



**SUPREME COURT OF LOUISIANA
OFFICE OF THE JUDICIAL ADMINISTRATOR
400 ROYAL STREET, SUITE 1190
NEW ORLEANS, LA 70130-8101**

RFP LASC-2019-04

**REQUEST FOR PROPOSALS FOR
LEGAL CONSULTANT SERVICES FOR THE
LOUISIANA PROTECTIVE ORDER REGISTRY**

I. PURPOSE

The Supreme Court of Louisiana, Office of the Judicial Administrator (“Court”) invites qualified Louisiana licensed attorneys to submit proposals to serve as an independent legal consultant to the Louisiana Protective Order Registry (“LPOR”).

II. TERMINATION DUE TO UNAVAILABILITY OF FUNDS AND PAYMENT CONTINGENT UPON RECEIPT OF GRANT FUNDS.

Payment and performance obligations under the resulting contract shall be subject to the availability and appropriation of the approval and receipt of grant funds. When funds are not appropriated or otherwise made available to support continuation of performance grant funds or grant funds are not approved, the contract shall be canceled.

Payment under any ensuing contract is contingent upon approval and receipt of grant funds, which may not be approved until several months after the start of the term of the contract. The winning proposer shall perform their obligations at the start of the term of any ensuing contract; however, payment may be delayed several months until grant funds are received.

III. SUBMISSION OF PROPOSALS

Proposals must be received no later than **4:00 p.m. (CST) on Thursday, December 19, 2019**. Proposals may be submitted electronically via e-mail or secure file upload or may be submitted in paper format (with one original and three copies required). Proposals should be sent to the following address:

The Supreme Court of Louisiana
Office of the Judicial Administrator
400 Royal Street, Suite 1190
New Orleans, Louisiana 70130-8101
Attn: Caitlin Morgenstern

Email: cmorgenstern@lasc.org

Any proposals received after this deadline will not be considered.

All proposals submitted electronically via e-mail must reference in the subject “RFP LASC-2019-04 Proposal for Legal Consultant Services.” All envelopes containing a paper proposal must bear the name of the entity making the proposal, and must have the following clearly written or typed on the face of the envelope: “RFP LASC-2019-04 Proposal for Legal Consultant Services.”

All questions relative to this request for proposals (“RFP”) should be directed to Caitlin Morgenstern who may be reached via telephone at (504) 310-2550 or via e-mail at cmorgenstern@lasc.org. All questions should be submitted by **4:00 p.m. (CST), on Thursday, December 5, 2019**. The preferred method of receiving questions is via e-mail. Any oral explanations or instructions shall not be binding. The Court is under no obligation to respond to such inquiries, but may choose to do so. The Court, in its discretion, may choose to post some or all of the questions and answers on its website: www.lasc.org and/or provide them to known proposers. All communications regarding the RFP shall be directed to Ms. Morgenstern.

If there is more than one qualified proposer, written or oral discussions may be conducted with at least three, or two if there are only two, of the most qualified proposers. The Court will schedule a time and place for the oral or written discussions. Each proposer should be prepared to discuss and substantiate any of the areas of the RFP it submitted, its own qualifications for the services requested and any other area of inquiry relative to its proposal.

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this RFP, when such action is in the Court’s best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Court and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

IV. TIMETABLE FOR PROPOSALS

Issue date of RFP	Thursday, November 21, 2019
Deadline for receipt of questions	Thursday, December 5, 2019
Deadline for receipt of proposals	Thursday, December 19, 2019

V. BACKGROUND

The Supreme Court of Louisiana is the highest court in the State. The Judicial Administrator's Office is the managerial arm of the Louisiana Supreme Court. It serves as the staffing and fiscal agent for the Judicial Council and court-appointed task forces and committees. Program departments of the Judicial Administrator's Office include, among others: the Louisiana Protective Order Registry (LPOR), Children & Families, Drug Courts, and Community Relations.

The LPOR is a statewide repository for court orders issued for the purpose of preventing harassing, threatening, or violent acts against a spouse, intimate cohabitant, dating partner, family or household member, or victim of stalking or sexual assault. The registry was established by legislative act (La. R.S. § 46:2136.2) in 1997, for the purpose of enhancing court-ordered protections for victims and their minor children, and to aid law enforcement, prosecutors and the courts in handling cases involving intimate partner violence. LPOR is not a public access database.

The Judicial Administrator's Office is responsible for creating and disseminating standardized order forms, called Uniform Abuse Prevention Order forms and for collecting and entering the protection order data from all courts into the registry. The Judicial Administrator's office also provides training seminars across the state to explain how the registry works, highlight relevant state and federal laws, and disseminate the standardized forms and interactive software. These seminars are designed for, but not limited to, judges, magistrates, commissioners, hearing officers, judicial administrators, clerks of court, other court personnel, prosecutors, probation and parole officers, law enforcement personnel, victim assistance providers, victim advocates, legal services providers, and attorneys.

The LPOR has a number of project partners, including the Louisiana Commission on Law Enforcement (LCLE). LCLE provides substantial financial support for the registry through federal National Criminal History Improvement Program (NCHIP)/Crime Information Technology Act (CITA) funds and Violence against Women Act (VAWA) sub-grant funds.

The Proposer will provide legal services to the LPOR in connection with various sub grant funds, including but not limited to VAWA sub-grant funds. LPOR anticipates the amount of the VAWA sub-grant funds for the 2020 calendar year to be forty-thousand dollars and 00/100 (\$40,000.00) for legal consultant services .

