

Equity Corps Of Oregon

Request for Proposals

For

**Limited-Scope Legal
Representation**

September 27, 2021

Equity Corps of Oregon Contract - Request for Proposal for Limited-Scope Legal Representation

SUMMARY - Equity Corps of Oregon is an effort to facilitate universal representation so that every eligible Oregonian can defend against an unjust or unfair deportation on account of immigration status. The selected Awardee may receive up to \$300,000, billed in increments of an hour at \$85/hour, over the course of twenty-one months with a projected start date of October 15, 2021 to provide the following, at a minimum:

1. Limited-Scope Legal Representation for individuals enrolled in Equity Corps of Oregon;
2. Participation in routine case cohort and planning conferences.

PART 1. OVERVIEW

The ongoing, massive buildup of immigration policing, anti-immigrant sentiment, and the weaponization of our immigration court system has fueled an unprecedented deportation and detention crisis that is devastating immigrant families and immigrant communities of color in Oregon. It threatens to undermine the safety of our community and Oregon's collective prosperity. Equity Corps of Oregon's objective is to provide universal representation, which protects our communities by making sure that no individual has to face the risk of deportation alone. Equity Corps ultimately aims to end unjust and unfair deportations by providing access to an attorney and support services for every eligible Oregonian at risk of removal on account of immigration status.

PART 2. BACKGROUND

The Equity Corps program launched in October 2018 with funding from the City of Portland and Multnomah County. In June 2019, the State of Oregon provided \$2,000,000 in funding to expand the Equity Corps pilot. The funding covered services from October 1, 2019 to June 30, 2021. The City of Portland provided additional support for services for eligible individuals with \$250,000 in funding from September 1, 2020 to August 31, 2021.

PART 3. DESCRIPTION - SCOPE OF WORK

Legislation (HB5006) enacted on June 30, 2021 allocates \$2,000,000 in bridge funding to Innovation Law Lab for immigration defense. Of this overall budget, which is to be disbursed over two years (2021 & 2022), Innovation Law Lab will contract with an Awardee to provide limited-scope legal representation to individuals referred by the Equity Corps clearinghouse. Assuming compliance with the contract, the Awardee could receive up to \$300,000 (see award summary below) which will be paid on properly presented periodic invoices under the terms described below, in order to minimally achieve the following deliverables:

Deliverable No. 1: The Awardee will provide, at a minimum, 3,000 hours of limited-scope legal representation in a culturally-responsive manner.

The Awardee must use a centralized case management system, including calendaring, docketing, guides, forms, and other relevant systems provided by the Clearinghouse without cost to the Awardee.

“Limited-Scope Legal Representation” means the application of legal principles to facts to help clients resolve legal problems; it creates an attorney-client relationship during the scope of the work. The following are, at a minimum, the limited-scope of services that the Awardee must be capable of providing: Orientation Appointment; Asylum Education Appointment; Cancellation Education Appointment; I589 Part A Appointment; I589 Part B Appointment; Long Term Option Interviewing; E42A/B Biographic Appointment; Motion to Change Venue to the Portland Immigration Court; Address changes; Work authorization - I765; Shackle or Reporting Advocacy Appointment; Brief Contact, Maintenance Appointment; Order Records Appointment; Initiate FOIA Appointment; Question Presented Appointments; Prosecutorial Discretion, Administrative Closure or Status Docket Request; Motion to Continue; Ancillary motions; I589 Part B Workshop; I589 Part B Workshop; Hearing Prep Workshop; Any affirmative USCIS application that could lead to relief from or mitigation of the imminent threat of removal. See Appendix for additional information.

“Culturally-responsive” means a service that is respectful of, and relevant to, the beliefs, practices, cultures and linguistic needs of diverse consumer or client populations and communities whose members identify as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or languages spoken at home, and that has the capacity to respond to the issues of diverse communities and require knowledge and capacity at systemic, organizational, professional and individual levels of intervention.

Deliverable No. 2: The Awardee will participate in routine case planning and cohort management conferences.

Funding Summary

Funding Mechanism:	Contract
Anticipated Total Available Funding:	\$300,000
Anticipated Number of Awards:	1, with a possible secondary provider authorized
Anticipated Funding Amount per Award:	\$85/hour or proportional fraction of an hour; invoiced no less frequently than monthly for services rendered
Project Period:	21 months: October 2021 - June 2023

Administration of Award

The award period is intended to be for twenty-one months beginning when the contract agreement is proposed to be effective. Funds will be administered by Innovation Law Lab. The Awardee will enter into a contracting agreement directly with Innovation Law Lab. The Awardee may be required to comply with additional terms and conditions as required by or imposed by the State of Oregon.

Schedule

RFP Released	9/20/2021
Applications Due	10/1/2021
Signed Contract	10/15/2021
Payment	Awardee is required to invoice at least once per month or as agreed for services rendered. Payment generally made within 14-days of invoice verification.
Report	Invoices and proper use of the shared case management system shall serve to satisfy reporting requirements

Funding is not available for the following, at a minimum:

- Any activity that violates local, State, or Federal laws;
- Any activity that violates the terms or conditions of the State of Oregon's contract;
- Payment for services not directly related to the proposed activities or for any case not referred through the Equity Corps clearinghouse;
- Administrative costs in excess of 10% of the hourly rate; or,
- Lobbying activities.

