

## Request for Proposals

### Independent Contractor for Legal Services

July 15, 2019

Quality Trust for Individuals with Disabilities (QT) is an independent nonprofit organization created to ensure that people with intellectual and developmental disabilities (I/DD) receive quality services that enable them to actively participate in their community and live a good and healthy life. What follows is a summary background, scope of work and activities, and expectations for vendor proposal submissions.

#### **Background:**

QT was founded as part of a settlement in the class action lawsuit that led to the closing by court order of Forest Haven, the District of Columbia's institution for people with I/DD in 1991. QT was incorporated in March 2001 as a strategy to promote fundamental change in the community service system and provide a long-term safeguard to ensure people with I/DD were protected and respected after the conclusion of the litigation. The first Board of Directors was appointed by the Mayor in September 2001, and the delivery of QT services launched in May 2002. Since then, QT has supported thousands of people with disabilities through our legal, lay advocacy, and monitoring programs. In keeping with its mandate, QT continues to fight for the equality and acceptance of people with disabilities of all ages to fulfill its vision of a community where everyone is respected, belongs, contributes, is valued, and shapes his or her own present and future.

QT's legal program: (1) provides legal services to I/DD and their families on issues involving capacity, consent, alternatives to guardianship, and the right to self-determination; community integration; living life free from abuse and neglect; and accessing public benefits and services across the life-span; (2) works on systemic issues, including legislative and administrative reform, to promote decision-making and other rights of people with disabilities; (3) provides education, training, and support to the DC community on topics including Supported Decision-making and other alternatives to guardianship, school-to-adult transition planning, and public benefits, among others.

#### **Scope of Work:**

QT is seeking an independent contractor (Provider) to provide legal services to DC residents with I/DD and their families. QT will oversee the performance of the Provider under this contract to ensure those who meet the eligibility requirements are getting the legal services they require. This contract will be for a two-year period, unless terminated sooner in accordance with its terms.

#### **Desired Activities/Deliverables:**

1. DC Outreach and Implementation Plan – Prepare a plan for the Provider to generate legal intakes and maintaining an active and robust caseload under this contract. All legal intakes generated through the outreach plan will be screened by the QT Legal Director, who will determine which will be placed with the Provider for potential legal representation and which will be handled in-house by QT.

2. Legal Services – Assess the legal merits of and, where appropriate, provide legal representation and other legal services to DC residents with ID/DD and their families in matters referred to the Provider by the QT Legal Director or her designee.
3. Legal Research – Maintain, on an on-going basis, expertise in legal practice areas relevant to providing legal services to people with disabilities in the District of Columbia. This includes, but is not limited to, Medicaid and DC Home and Community Based Waivers, Social Security, Vocational Rehabilitation, federal and local anti-discrimination laws and regulations, adult guardianship and alternatives, and DC Department on Disability Services’ regulations, policies, and procedures.

**Schedule:**

<u>Steps</u>	<u>Date</u>
Request for Proposals released	July 15, 2019
Proposals due	August 12, 2019
Finalists selected, and interviews scheduled	August 19, 2019
Provider selected	August 26, 2019
Project commencement	September 1, 2019

**Contractor Response to RFP:**

Potential Providers are requested to send a proposal outlining their approach to meeting the Scope of Work by **August 12, 2019**. Each proposal shall include the following:

1. Qualifications:
  - Overview of the Provider capabilities and structure. Proposals from nonprofit organizations or corporations are preferred.
  - Proof that the Provider has attorney(s) who hold a J.D., are licensed to practice law in the District of Columbia and have experience in representing people with I/DD in administrative and/or court-based litigation.
  - Proof of professional liability insurance.
2. Description of how Scope of Work will be met
3. Description of time availability/limitations to work under this contract
4. Overall approach to pricing your work, including minimum time required and strategies for ensuring cost-effectiveness
5. Three professional references

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