

February 17, 2017

## **REQUEST FOR PROPOSALS**

### **SHARTSIS FRIESE LLP PUBLIC INTEREST FELLOWSHIP**

Shartsis Friese LLP (SF LLP) is proud to renew its commitment to the Shartsis Friese LLP Public Interest Fellowship (Fellowship), created in 2004. SF LLP established the Fellowship to help serve those members of the Bay Area community who cannot afford needed legal services. The SF LLP Fellowship funds a staff attorney position (Fellow) at a local legal services organization for one Fellow to provide direct legal services to Bay Area residents each year. The Fellow works directly with individuals who need legal assistance.

As in the past, the Fellowship program will operate exclusively through a local sponsoring legal services organization chosen by SF LLP. The sponsoring organization will administer the Fellowship for a two-year sponsorship term, with the next term to begin in October 2017. During the two-year term, the sponsoring organization will house a Fellow at its offices. The sponsoring organization will direct the application and screening process during the sponsorship term, with SF LLP helping select the Fellow. SF LLP will select the sponsoring organization through a Request for Proposal (RFP) process. Each organization seeking to be considered should submit a proposal describing particular projects or work to which a Fellow would be assigned, and explaining how the organization would supervise and evaluate the Fellow.

SF LLP invites your organization to submit a proposal for the SF LLP Fellowship two-year sponsorship term commencing in October 2017. If you know of other local public interest law organizations that might be interested in making a proposal, please forward this information to those organizations or contact Cristina N. Rubke at [crubke@sflaw.com](mailto:crubke@sflaw.com).

#### **FELLOWSHIP TERMS:**

1. **Name.** The name of the Fellowship is the Shartsis Friese LLP Public Interest Fellowship. The sponsoring organization must use this name in publicizing the Fellowship and in describing the work of each Fellow and all aspects of the Fellowship.

2. **Focus.** The goal of the Fellowship program is to provide direct legal services to those who cannot afford legal services for themselves. Fellowship funds must be used only to fund a staff attorney position, and the staff attorney must provide direct legal services, excluding criminal defense work. Fellowship monies may not be used to fund impact litigation or non-legal services such as social work, lobbying, political campaigning or community education. (While the sponsoring organization may also do other kinds of work, Fellowship projects must provide only direct civil legal services.)

3. **Structure.** SF LLP will select one local public interest law organization as a sponsor of the fellowship program for a two-year term. The sponsoring organization will provide office space for the Fellow, supervise the Fellow's work and provide supporting benefits

as described below. The sponsoring organization will also direct the application and screening process, with SF LLP assisting in the final selection of each Fellow. The organization must create its own application and application process.

4. Term. The sponsorship term of the Fellowship is two years. The sponsoring organization may initially select a Fellow for a one-year term or, on written notice to SF LLP, a two-year term. If it selects a one-year term, then at the end of that term it may elect to have the original Fellow stay on for the second year, or select a different Fellow for the second term. Each Fellow will work at the sponsoring organization from October through September, with precise start and end dates to be arranged by the sponsoring organization and the Fellow.

5. Fellows. The Fellowship program targets recent law school graduates; departing judicial clerks and more experienced attorneys may also be awarded Fellowships. The sponsoring organization must publicize the Fellowship program at UC Berkeley School of Law, University of California – Hastings College of the Law, and Stanford Law School, and may also publicize it at other law schools and to other prospective applicants, as it elects. The sponsoring organization may consider and select a candidate who is not a member of the California Bar, but candidates without California Bar membership must at least have taken the California Bar exam before beginning service as a Fellow.

6. Geographic scope. The public interest organization selected by SF LLP for each two-year term may choose to accept applications from law school graduates or attorneys across the country, but the organization itself must be local to the Bay Area. The local organization may be the local branch of an organization with national or international scope. However, the primary work of the Fellow must be direct legal services to residents of one or more of the nine Bay Area counties: San Francisco; San Mateo; Santa Clara; Alameda; Contra Costa; Solano; Napa; Sonoma; and Marin.

