attorney Intern, 7 Student Attorneys, 1 Office Manager

Wyoming Children’s Law Center, Inc. – 1 Executive Leadership/Attorney, 1 additional Attorney, 1 Legal Secretary

Medical Legal Partnership – 1 Attorney

4. Will the contractor have access to the 2009 needs assessment findings, and the 2010 assessment from Wind River?

Yes, these will be uploaded to the Legal Aid of Wyoming website by November 12, 2018.

5. What is the overall project budget? Is there a budget range for the evaluation? What expectations (if any) does LAW have for the evaluation budget?

The project is a Needs Assessment, not a Program Evaluation. As for budget, Legal Aid of Wyoming is a non-profit and is seeking bids for the lowest cost for the greatest services and does not currently have a budget range.

6. How open is LAW to using creative and innovative designs like the ones presented on the Legal Services Corporation website?

LAW is very open to innovation and creative thinking.

7. Does LAW have access to data for all statewide use of legal services for the eligible low-income population defined in attachment A? How complete is this data (is every legal interaction tracked)?

Each legal entity collects data for their particular organization. As stated in paragraph one LAW will be the central point of contact, and barring client confidentiality, LAW will attempt to comply with requests of the Vendor in obtaining information for the assessment.

8. Will LAW or partners identify and recruit pro se civil court consumers for interviews/surveys or is the contractor expected to identify and recruit those participants?

LAW will provide clients to the Vendor for interviews/surveys.

9. If facilitated meetings differ from focus groups, please explain the difference. Otherwise, please confirm they are the same thing.

These are the same thing

10. Can LAW and/or its partners provide meeting space for facilitated meetings/focus groups?

Yes

11. The RFP requires respondents to explain how they will meet the deadlines listed in Section 3. The RFP also asks if respondents would be willing to phase the work over a

two-year period. Please confirm that the proposal should assume the timeline and due dates in Section 3.

For the purpose of submission for this RFP the Vendor should assume the timelines and due dates as stated but may be willing to extend as necessary.

12. As described in the RFP, this needs assessment could be very costly. The proposed scope of work includes surveys, interviews, or facilitated meetings with nonprofit organization personnel, legal professionals, existing clients, pro-se civil court consumers, potential clients, and staff from complementary organizations. The RFP also requests trend analysis of both open and closed cases at civil legal service providers and cases by client eligible population. What is the budget for this needs assessment?

Please see the Answer to Question 5.

13. Is LAW partnering with Tribal Authorities on the Wind River reservation? Would LAW or its partners be able to facilitate communication with and participation of the Tribes?

Yes, to both

14. On page 4, the RFP requires “surveys, interviews, or facilitated meetings of...judges, court clerks, administrators, and other relevant court staff/officials.” Will LAW assist in identifying and contacting the individuals that should be contacted as part of this needs assessment?

Yes

15. On page 8 of the RFP, you describe the client-eligible population as those “at or below 125% of poverty or up to 200% of poverty with qualifying conditions.” What are some examples of “qualifying conditions”?

Qualifying conditions would be rent, medical expenses, mortgage, student loans, dependent care expenses, student loans and other essential expenses that reduce the applicant's overall income.

16. On page 2, “contractor will have wide latitude to liaise with, interview, and present findings regarding the needs assessment to personnel/stakeholders from the many other organizations listed in this proposal.” Page 3 identifies one presentation to LAW and the collaborative working group. How many presentations should the contractor expect to provide?

Only one presentation, the purpose of this language was to allow the Vendor to speak to other entities even though LAW is the central point of contact.

17. One of the scoring criteria is “knowledge of human services landscape.” Is that the same as page 4: Staff from non-legal, complimentary organizations serving our same eligible client population (e.g. homeless shelters, Court Appointed Special Advocates “CASA,”
 - a. Department of Family Services “DFS” caseworkers, and other social service providers)?

Our purpose was to ensure the evaluators were familiar with the local legal aid landscape. Knowledge of human services organizations is the same as knowledge of the complimentary organizations.

18. Page 1 of the RFP states the needs assessment will help identify “predominant civil legal issues.” Amendment A states that LAW assists with “criminal misdemeanor representation in Tribal Court.” Does the scope of the needs assessment extend to criminal misdemeanor representation in Tribal Court or should it solely cover civil legal issues?

Civil representation only.