



WASHINGTON SUPREME COURT 2014 CIVIL LEGAL NEEDS STUDY UPDATE COMMITTEE

REQUEST FOR PROPOSALS

RFP 13-01

QUESTIONS & ANSWERS DOCUMENT

OCTOBER 10, 2013

On behalf of the Washington Supreme Court's Civil Legal Needs Study Update Committee, the Washington State Office of Civil Legal Aid on September 20, 2013 published Request for Proposals (RFP) 13-01 for the Washington Civil Legal Needs Study Update. As required under RFP Section II – RFP Schedule, answers to Vendor submitted questions are provided below.

Q1: GENERAL - Is the unit of study and analysis the household or the individual? For example, if the unit were the household, the Vendor would collect data via a survey/interview with one adult person (the "key informant") in a household. If an individual, the Vendor would collect the data from surveys/interviews with one or more adult members of the household.

A1: *Consistent with the approach in 2003, the unit of study in this update will be low income households.*

Q2: GENERAL - For the purposes of the RFP and the project, how does OCLA define "low-income"? In the 2003 study, "low-income" was defined as those households with a total income between 100% and 125% of the Federal Poverty Level (FPL). The related Request for Information issued in May of this year specified a threshold of at or below 200% of the FPL, with at least one-half of respondents/participants at or below 150% of the FPL. The RFP is silent on the matter of FPL thresholds. Can the State clarify the definitions to be used?

Additionally, the term "low income" typically refers to persons or households that have total incomes above 100% of FPL, but below some threshold (e.g., 150% of FPL). Should the sampling frame for the survey also include those individuals or households who are at or below the FPL because they are no longer "low-income" but "poor"?

A2: *Please see Amendment No. 1 to RFP 13-01, sections 5.1 and 5.3*

Q3: RFP Page 11- This page contains a list of 12 demographic characteristics. Page 13 of the Scoping Study lists 13 demographic characteristics. Moreover, the two lists differ: The RFP contains "sexual orientation" but does not list "employment status", or "religious identity", while the Scoping Study report contains "employment status" and "religious identity", and does not contain "sexual orientation". Furthermore, the 2003 report identified 16 "demographic clusters" that are more divergent when compared to the above lists.

Given the statement on pages 8 and 10 in the RFP of complying with the goals and objectives of the Scoping Report, what is the operative list of demographic characteristics desired by OCLA?

A3: The operative list of demographic characteristics that should form the basis of a Vendor response are those listed on page 11 of the RFP.

Q4: RFP Page 13 - The RFP states that the written focus group report should contain "lists of participants".

- Does this mean that the report will contain the names and other identifying information about the focus group participants?
- We conduct most focus groups anonymously - that is, the statements are attributed generically (e.g., "Participant A said..."). Does OCLA desire attribution with identifying information (e.g., "Bob Smith said...")?

A 4: a. The report should contain a list which includes the names of participants and, if any, their respective affiliations.

b. The CLNS Update Committee expects candid participation to be enhanced by anonymity of response. Participants should be advised that the report will not attribute specific statements or positions with any particular individual.

Q5: RFP Page 14 - The description states that the Vendor will conduct in-person presentations to four different entities (e.g., Washington Supreme Court, the CLNS Update Committee). Will these consist of four presentations held on different dates and times?

A5: Please see Amendment No. 1 to RFP 13-01 at section 2.

Q6: RFP Page 14 - The RFP states that the Vendor will present the final report, and a PowerPoint presentation. Is this a different presentation than the one listed in the paragraph under "February 15 2015"?

A6: No, this is the same presentation as identified in Q5 above. The CLNS Update Committee expects in-person presentations will include a PowerPoint component

that highlights the principal findings of the research effort in relation to the principal research objectives listed on RFP pages 10-11.

Q7: RFP Page 15 - The RFP states "Vendors shall provide an overall price for the project and each of its discrete components." Are the six deliverables considered the "discrete components" for the purposes of pricing?

A7: Yes.

Q8: RFP Page 15 - The RFP uses the phrase "... billing rates and differentials attributable to specific project staff." What constitutes "differentials in this context?"

A8: Please see Amendment No. 1 to RFP 13-01 at section 3.

Any modifications to the RFP required as a result to answers provided herein will be provided by way of amendment to the RFP. Any such amendment will be published as a separate RFP document and will be available at www.courts.wa.gov/procure/ and www.ocla.wa.gov/reports.html.