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MICRONESIAN LEGAL SERVICES CORPORATION (MLSC)

RFP Issue Date: March 19, 2024 RFP Submission Deadline: April 30, 2024

1. Invitation

Micronesian Legal Services Corporation (MLSC) is seeking proposals from qualified consultants to assist the organization in updating our strategic plan for the five-year period 2025 – 2030.

2. Introduction

Micronesian Legal Services Corporation (MLSC) has been providing free legal services and increasing access to justice for the people of Micronesia for 50 years. MLSC operates a network of regional offices in the Marshall Islands, each of the four states of the Federated States of Micronesia, Palau, Guam, and the Northern Mariana Islands. MLSC has about 50 staff, including legal secretaries, paralegals, trial counselors, attorneys, and administrative staff.

3. Scope and Objectives

We seek proposals to update our strategic plan, addressing key questions:

- What are our goals for clients and communities, and how do we measure success?
- Are our primary strategies (direct legal services, community legal education, collaboration) still appropriate?
- How can MLSC foster a culture of innovation?
- How can we incorporate feedback from those we serve into decision-making?

The consultant is expected to:

1. Design a comprehensive strategic planning process.
2. Develop a written five-year strategic plan.
3. Provide recommendations and implementation strategies.

Tasks will involve:

- Conducting consultations with the Board, regional office directing attorneys, and staff.
- Engaging with stakeholders across Micronesia.
- Developing a draft preliminary strategic plan for review.
- Presenting a final strategic plan for adoption by the Board.

The final product should encompass MLSC's mission, vision, theory of change, and core values, presented in a format suitable for marketing and public distribution during the December 2024 Board Meeting.

4. Deliverables

Project Deliverables include:



- Strategic planning project plan.
 - Instruments used to gather information.
 - Interim briefings with the MLSC Strategic Plan Working Group.
 - Final 2025-2030 strategic plan.
5. Recommendations and implementation strategies.

6. **Proposal Submission Requirements**

Submit a single PDF file including:

1. Responder's full legal name.
2. Responder's head office mailing and website address.
3. Name, contact details of the responder's designated contact person.
4. Responder's Taxpayer ID.
5. Expertise, core focus of services, and understanding of the project.
6. Experience providing similar services, especially with legal services organizations.
7. Sample of similar work.
8. Total proposed project cost, itemized.
9. Names, resumes, and qualifications of principal staff.
10. Signatures of an officer or designee authorized to bind the applicant.

7. **Evaluation Criteria**

Proposals will be evaluated based on responsiveness, qualifications, references, and total price. Criteria include:

- Proposal quality, compliance, and organization.
- Successful experience with similar projects.
- Clear description of services, timeline, and deliverables.
- Familiarity with legal services to low-income individuals.
- Commitment to racial equity and diversity.
- Familiarity with Micronesian demographics, cultures, and communities.
- Results of client references.
- Ability to meet deadlines.
- Budget/costs.

7. **Award of Contract**

Award based on responsiveness, cost, experience, past work quality, and other specified factors. MLSC reserves the right to negotiate, reject offers, and consider relative merit, risk, and values.

8. **Rejection of Proposals**

MLSC reserves the right to accept/reject proposals and waive minor discrepancies or technicalities in the best interest of MLSC.

9. **Proposal Costs**

MLSC is not liable for any expenses in preparing a response. Proposals should be economical and straightforward, with an itemized breakdown of costs.

10. **Proposal Delivery and Due Date**

Proposals due by April 30, 2024, 5:00 p.m. Guam time. Email to Lee Pliscou, MLSC Executive Director, at lee@mlscnet.org. Confirm receipt; contact Lee Pliscou if no receipt within two business days.

11. Timeline and Milestone Dates

- RFP issued: March 19, 2024
- Proposals due: April 30, 2024
- Contract start date: July 1, 2024
- Draft plan due: September 2024
- Completion date: December 15, 2024