7. Stipend. For the two-year sponsorship term commencing in October 2017, the Fellowship will provide an annual stipend of \$56,000. The Fellowship does not include any student loan repayment assistance, and the Fellow will not be an employee of SF LLP. Fellowship funds will be paid by SF LLP to the sponsoring organization each year in four equal payments of \$14,000, paid once per quarter. The sponsoring organization will be responsible for disbursing the stipend to the Fellow, and will be responsible for providing to each Fellow the same health and other employment benefits received by other staff attorneys at the organization and paying all required employment taxes.

8. Report. At the end of each year of a Fellow's term, the sponsoring organization, together with that year's Fellow, must provide a short written report to SF LLP, describing the ways the Fellowship has served Bay Area residents and the larger community during that year, and providing comments or feedback on the Fellowship program.

#### REQUIRED ELEMENTS OF THE PROPOSAL:

Each proposal should contain the following elements:

A. Project description.

Please provide a detailed description (300-500 words) of the work that each year's Fellow would perform. The work may be one of the following: a discrete one-or two-year project that expands or builds on the work of the organization; a multi-year project in which a Fellow will participate; or assignment as an additional staff attorney who will continue the existing work of the sponsoring organization by performing the same direct legal services work performed by staff attorneys at the organization.

B. Fellow evaluation criteria and process.

Please outline the information you will request from Fellowship applicants and describe your expected evaluation process. How will you select the Fellow? (You do not need to provide a full sample application at this time.) Please note that SF LLP expects the sponsoring organization to interview at least three final candidates prior to selecting the Fellow. This section of the proposal should explain how the sponsoring organization plans to involve SF LLP in selecting the final roster of candidates or in selecting each Fellow. Also, please provide a timeline for the application and selection process for each year of the two-year sponsorship term.

C. Publicity.

Please describe in some detail (200-300 words) how you will publicize the Fellowship.

D. Budget.

None of the Fellowship monies may be used to pay administrative or overhead costs of the sponsoring organization, nor may the Fellowship stipend be used to pay health benefits or other benefits for the Fellow. Please provide a detailed budget for each year of the two-year sponsorship term, showing how the sponsoring organization will fund the administrative and overhead expenses of publicizing the program, selecting the Fellow, and providing space and necessary resources for the Fellow to work at the organization.

E. Non-profit status.

Please provide evidence of the sponsoring organization's status under Internal Revenue Code § 501(c)(3).

F. Supporting materials.

SF LLP invites you to provide any further supporting materials that you wish to submit describing the work and accomplishments of your organization. You may refer to relevant website addresses rather than providing hard copies of documents or web pages, if you choose.

CRITERIA FOR EVALUATING POTENTIAL SPONSORING ORGANIZATIONS:

SF LLP will apply the following criteria in selecting the sponsoring organization for the next two-year term of the Shartsis Friese LLP Public Interest Fellowship:

- A. The organization's history and accomplishments in providing *direct* legal services to residents of the Bay Area.

- B. The likely effectiveness of the proposed work or projects in helping Bay Area residents who need but cannot afford legal services.
- C. The thoroughness and thoughtfulness of the project proposal in anticipating difficulties or problems and possible solutions.
- D. The quality of the proposed plan to publicize the availability of the Fellowship.
- E. The organization's commitment and ability to provide training, assistance and supervision to each Fellow throughout the Fellowship term.
- F. The organization's commitment and ability to provide health insurance and other typical employee benefits to each Fellow during the Fellowship term.

**DEADLINE FOR SUBMISSIONS:**

Completed proposals should be submitted by hard copy or by email to:

Cristina N. Rubke  
Shartsis Friese LLP  
One Maritime Plaza, 18th Floor  
San Francisco, CA 94111  
crubke@sflaw.com

The deadline for submission of all proposals is April 3, 2017. No proposals for this term of the Fellowship received after that date will be considered. By May 8, 2017, SF LLP will notify each organization that submits a proposal of the organization that has been selected to administer the Fellowship for the two-year term commencing in October 2017.