

REQUEST FOR PROPOSALS FOR CIVIL LEGAL SERVICES

You are invited to submit a proposal to YWCA Hanover Safe Home according to this Request for Proposals (RFP). Proposals accepted via this RFP will be funded October 1, 2022 through September 30, 2023.

GENERAL INFORMATION

- A. Purpose: YWCA Hanover Safe Home is a 501(c)(3) non-profit dedicated to providing direct services to victims of domestic violence and human trafficking in Adams and York Counties. Safe Home strives to empower clients to achieve their self-defined goals and to support their ability to obtain and maintain their personal safety. Safe Home offers comprehensive services to victims and survivors of domestic violence and human trafficking, including, but not limited to safety planning, options counseling, legal advocacy, 24-hour crisis hotline, emergency shelter, and referrals to our community partners. To help address service needs for domestic violence victims within the community, Safe Home requests for proposals to contract for civil legal services to be provided in Adams/York County, Pennsylvania. These services would be provided to and available for Safe Home clients and referrals only.
- B. Who May Respond: Licensed attorneys admitted to practice law by a court of record of the Commonwealth of Pennsylvania, and who maintain an office within 30 miles of Gettysburg, PA, or law firms including such attorneys, may respond to this RFP.
- C. Expectations: Safe Home is seeking to contract with a licensed attorney(s) to provide civil legal representation for victims of domestic violence in Adams and York County, Pennsylvania. The attorney(s) will accept referrals from Safe Home to represent clients in a variety of civil legal matters related to the individual's victimization, including Protection from Abuse matters, custody, and divorce. Scope of representation may include advice, preparation of necessary documentation, including letters of advice, memoranda, motions, orders, and any other required pleadings, and direct representation in court proceedings, conciliations, negotiations, arbitrations, or mediations.
- D. Requirements:
1. Provide up to forty (40) hours per month of civil legal representation and services to clients referred by Safe Home.
 2. All services to be provided in a manner compliant with Safe Home's internal and funder policies. All services should be provided in a manner that ensures quality, professional, and confidential legal representation. All attorneys and legal staff shall abide by the following professional standards:
 - a. 204 PA Code § 81.4 Rules of Professional Conduct.

- b. ABA Principles of a State System for the Delivery of Civil Legal Aid.
 - c. ABA Standards for the Provision of Civil Legal Aid.
 - d. ABA Standards of Practice for Lawyers Representing Victims of Domestic Violence, Sexual Assault, and Stalking in Civil Protection Order Cases.
3. Professional licenses must be maintained with Safe Home along with proof of professional liability insurance.
 4. The attorney(s) shall follow all state and federal laws and the standards of relevant oversight agencies pertaining to confidentiality of their clients, attorney client privilege, and record keeping.
 5. Respond within one (1) business day to Safe Home referrals or requests for services.
 6. Implement appropriate means to check referrals and service requests to identify and avoid conflicts of interest and provide timely notice to Safe Home of potential conflicts of interest to avoid unnecessary service delays.
 7. Demonstrate expected competency levels through training and experience, including the demonstration of the ability to implement trauma-informed delivery of services.
 8. Other training required- staff providing services shall complete an additional ten (10) hours of training required annually by the Pennsylvania Commission on Crimes and Delinquency (PCCD).
 9. Be responsive to Safe Home's request for information and updates, including providing lists of both active and closed cases.

E. Instructions on Proposal Submissions:

1. Proposals should include the following:
 - a. Applicant's or firm's name and contact information, including email, telephone number, and business website/social media accounts.
 - b. Describe relevant expertise and experience related to requirements listed above, including demonstration of proficiency in civil legal representation.
 - c. List specific work being conducted with a similar focus on providing legal services to victims of domestic violence, human trafficking, or similar crimes.
 - d. Identification of the attorney(s) and staff who would be the primary point of contact for Safe Home and who would provide the majority of anticipated services.
 - e. Detailed rate schedule for all staff who are expected to participate in representing referred clients.
 - f. Profiles, including relevant education and licensure, for staff who are expected to participate in representation under the agreement.
 - g. List of office sites and locations.
 - h. Reference list of at least two clients, including any non-profit and/or victim service agencies.

- i. Listing of other areas of expertise that are not noted above.
 - 1.a. YWCA Hanover Safe Home is committed to the elimination of racism, empowering women, and promoting peace, justice, freedom, and dignity for all. As such, YWCA Hanover Safe Home provides services to all victims of domestic violence and does not exclude any individual from services on the basis of race, sexual orientation, color, creed, gender, national origin, or disability. As part of the proposal, please include: (i) your agency’s relevant non-discrimination policies for both staff and clients, (ii) further describe your agency’s commitment to prevent discrimination and encourage diversity and inclusion, and (iii) list any relevant available accommodations or specialized services for individuals from historically marginalized communities.
2. Closing Submission Date: Proposals must be submitted no later than 4:30 p.m. on Monday, September 19, 2022.
3. Submission: Electronic submissions of the proposals are required and must be submitted to Jamie Bonser, Director of Domestic Violence Programs, YWCA Hanover, at jbonsler@ywcahanover.org. Submissions should consist of one (1) PDF document containing all the required information. All proposals must be completed and should identify the name, email, and telephone number of the person who prepared the proposal. Incomplete proposals will not be considered for selection.
4. Inquires: Inquires concerning this RFP should be directed to Jamie Bonser, at jbonsler@ywcahanover.org with “RFP Submission for Civil Legal Services in the subject line.

BUDGET

It is expected that the total cost for this project will not exceed \$39,000.00.

SELECTION PROCESS

Proposals will be evaluated by the YWCA Hanover Safe Home Director, Assistant Director, YWCA Hanover CEO, and/or designated members of the YWCA Hanover Board of Directors. Civil legal services proposals will be considered based on a variety of factors including:

- A. Prior relevant experience in providing comprehensive and trauma-informed civil legal services, including specialized experience working with victims of domestic violence.
- B. Knowledge and expertise of individuals who will be responsible for services.
- C. Demonstration of agency’s commitment to prevent discrimination and encourage diversity and inclusion, including access to justice for historically marginalized communities.
- D. Ability to provide anticipated services within the scope of the budget.

- E. Demonstrated capacity to provide required hours of civil legal services.
- F. Response of references.

CONTACT AND NOTIFICATION

When a selection is made Safe Home will notify each agency if they were selected or not selected. Safe Home will not give any agency information regarding why they were not selected.

AWARD

Safe Home reserves the right to alter the timing of the start of any work described above, to not proceed with some or all of the work, and to contract with more than one agency for services described within this RFP. Safe Home reserves the right to not award a contract for this RFP and will not reimburse the cost incurred by agencies or individuals who respond to this RFP.