

Request for Proposal
Evaluation of LSCD'S TIG Project
DELegalHelpLink Eviction Defense and Housing Stability Initiative

PROJECT SUMMARY

Legal Services Corporation of Delaware (LSCD) is requesting proposals from experienced evaluators to evaluate a project funded by a Technology Initiative Grant (TIG) issued by Legal Services Corporation (LSC).

The objective of LSCD's TIG project is to develop, test and launch a key set of high-priority, high-impact Legal Action Plans and forms covering common scenarios relating to housing instability and evictions.

The project is a component part of a broader joint initiative between LSCD and Community Legal Society of Delaware, Inc. (CLASI) to enhance Delaware's statewide legal aid and referral website, DELegalHelpLink.org, using funds allocated to CLASI by the Delaware Bar Foundation and LSCD's TIG funding.

Pro Bono Net is the technology partner in the overall project and, specifically under the TIG component, in developing, launching and supporting the adoption of and enabling the evaluation of the Legal Action Plans and related forms. Pro Bono Net will provide targeted technical and project support necessary to ensure the evaluator can assess the effectiveness and usability of the Legal Actions Plans and forms.

Through this RFP, LSCD intends to enter into a contractual agreement for the evaluation of the Legal Action Plans and related forms developed for Delaware LegalHelpLink. An evaluator who can provide the best value in terms of price, quality, performance and relevant experience is sought. The evaluation component of the Technology Initiative Grant (TIG) awarded to LSCD provides a budget of \$8,500.00 for this segment of the overall project.

WHO WE ARE

LSCD is a statewide non-profit law firm. We address legal issues that threaten the economic independence of low-income Delawareans so that families can live with dignity. We strive to meet this goal by working to protect the rights of Delawareans in the areas of safe and affordable housing, financial stability, and consumer protection.

PROJECT SCHEDULE

Key Tasks and Phases	Deadline
RFP released	February 12,2026
Responses due to LSCD by 5:00 pm EST	February 27, 2026
Contract signed and work commences by	March 10, 2026
Evaluation completed	May 15, 2026

PAYMENT

Payment arrangements will be negotiated with the selected vendor and may include invoices with 30-day net terms. With any payment arrangement, the final invoice or payment will be made upon satisfactory completion of the components of the project. The payment amounts will be determined by LSCD and the successful vendor.

INFORMATION NEEDED

For consideration, please provide:

1. Vendor's name, address, federal tax identification number or Social Security Number (SSN) and a description of the vendor's legal status, e.g., corporation, sole proprietor, etc.
2. Vendor contact's name, telephone number, fax number and email.
3. A brief description of the project services to be rendered, with an estimated timeline for services to be performed and the cost of such services.
4. Two references for other similar projects you have completed. Please include a phone number or email address of the referenced individual so he/she may be contacted.

SELECTION CRITERIA AND RESPONSE FORMAT

The proposal can be sent via email or mail.

The following will be key factors in our decision-making process:

- Demonstrated commitment to exceptional customer service and responding to client requests in a timely fashion;
- Experience working with legal aid organizations on evaluation projects;
- Price that is commensurate with the value offered by the firm/individual;
- Ability to work within a budget;
- Responses are presented in a clear and organized manner;

- Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.

CONTACT INFORMATION

Please direct all communications to:

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