



## **REQUEST FOR QUOTES (RFQ)**

### **Consultant Services – Structural Capacity-Building for Immigration Legal Services (ILS) Greater Lawrence Community Action Council, Inc. (GLCAC)**

#### **1. Purpose**

The Greater Lawrence Community Action Council, Inc. (GLCAC) seeks a consultant to lead a two-phase project to strengthen and restructure our Immigration Legal Services (ILS) program. During Phase 1, the consultant will facilitate the design and, in Phase 2, the implementation of a sustainable and community-accessible model.

GLCAC creates opportunities by collaborating with our community and empowering individuals to achieve their goals. As the federally designated anti-poverty agency for Greater Lawrence, GLCAC provides programs and services that open pathways to stability, prosperity, and long-term well-being for individuals and families in the Greater Lawrence area.

#### **2. Two-Phase Structure**

##### **PHASE 1 (March–June 2026)**

**Goal:** Design a sustainable and accessible service model aligned with immigration legal service best practices and ethical principles while meeting existing community needs.

##### **Scope of Work – Phase 1**

###### **A. Targeted Assessment**

- a. Review ILS operations, caseloads, staffing, workflows, and systems to identify gaps and opportunities.
- b. Integrate findings and recommendations from GLCAC community needs assessment and other existing relevant and related community needs assessments.

###### **B. Sustainability & Accessibility Model Design**

- a. Research diversified funding strategies, including fee-for-service options.
- b. Propose revised staffing, supervision, intake, triage, and case management workflows.
- c. Draft ILS Sustainability and Accessibility Model

###### **C. High-Level Feasibility Scans**

- a. Explore possible expansion into other legal services areas (i.e., housing legal services) to further meet existing community needs.
- b. Identify the analysis needed for Phase 2.

#### **D. Phase 1 Deliverables (Due June 15)**

- a. Draft of ILS Sustainability & Accessibility Model
- b. Detailed Model Adoption/Implementation Plan and budget
- c. Feasibility Summary for expanded legal areas
- d. Presentation to the GLCAC Board of Directors and Senior Leadership, and support with reporting to the funding source.

#### **PHASE 2 (July–December 2026)**

**Goal:** Pilot the implementation of the model designed in Phase 1.

#### **Scope of Work – Phase 2**

##### **A. Model Implementation Facilitation**

- a. Facilitate adoption of new staffing, supervision, triage, intake, and case management systems.
- b. Integrate fee-for-service components if approved.
- c. Embed best-practice guidance.

##### **B. Operational Infrastructure Build**

- a. Develop workflows, forms, training tools, and QA frameworks.
- b. Draft partnership MOUs

##### **C. Expansion Analysis**

- a. Deep-dive analyses into selected adjacent legal services.
- b. Determine financial, staffing, licensing, and compliance requirements.

##### **D. Phase 2 Deliverables (December 2026)**

- a. Final Sustainability & Accessibility Model (Implementation Version)
- b. Complete staff training toolkit
- c. Implementation tracker and Key Performance Indicators
- d. Updated multi-year budget and funding plan
- e. Recommendations for expansion areas

#### **3. Consultant Qualifications**

- Experience with legal-services capacity building and sustainability planning.
- Familiarity with integrating co-counsel or external partner guidance.
- Background working with low-income and immigrant-serving organizations.

#### **4. Quote Requirements**

- Methodology for Phase 1 and Phase 2
- Individual or team bios and experience
- Timeline and sequencing

- Pricing for each phase separately, with all proposed costs itemized (labor, materials, travel, and any other expenses). Vendors should propose cost-efficient approaches that maximize value within the anticipated project budget noted below.
- Work samples and three (3) references

## 5. RFQ Release and Vendor Engagement Timeline\*

- **RFQ Release Date:** February 10, 2026
- **Q&A Period Opens:** February 10, 2026
- **Deadline for Vendor Questions:** February 19, 2026 (5:00 PM EST)  
All questions must be submitted by email to [nbutten@glcac.org](mailto:nbutten@glcac.org).
- **GLCAC Shares Consolidated Q&A Responses:** February 23, 2026  
All questions and answers will be shared simultaneously via email with all vendors who received the RFQ or submitted an intent to quote.
- **Deadline to Submit Quotes:** February 27, 2026 (5:00 PM EST)
- **Evaluation Period:** February 27 – March 3, 2026
- **Vendor Selection & Notification:** March 4, 2026
- **Contract Start Date / Implementation Launch:** March 11, 2026

\*Dates are subject to change at the discretion of GLCAC

## 6. Evaluation and Award

GLCAC aims to award the lowest responsive quote that meets all quote requirements. However, per GLCAC’s Accounting Policies and Procedures, GLCAC may select a higher-priced quote if there is documented justification for not choosing the lowest-cost option. GLCAC reserves the right to waive minor informalities, reject any or all quotes, and cancel this RFQ if it is in the best interest of the agency.

## 7. Submission Instructions

Submit proposals to:  
Nelson Butten, Chief Program Officer  
Email: [nbutten@glcac.org](mailto:nbutten@glcac.org)  
Subject: RFQ – ILS Structural Capacity Building

## 8. Anticipated Budget

GLCAC anticipates a total project budget of approximately \$20,000. Vendors are encouraged to propose cost-efficient approaches that maximize value within this anticipated budget range. If your recommended approach would materially exceed this amount, please include:

- A concise rationale describing the added value and risks mitigated.
- An itemized alternative “within-budget” option, highlighting scope trade-offs; and
- Phase-based pricing that would allow GLCAC to authorize Phase 1 only, with Phase 2 contingent on performance and funding.

GLCAC will consider overall value, feasibility, and sustainability alongside price during evaluation in accordance with Section 6.