



*Breaking Barriers to Justice*

**This Request for Proposal is issued in connection with a Request for Proposal for Strategic Planning Services. Vendors interested in both projects may respond with separate or joint proposals.**

Subject: Request for Proposal - Legal Needs Assessment for Land of Lincoln Legal Aid

Land of Lincoln Legal Aid, Inc. is seeking the services of a qualified and experienced consultant to conduct a comprehensive legal needs assessment for our low-income eligible client population in our geographic service area. We are interested in identifying both addressed and unaddressed legal problems to better tailor our legal aid services to the most pressing needs of our community.

**1. Overview of Land of Lincoln Legal Aid:**

Organized in 1972, Land of Lincoln is a not-for-profit organization. We provide free civil legal assistance to low-income Illinoisans in 65 counties in central and southern Illinois through five regional offices, four satellite offices, and a centralized Legal Advice and Referral Center (LARC). More than 730,000 Illinoisans are eligible for our help. We are the sole provider of a full range of legal services, from advice to representation, in our service territory. Our mission is to provide low income and senior residents of central and southern Illinois with high quality civil legal services in order to obtain and maintain their basic human needs. We provide assistance in the following areas of civil law: housing, foreclosure, public benefits, family, consumer, criminal records clearing, and education.

Land of Lincoln Legal Aid currently uses Legal Server as its case management system.

**GOAL:** Our goal is to ensure that low-income individuals in our community have access to legal services that address their most critical legal needs. To achieve this, we seek a consultant to conduct a thorough legal needs assessment of low-income individuals in our 65-county area, including those needs that may be resolved through legal advice and representation, and other Land of Lincoln

activities. The needs assessment will also take into account issues that may disproportionately affect distinct segments of the eligible population including children, seniors immigrants, people with disabilities, returning citizens, and those in remote rural areas.

2. **Scope of Work:** The consultant will be responsible for the following key tasks:

- Analyzing existing data and reports related to our client population.
- Conducting surveys, interviews, and focus groups with both clients, eligible residents in our area, and other stakeholders, such as judges, social service agencies, and community partners, to gather qualitative and quantitative data.
- Identifying the most common legal issues faced by our client population.
- Assessing the adequacy of existing legal aid services in addressing identified needs.
- Providing recommendations for potential new services or modifications to existing services.
- Providing a final written report that includes the findings of the assessment and recommendations.
- Presentation to Board and Staff regarding the findings.

3. **Qualifications:** The successful consultant should have expertise in legal needs assessments, preferably within the context of LSC-funded legal aid organizations.

4. **Submission Guidelines:** Interested consultants are invited to submit the following documents:

- A detailed proposal outlining the consultant's expertise, methodology, and timeline.
- Describe your previous experience working with legal aid organizations, including relevant projects, the nature and scope of the projects undertaken, methodologies employed, and outcomes achieved
- A comprehensive resume or curriculum vitae.
- Three professional references from organizations for which similar services have been provided.
- A proposed budget for the legal needs assessment, including all anticipated expenses.

5. **Estimated project timeline:**

RFP released: January 14, 2025

Bids due: February 28, 2025

Interviews and selection process: March-April 2025

Work begins May 1, 2025

Final report due September 30, 2025

6. **Submission Deadline:** All proposals must be submitted by February 28, 2025, 2 to [pquirin@lincolnlegal.org](mailto:pquirin@lincolnlegal.org). "Needs assessment proposal" should be in the subject line.
7. **Contact Information:** For inquiries or additional information, please contact Clarissa Gaff, Executive Director, at [cgaff@lincolnlegal.org](mailto:cgaff@lincolnlegal.org)