PART 4. ELIGIBILITY

In order to serve as an Awardee, the applicant must:

- Be a 501(c)(3) organization or fiscally sponsored by one, or be an entity organized under Oregon law capable of providing legal services;
- Have a mission or programming that includes services to immigrants and/or culturally responsive services;
- Have a history of providing full-scope or limited-scope immigration legal services to members of the immigrant and refugee community for three or more years (or, if a newer organization, since the organization's launch);
- Occupy a position of community trust;
- Be culturally-responsive; as demonstrated by staff and board representation, as relevant, of communities affected by immigration enforcement, or by other factors;

- Not restrict service by immigration status;
- Have staff fluent in English and Spanish (it is strongly recommended that all staff having regular contact with individuals referred for placement be fluent in both English and Spanish, at a minimum) and an articulated plan to work with individuals speaking other languages;
- Have strong internal managerial structures, reporting capabilities, and financial controls;
- Be able to provide limited-scope immigration legal services by the beginning of the contract period;
- Commit to a Universal Representation model of service.
- Demonstrate that all professionals involved in the providing of services under the subcontract have the appropriate professional licenses and are in good standing professionally;
- Demonstrate that all paraprofessionals are adequately and appropriately supervised;
- Demonstrate capability to productively collaborate with community-based organizations and relevant government stakeholders.

Appendix

Summary of key Limited-Scope Legal Services.

The Appendix is illustrative and not exhaustive as to the types of services that may be offered as Limited-Scope Legal Services.

Orientation Appt	The purpose of the Orientation appointment is to advise the Equity Corps participant about their rights and obligations in the immigration court process, and to explain the scope and limitations of the legal services, including the difference between limited-scope and full-scope, that Equity Corps may provide them throughout their case.
Long Term Option Interviewing	Uses a protocol designed to elicit a personal history, the LTO interview uses best practices and trauma-informed techniques to gather a body of facts and client objectives to identify a range of options under immigration law that may achieve the client's objectives.
Asylum Orientation Appt	Uses a protocol designed to elicit relevant facts and apply general asylum principles to those facts, orients client to asylum law and its application to their case.
Cancellation Orientation Appt	Uses a protocol designed to elicit relevant facts and apply general cancellation of removal principles to those facts, orients client to cancellation of removal law and its application to their case.
Removal Relief Orientation Appt	Uses a protocol designed to elicit relevant facts and apply general relief of removal principles to those facts, orients client to relief of removal law and its application to their case.
I589 Part A Appt	Completion of basic information in the client's asylum application in order to prepare their case.
I589 Part B Appt	Completion of relevant information in the client's asylum application in order to prepare their case.
E42A/B Biographic Appt	Completion of basic information in the client's cancellation of removal application in order to prepare their case for relief from removal.
Motion to Change Venue to Portland Immigration	Completion of motion to change venue to Portland Immigration Court where Portland is the appropriate venue

Court	
Address Changes	Complete address change with relevant government and non-governmental stakeholders and agencies involved in the client's case.
Work Authorization - I765	Complete application for work authorization
Shackle or Reporting Advocacy Appt	Complete and create appropriate materials to advocate for removal or mitigation of surveillance, electronic monitoring, or other form of advocacy in the client's best interest
Brief Contact Appt	Using a protocol designed for the purpose, confer with client on a brief matter to maintain contact, to elicit biographical or factual updates, and similar matters.
Order Records Appt	Complete requests for relevant records from stakeholders or government agencies such as police reports, medical records, legal records.
Initiate FOIA Appt	Complete requests for information with relevant government agencies under FOIA
Question Presented Appt	Question presented to resolve a particular line of inquiry, a legal question, prepare a referral for special services such as post-conviction relief or a competency evaluation, or similar matter.
Prosecutorial Discretion, Administrative Closure, Status Docket Appt	Completion of a request for prosecutorial discretion, administrative closure, or transfer to the status docket.
Motion to Continue Appt	Completion of a motion to continue
Ancillary Motions Appt	From time to time, completion of ancillary motions including amelioration of conditions, consolidation, and similar motions.
I589 Part A Workshop	In workshop format, complete biographic information for asylum application.
I589 Part B Workshop	In workshop format, complete relevant information for asylum application.
E42A/B Workshop	In workshop format, complete relevant information for cancellation of removal application.

Hearing Prep Workshop	In workshop format, provide orientation and assistance with hearing preparation.
Orientation Workshop	In workshop format, provide orientation to ECO, removal defense, and other matters
Any affirmative USCIS application that would lead to relief from or mitigation of imminent threat of removal	Complete affirmative applications that could lead to relief or mitigation of imminent threat of removal.

Limited-Scope Legal Services Best Practices

The Awardee must, within the scope of the limited representation, provide legal assistance and representation reasonably required by the circumstances of each individual case and in compliance with the Oregon Rules of Professional Conduct and, without limitation, the Awardee will meet their client duties of competence, diligence, communication, loyalty, and the safeguarding of property. The Awardee will apply best practices at all times in the delivery of limited-scope legal services including the initiation and conclusion of limited scope services. The definitions above describe the most common forms of limited-scope services generally expected to be delivered during the course of the contract. The Awardee will be provided written protocols, templates, checklists, and guides in support of the provision of limited scope legal services at no cost to the Awardee..