



# Administrative Office of the Courts

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## Operations Division

### Amendment #1

### Request for Proposal

### Pro Bono Legal Services and Support

### Contract Number K19-0011-26N

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

<b>Contract Number:</b>	K19-0011-26N
<b>Solicitation Type:</b>	<del>Invitation For Bids</del> <u>Request for Proposal</u>
<b>Project End Date:</b>	<del>June 6, 2018 by 2pm</del> <u>June 13, 2018 by 2pm</u>
<b>Scope of Service Specifications:</b>	<p><del>Under the Honorable Karen A. Murphy Jensen, the pro bono legal services assists the Standing Committee on Pro Bono Legal Services and to support the AOC in administering the Maryland Rules requiring Maryland lawyers to file an annual Pro Bono Legal Service Report. The Judicial Commission on Pro Bono was ultimately established by the Court of Appeals of Maryland, which later led to recommendations of mandatory reporting of pro bono hours, the creation of the Court's Standing Committee on Pro Bono Legal Service, local pro bono committees in each county, and a redefinition of pro bono legal service.</del></p> <p><del>It is not a position, no are there set hours (M-F or FT/PT), the location may vary.</del></p> <p><del>This maybe overkill but:</del></p> <p><del>A. Conduct outreach to local pro bono committees regarding status and goals</del></p>

~~B. Review local pro bono and regional committee plans and work with committees to revitalize, update and revise~~

~~C. Develop new mechanism for local and regional committees to report on activities—review—and offer feedback on reports~~

~~D. Provide guidance, technical assistance and support to local committees~~

~~E. Develop and implement ways to recognize local pro bono lawyers and efforts, including working with judiciary and local media outlets~~

~~F. Develop and distribute electronic publication or website presence highlighting activities  
—of local committees around the state~~

~~G. Collect and share information on best practices and project ideas and good models with local/regional committees; update Best Practice Manuals~~

~~H. Maintain updated contact list for local pro bono committee chairs~~

~~I. Work with local committees to update, publish and distribute Maryland  
—Lawyers Care brochures in their counties~~

~~Facilitate Long Term Implementation~~

~~A. Staff Court of Appeals' Standing Committee on Pro Bono Legal Service, including coordinating meetings, offering staff support for projects, and implementing recommendations~~

~~B. Host two regional meetings to engage judiciary, court personnel, local providers, and bar in pro bono planning and implementation~~

~~C. Coordinate one Joint Meeting of Standing Committee, Local Committee Chairs,  
—legal service providers across the state~~

~~D. Work with Court Information Office (CIO) on developing media campaign to publicize local and regional pro bono committee activities and Standing Committee involvement, promote judicial participation and highlight successes~~

~~E. Work with CIO on press releases and media kit~~

~~F. Assist with revamp of judiciary website on pro bono, including alerting the public as to pro bono activities and informing the courts and bar about opportunities and successes~~

~~G. Reach out to Judicial College and/or Judicial Conference on educating bench about pro bono and cultural sensitivity in working with low-income people~~

~~H. Draft and present report to Court of Appeals~~

~~I. Assist AOC in implementation of Reporting Process~~

~~— i. Respond to inquiries~~

~~— ii. Assist in updating website and materials~~

~~— iii. Provide technical assistance~~

~~— iv. Make follow-up calls to non-reporting attorneys~~

J. Assist Court in educating lawyers about new AIS and delayed reporting of pro bono

K. Provide recommendations to Court for new Committee membership and develop orientation for new members

**Implementation of Recommendations from State Pro Bono**

A. Facilitate engagement of government attorneys in pro bono

B. Develop training programs and opportunities statewide for new volunteers

C. Encouragement of judicial involvement on local and state level

D. Continue alternative dispute resolution project model in court; explore replication

E. Educate members of judiciary about pro bono rules and practice

**Coordination of National Celebration of Pro Bono Week in Maryland**

A. Develop and maintain statewide calendar for National Pro Bono Week

B. Coordinate activities and facilitate pro bono service projects; trainings and

— recognition events across the state

**Correct scope of work:**

The Maryland Judiciary seeks a contractor to staff the Court of Appeals Standing Committee on Pro Bono Legal Service, to support the mandatory pro bono reporting process, and to facilitate the work of local pro bono committees. The contractor will be involved in aiding the Judiciary in implementing the provisions of Maryland Rules 19-501, 19-502 and 19-503. Activities include:

1. Staffing the Court of Appeals Standing Committee on Pro Bono Legal Services (Standing Committee). This may include coordinating meetings, providing meals for meetings, providing staff support for projects, drafting reports, and implementing recommendations as directed by the committee. This may also include promoting the engagement of government attorneys and others who have been less engaged in pro bono in the past, developing training programs and opportunities for new volunteers, and encouraging judicial involvement in supporting pro bono practice.

2. Support local pro bono committees to ensure they are fulfilling their duties under Maryland Rule 19-502. This may include reaching out to ensure committees are appointed in accordance with the rule, hosting regional or joint meetings to engage Judiciary, court personnel, local providers and the bar in pro bono planning and implementation, supporting the work of local committees to promote pro bono services, maintaining

information on local committee membership and activities, collecting and sharing information on best practices and replicable models, and providing support to local committees generally.

3. Support the Administrative Office of the Courts (AOC) in Exercising Its Responsibilities to Manage Mandatory Pro Bono Reporting. Coordinate with the AOC and the Standing Committee to revise pro bono reporting questions and design letters or emails communicating with Maryland attorneys about their reporting obligations, field questions from the Bar about pro bono activity, maintain frequently asked questions (FAQs) on the pro bono reporting process, research attorney contact information where needed and contact non-compliant attorneys to ensure they fulfill their reporting requirements, assist the Maryland Judiciary in educating the bar about pro bono reporting requirements, and promote awareness and proper use of the Attorney Information System.

4. Promote pro bono practice in Maryland and promote awareness of the contributions of Maryland lawyers. This may include issuing press releases in coordination with the Maryland Judiciary promoting awareness of the pro bono service provided by Maryland lawyers, assisting local pro bono committees, providers and the bar in raising awareness of pro bono opportunities and recognizing pro bono contributions.

Issued by: Alisha Allmond  
Procurement Officer  
June 6, 2018