

Equity Corps Of Oregon
Request for Proposals
For
Clearinghouse Services
July 13, 2022

Equity Corps of Oregon Contract - Request for Proposal for Clearinghouse Services

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 a contract with an effective date of March 23, 2022 to provide Clearinghouse Services

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 million 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. In June 2021, the State of Oregon provided \$2 million in funding for the period July 1, 2021 to June 30, 2023. The City of Portland provided \$2 million in funding through December 1, 2024.

PART 3. DESCRIPTION - SCOPE OF WORK

On March 23, 2022, the State of Oregon enacted a permanent fund called the Universal Representation Fund. See Senate Bill 1543 (2022 Regular Session), Oregon Laws 2022, Chapter 88. The legislation allocates \$10.5 million in funding to Oregon Worker Relief for the purposes of providing universal representation, in addition to \$4.5 million provided to the Oregon State Bar for similar purposes. Of this overall budget, which is to be disbursed by June 30, 2023, Oregon Worker Relief will contract with an Awardee to provide Clearinghouse Services. Assuming compliance with the contract, the Awardee 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 seek to provide, at a minimum, 3,000 hours of clearinghouse services.

"Clearinghouse Services" means the applied, developed and coordinated logistics for case management, data management, user management, and ancillary support for operations, design flows, process flows, and work flows to achieve program eligibility verification, priority recommendations, and referrals for services within the meaning and objectives of SB1543's Universal Representation. The Clearinghouse manages the verification eligibility, priority recommendations, and referrals for service delivery; provides the case management technology that enables navigations, record creation, and casework; shepherds cases through the representation process; provides legal and technical support to the attorneys housed by the collaborative's legal service providers; manages the technology that connects the components; and coordinates the system. The Awardee must apply best practices at all times in the delivery of service for logistics, technical and strategic legal support, engineering and technology support, queue and helpdesk support, and coalition coordination.

Funding Summary

Funding Mechanism:	Contract.
Anticipated Number of Awards:	1
Anticipated Funding Amount per Award:	Vendor services per hour or proportional fraction of an hour; invoiced no less frequently than monthly for services rendered according to approved fee schedule
Project Period:	March 22, 2022 to June 30, 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 Oregon Worker Relief. The Awardee will enter into a contracting agreement directly with Oregon Worker Relief. 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	July 13, 2022
Applications Due	July 29, 2022
Signed Contract	August 5, 2022

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.
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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,
- Lobbying activities.

PART 4. ELIGIBILITY

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

- Be a 501(c)(3) organization and registered in Oregon as a nonprofit corporation for at least two-years;
- Be a member in good standing of the Oregon Worker Relief Network
- Have a mission or programming that includes services to immigrants and/or culturally responsive services;
- Have a demonstrated history of at least two years of previously managing clearinghouse services, or have substantially similar and indistinguishable experience in managing legal services
- Have demonstrated experience of at least two years in managing, creating, developing and deploying technology systems, and have capacity to continue developing and deploying such systems at scale on behalf of immigrant populations
- Have demonstrated experience managing, operating, and representing individuals and providing technical assistance to organizations providing services to individuals within the immigration adjudication system
- Have capacity to provide technical assistance at novice, intermediate and advanced levels to lawyers, accredited representatives, and other stakeholders at scale
- Have demonstrated experience of successfully providing community-facing education, information and communications on complex immigration and law related topics
- Have demonstrated direct experience with federal court litigation, immigration court litigation, courtroom practice in federal and immigration courts, and ability to provide legal services in Oregon state courts
- Have demonstrated direct experience working with federal and state related immigration and refugee agencies, stakeholders, and partners
- Have demonstrated direct experience with delivering legal services to detained populations
- Have strong internal managerial structures, reporting capabilities, and financial controls;

- 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.

Clearinghouse Services

Summary of key Clearinghouse Services and rates, which are subject to change.

- Strategic & technical legal support, \$290 / hour
- Engineering and technology, \$260 / hour
- Logistics, \$225 / hour
- Queue, helpdesk, coordination, \$180 / hour