



LEGAL SERVICES CORPORATION

REQUEST FOR PROPOSALS FOR A
CONFERENCE CONSULTANT

January 14, 2014

**LEGAL SERVICES CORPORATION
REQUEST FOR PROPOSALS
FOR CONFERENCE CONSULTANT**

I. Introduction

The Legal Services Corporation (“LSC” or “Corporation”) is a private, non-profit corporation established by Congress in 1974 to promote equal access to justice and to provide grants for high-quality civil legal assistance to low-income Americans. The Corporation is headed by a bipartisan board of directors whose 11 members are appointed by the President and confirmed by the Senate. LSC is funded through annual appropriations from Congress; however funding has declined over the past several years. LSC’s current funding of \$340 million represents a reduction of the federal investment in civil legal aid to pre-2007 levels. LSC received its highest appropriations, \$420 million, in FY 2010. Since then, LSC’s appropriation has been reduced by \$80 million or 19 percent.

LSC distributes 94 percent of its total funding to 134 independent nonprofit legal aid programs with more than 800 offices that provide legal assistance to low-income individuals and families in every county in the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, and Micronesia.

LSC promotes equal access to justice by awarding grants to independent legal services providers through a competitive grants process; conducting compliance reviews and program visits to oversee program quality and compliance with statutory and regulatory requirements as well as with restrictions that accompany LSC funding; and by providing training and technical assistance to programs. LSC encourages its grantees to leverage limited resources by partnering and collaborating with other funders of civil legal aid, including state and local governments, Interest on Lawyers’ Trust Accounts programs, state access to justice commissions, the private bar, philanthropic foundations, law schools, and the business community.

In recent years, federal and other sources of funding for LSC grantees have fallen while the number of people eligible for civil legal aid through LSC grantees has grown. LSC’s board of directors and senior management have witnessed this growing crisis and consulted stakeholders, funders, partners, pro bono experts, and others to identify opportunities for strategic investments that would have significant impact. In its 40th year, LSC is launching a groundbreaking campaign to fund new projects and programs that will extend the work of civil legal aid providers around the country. This campaign focuses on expanding access to justice through technology, new service initiatives, and leadership development. This campaign will formally launch in September 2014 with a two-day, privately funded conference with stakeholders and a dinner in Washington DC.

II. Statement of Work

LSC seeks to engage a consultant who can provide overall coordination and management for two events: (1) a two-day conference with plenaries and breakout sessions for 300 – 500

attendees; and (2) a dinner for 500 attendees that will include elected officials and other dignitaries.

A. Conference and Event Coordinating

For each event, the consultant will be expected to work with LSC staff to:

- Organize, perform, and manage tasks necessary to support LSC's staff, board of directors, and volunteers to establish and meet event goals, requirements, and objectives;
- Prepare event preparation plans and monitor assignments and progress;
- Facilitate meetings of the host committee and staff, and attend as needed;
- Procure competitive quotes from local venues available to host the event;
- Identify and procure competitive quotes from local vendors to execute event ;
- Present venue options, sorted by price and proximity, to assist LSC with final selection of venues;
- Negotiate contract terms with selected venues and vendors, subject to final approval by LSC President;
- Create, maintain, and manage invitation and RSVP lists;
- Participate in monthly meetings to review expenditures and ensure budget is monitored rigorously.

B. Development Assistance

- Assist in identifying host committee members from LSC prospect lists; and
- Assist with identifying and securing sponsors and in-kind contributions.

C. Conference and Event Management

- Provide oversight and management of set-up and breakdown of any on-site registration or check-in stations;
- Work with on-site vendors/coordinators to ensure events run smoothly;
- Establish entrance, set-up, and breakdown plans with all vendors;
- Coordinate run of show; and
- Coordinate with security as needed.

III. Period of Performance

The period of performance for this effort shall begin in February 2014 and run through October 15, 2014.

VI. Deliverables

- Attend monthly progress meetings;
- Review budget and expenditures, and provide monthly updates;
- Provide written proposals from venues and vendors;
- Provide a written close-out report by October 15, 2014 to Chief Development Officer

VII. Place of Performance

The work will be performed at the consultant's site and LSC offices, as appropriate, as well as the event venues on September 14-16, 2013. Work will include follow up, debriefing and assistance with event close-out.

VIII. Proposal Preparation

A. Personnel Qualifications and Expertise

The proposal submission must describe the qualifications and experience of the consultant and include the consultant's resume. Describe the consultant's experience hosting events of similar size and scope as the one described in this RFP.

B. Availability

Provide detailed information on the consultant's availability during the period of performance.

C. Pricing

Please provide the hourly rate or fixed price for the consultant, as well as project cost.

D. References

Provide three (3) references for events similar in size and scope to the one outlined in this RFP.

IX. Evaluation Criteria

- Consultant's understanding of LSC's needs and the scope of work;
- Past performance;
- Personnel qualifications and expertise;
- Responsiveness to the RFP; and
- Overall cost of services.

X. Proposal Contact and Delivery

Proposals should be delivered electronically via email on or before 5:30 p.m., Eastern Time, on January 31, 2014. Proposals will be reviewed and evaluated on a rolling basis, and LSC may select a successful candidate prior to the close of the proposal period. Interested parties are strongly encouraged to submit proposals as soon as possible. Send proposals or questions about this RFP to:

Wendy Rhein
Chief Development Officer
Legal Services Corporation

3333 K Street, NW
Washington, DC 20007
rheinw@lsc.gov
202.295.1636

RFP participants are solely responsible for ensuring that proposals are delivered on time. All costs incurred in preparing proposals shall be borne by the RFP participant. Any final contract awarded will not provide for costs of preparing the proposal.

XI. Acceptance of Proposals

LSC may accept or reject any or all proposals submitted in response to this RFP.

XII. Confidentiality

LSC and the RFP participants hereby acknowledge that, in the course of fulfilling their respective obligations under this engagement, LSC and the RFP participant may be given access to the other party's confidential or proprietary information. Neither party shall use such proprietary information for the benefit of any third party, whether or not for consideration, and shall not sell, rent, loan, copy or make available any of the other party's proprietary information to any person or entity. Neither party shall disclose or otherwise communicate any of the other party's proprietary information to others, in whole or in part, except to such limited number of that party's employees, agents, and consultants and only to the extent that is reasonably necessary to enable that party to fulfill its obligations and exercise its rights under this engagement until such time as the proprietary information becomes available to the public as non-confidential information through no act or fault of that party.

XII. Freedom of Information Act

The Freedom of Information Act (FOIA) and the associated LSC regulations may require the release to the public, upon request, of certain documents held by LSC, including portions of proposals submitted to LSC by third parties. In general, LSC will not release any documents that are exempt from disclosure because their release would cause competitive harm to the Submitter. If a FOIA request for such documents is received, LSC will contact the Submitter prior to any release of material. Nonetheless, Submitters are encouraged to label information considered confidential as such in Proposals at the time of submission.