Proposer must abide by all laws, regulations, standard conditions, and special conditions applicable to the grants. These include, but are not limited to, the schedule of standard and special conditions of the sub-grants.

Sub-grant funds are subject to approval by the LCLE. As a result, payment obligations under any resulting contract are subject to the approval and receipt of federal grant funds.

VI. SCOPE OF SERVICES

Proposer shall assist the Court's Director of the LPOR ("Director") in furtherance of the goals of the LPOR office, including, but not limited to, the following tasks:

- Contractor shall provide legal services to the Registry as it relates to the passage of DV legislation from the 2019 and 2020 Legislative Session and its impact on the
 - Louisiana Domestic Abuse Assistance Act and other state laws that provide protections for victims of family violence, dating violence, stalking, and sexual assault.
 - Federal DV laws including, but not limited to:
 - Firearms
 - Sexual Abuse
 - Domestic Violence and Stalking
 - Crime Victims' Rights
 - Full Faith and Credit Laws
- Contractor shall provide legal information and guidance to staff, consultants, and members of the LPOR Steering Committee during the process of revising the existing LPOR forms and creating new forms approved by the LPOR Steering Committee.
- Contractor shall review all final forms prior to their release.
- Contractor shall serve as a member of the LPOR training team; and travel regionally to provide training to courts and communities to develop effective domestic violence intervention and prevention strategies and provide legislative updates to the Louisiana Domestic Abuse Assistance Act and other state laws that provide protections for victims of family violence, dating violence, stalking, and sexual assault.
- Contractor shall assist in revising and updating the state and federal law sections of the training curriculum, participant manual, and related educational software used by LPOR.
- Contractor shall assist in developing and delivering law-related presentations and workshops that are requested by courts, agencies, organizations, or associations, as requested by Director.
- Contractor shall perform other related duties, as requested by Director, in addition to or in lieu of the above stated duties.

VII. CONTENTS OF PROPOSAL

Your proposal should address each of the areas outlined below and provide the information requested. Your response should include the following:

A. Cost/Hourly Rate

The information regarding Cost should include your hourly rate.

B. Qualifications

The information regarding Qualifications should include, but is not limited to the following:

1. Proposer's Experience

The proposal must set forth a description of the proposer's experience with regard to the essential functions outlined in Section VI, Scope of Services.

Qualifications should include:

- JD Degree with at least 10 years' experience in Civil, Family Law, and Domestic Abuse prevention strategies
- Prior experience with a Legal Family Violence Intervention program; LCSW preferred.
- At least 10 years' experience in developing and delivering training programs on domestic and dating violence to counselors, advocates, and attorneys hired to serve and represent victims.
- At least 10 years' experience with development and implementation of training curricula in domestic and dating violence, sexual assault, and human trafficking to law enforcement and prosecutors.
- Clinical teaching experience in a law school setting in domestic and dating violence.

2. Proposer's References

Provide at least two references. The proposer's references shall include, but are not limited to, the following:

- Name
- Address
- Telephone number
- Email address

Please note that the Court may or may not elect to contact references provided.

VIII. EVALUATION AND SELECTION

The LPOR Director and appropriate staff will evaluate all proposers. The LPOR Director may request a meeting with some qualified proposers prior to selection. Proposals will be reviewed in accordance with the following criteria.

- A. Qualifications (60 points)**
- B. Cost (30 points)**
- C. Interviews, if conducted (10 points)**

IV. CONTRACT AWARD

The Court reserves the right to enter into a contract without further discussion of the proposal based on the content of the proposals submitted. Ordinarily, nonresponsive proposals will be rejected outright. Nevertheless, the Court may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. If improper revisions are submitted, the Court may elect to consider only your unrevised initial proposal. The Court may also elect to conduct negotiations, beginning with the highest ranked proposer, or seek best and final offers. If negotiations are conducted, the Court may elect to disregard the negotiations and accept your original proposal.

X. TERM OF INITIAL AGREEMENT

If a contract is to be awarded it will be for a one (1) year period commencing on or about January 1, 2019. Upon agreement between the Court and Contractor, and the receipt of additional grant funds, the Court and Contractor may agree to enter into additional contracts.

XI. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT

All proposals submitted in response to this request for proposals, and any contract which might ultimately be agreed upon, will be open to public inspection by any interested person, firm or corporation. Trade secrets or other proprietary information submitted by a proposer as part of its RFP may not be subject to public disclosure, provided the proposer specifies the relevant law supporting its request for confidentiality. However, the proposer must invoke the protections of this section prior to or upon submission of its proposal, must identify the specific data or other materials to be protected, and must state the reasons why protection is necessary. Any aspect of the proposal which addresses the cost of providing the requested services will not be considered confidential under any circumstance. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

XII. CHANGES, ADDENDA, WITHDRAWALS

The Court reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Court also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, prior to the deadline for proposal submission.

XIII. COST OF OFFER PREPARATION

The Court is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing the proposal, and any other expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Court.

XIV. AUDIT OF RECORDS

The State Legislative Auditor or other auditors so designated by the Court shall have the option to audit all accounts directly pertaining to the resulting contract for a period of three (3) years after project acceptance or as required by applicable State or Federal law. Records shall be made available during normal working hours for this purpose.

XV. RECORDS RETENTION

The successful proposer shall maintain all records relating to any contract, which is agreed upon, for a period of at least three (3) years.