



**Gender and Justice Commission
invites responses for:**

Project Manager - Part Time, Time Limited, Contract Position

COMPENSATION: \$52/Hour
OPENING DATE: 01/28/2019
CLOSING DATE: 02/19/2019 1:00 PM

LETTER OF SOLICITATION

The Administrative Office of the Courts (AOC), Gender and Justice Commission (Commission) is soliciting responses from qualified individuals to work with the Washington State Law Library and Washington State Center for Court Research to provide consultation on a grant-funded project to assess the status and impact of gender bias in the courts.

Contract Job Title: Gender Bias Study Project Manager

Purpose

The Commission recently received State Justice Institute (SJI) project grant funding for the purpose of identifying and describing gender bias with a particular focus on how race and poverty impact women when they access the courts, participate in legal proceedings, or work in the court environment, and the consequences they experience once they leave the courthouse. Based on that evaluation, the Commission will implement innovative solutions in key targeted areas to serve as a national model for new approaches to eliminating gender bias in state courts.

Much has changed since the Commission's first extensive report on this issue in 1989, "Gender and Justice in the Courts Report, Washington State." Advancements in court technology and delivery systems, mass incarceration, immigration, increases in user fees, and the status of women litigants, lawyers, judges, and court personnel have all played a part in changing the current court experience.

In order to gain a better understanding of the extent and nature of gender bias in the courts today, the Commission is evaluating the status of the recommendations from the 1989 Report and undertaking further study to identify areas where research and evidence may be lacking. The Commission has worked diligently for the past two years to identify these new areas for study in the courts, each of which would include a particular focus on the intersection of women and race, poverty, and other identities.

The pilot projects will represent specific solutions that have the potential to effect the greatest change in gender bias in the courts. The pilots will be monitored and reports will be generated on their effectiveness in eliminating gender bias, which will be shared nationally.

This project is divided into the following tasks:

- Determine Legal Changes Since 1989 Report Recommendations
- Legal and Social Science Literature Review in Priority Areas
- Gap Analysis, Prioritization, and Planning
- Implementation of Pilot Projects

The Commission has identified leads for each task, and leading research experts to conduct and consult on necessary research.

We are seeking a Project Manager whose role would be to oversee the deliverables of the grant work, coordinate with each task lead, and compile a final narrative report in collaboration with the Commission, Washington State Law Library, Washington State Center for Court Research, and others.

Description and Scope

This is a part-time, time-limited, contract position. Compensation will be provided at the rate of fifty two dollars per hour up to \$110,000 total over the course of the project, with no benefits beyond compensation. Minimal in-state travel is required, and mileage reimbursement will be provided at the current Washington State government rates. The Contractor will be expected to work an average of 20 hours per week. Workload may differ from week to week. Most work can be done remotely using Contractor's equipment. AOC cannot provide equipment.

This contract position runs from the selection of a Project Manager and signing of the contract through December 31, 2020. This position is funded by a federal grant and matching funds.

Job Duties

- Coordinates all aspects of study project
- Collects draft work product, reviews information as it comes in, assigns to identified experts for evaluation and approval
- Provides regular progress reports to Commission Chair and designated staff
- Communicates regularly with staff and advisory committee and provides timely responses to their questions and concerns
- Coordinates compilation of final work product, which may include content development and writing

Required Qualifications

- Bachelor's degree from an accredited institution
- 3 years of experience in law, public policy, social services, or a related field
- Excellent research and writing skills
- An understanding of the Washington courts system
- Prior work on policy issues involving gender
- Ability to quickly become familiar with *Gender and Justice in the Courts* report (1989)
- Highly organized, oversees task completions effectively

Forthright communicator - ability to guide project participants to task completion, identify problems and elevate to the appropriate people's attention

Preferred Qualifications

- Master's Degree in Public Policy or Juris Doctor degree from an accredited institution
- Prior experience working on policy issues related to race or poverty
- Prior experience working with the courts in Washington State, either as an employee of the courts or a partner agency

Submittal Requirements

Your submittal should be brief but should include:

- Cover letter that describes past experience
- Resume
- Concise writing sample of not more than five pages
- Names, addresses, and telephone numbers of three references

Following review of the candidates' cover letters, writing samples and resumes, three to five of the most qualified candidates will be selected for interviews. After the interviews, a final selection will be made and the selected candidate will be asked to enter into a contract with AOC.

The AOC reserves the right without penalty and in its sole discretion to:

- Reissue this solicitation with any changes the AOC deems appropriate; or
- Take no further action under this solicitation.

Submittals will be evaluated by the AOC based on the response to the information requested above. **The deadline for submission of responses is 1:00 p.m. local time in Olympia, Washington on February 19, 2019.** LATE SUBMITTALS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION.

Submittals must be emailed to:

Jonathan Sutter, Contract Officer
Administrative Office of the Courts
1112 Quince Street SE PO Box 41170
Olympia, WA 98504-1170
Phone: (360) 705-5265
Fax: (360) 956-5700
E-Mail: Jonathan.Sutter@courts.wa.gov

You will assume the risk for the email delivery. The AOC assumes no responsibility for delays. It is suggested that you confirm receipt of your submittal.

The final selection will be the candidate who, in the opinion of the selection group, in consultation with the Commission Chair, best meets the qualifications as set forth above.

The selected candidate will be required to sign a contract with AOC, which will include general terms and conditions required in contracts with the judicial branch.

Any requests for information about this project are to be directed to Kelley Amburgey-Richardson at:

Kelley Amburgey-Richardson, Senior Court Program Analyst to GJCOM
Administrative Office of the Courts
1112 Quince Street SE PO Box 41170
Olympia, WA 98504-1170
Phone: (360) 704.4031
Fax: (360) 705-5700
E-Mail: Kelley.Amburgey-Richardson@courts.wa.gov

Thank you for considering this solicitation.