



# Black Legal Action Centre

Suite 221 – 720 Spadina Avenue • Toronto • Ontario • M5S 2T9

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## REQUEST FOR PROPOSAL

LEGAL WRITER SERVICES

PROPOSAL CLOSING DATE – 4:00 PM ON JULY 24, 2023

### A. INTRODUCTION

Established in 2017, Black Legal Action Centre (BLAC) is an independent not-for-profit community legal clinic funded by Legal Aid Ontario. We provide free legal services for low or no income Black residents of Ontario, including legal representation, summary legal advice and brief services. We also work to combat individual and systemic anti-Black racism by delivering public legal education, engaging in advocacy, test case litigation, law reform and community development initiatives.

In 2022, BLAC received financial support from the Department of Justice to implement a four-year project called, Combatting Anti-Black racism through Litigation and System Navigation (the “LSN Project”). The purpose of the LSN Project is to provide legal professionals and other experts with the information they need to raise legal arguments related to individual and systemic anti-Black racism to increase access to justice for Black Ontarians and strengthen the Canadian legal framework by ensuring that legal professionals representing Black clients are putting the best legal arguments forward in the areas of criminal, child protection, immigration, prison, and civil law. Read more [here](#).

BLAC is working with [KAME Consulting](#) and Advisory Committees to support with identifying the tools and resources that can be developed in order to best address the gaps. BLAC is now seeking subject matter experts and legal service providers to draft expert reports, research memos, factum templates, training modules, and/or sample submissions.

### B. PURPOSE

1. BLAC wishes to retain one or more subject matter experts and/or legal service provider(s) or firm to provide services to the organization, specifically to draft:
  - a) Expert reports;
  - b) Research memos;
  - c) Factum templates;

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Website: [www.blacklegalactioncentre.ca](http://www.blacklegalactioncentre.ca)

Email: [info@blac.clcj.ca](mailto:info@blac.clcj.ca)

Phone: 416-597-5831 • Toll Free: 1-877-736-9406 • TTY 1-800-855-0511

Correctional Facilities: 1-877-279-0680

- d) Training modules;
- e) Sample submissions; and/or
- f) Other materials as recommended by the Advisory Committees.

## C. MINIMUM REQUIREMENTS

2. BLAC will consider responses from individuals or firms that meet the following minimum requirements:
  - a) A minimum of 3 years of professional experience in their field
  - b) Experience drafting and/or litigating race-based arguments
  - c) Demonstrated experience/understanding of anti-Black racism manifesting in systems (e.g. How do you approach anti-Black racism in your work?)
  - d) Able to provide a sample of drafts to show depth of understanding in the area of anti-Black racism
  - e) Minimum of two (2) references who can assess applicants experience

## D. PROCESS AND TIMELINE

3. To submit your proposal, please complete and submit the attached form. Proposals must be received via email, addressed to Lesa Medhin, Office Manager, at [lesa.medhin@blac.clcj.ca](mailto:lesa.medhin@blac.clcj.ca) before 4:00 PM EST, Friday July 24, 2023. Please include a CV and a work plan outlining how you would approach the work.
4. All questions must be received no later than 4:00 PM EST, Friday July 14, 2023.
5. BLAC's Management will evaluate the proposals. Members of BLAC's Management Team and KAME Consulting members will interview respondents.
6. Respondents must be available for a virtual interview during the week of July 31, 2023.
7. BLAC will notify the successful individual(s) or firm(s) on August 7, 2023.
8. Successful individual or firm to commence services by August 10, 2023 and be completed by March 31, 2024.

## E. CRITERIA

9. Proposals will be assessed based on the following criteria:
  - a) Fee structure/Cost of services (30%)
  - b) Proposed Approach, methodology and timeline for carrying out tasks in the scope of work (30%)
  - c) Qualification and experience (30%)



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- d) Representation of Black people within the ownership, leadership, management of the respondent individual or firm (10%)

## F. GENERAL INFORMATION

10. The responding service providers bear sole risk and responsibility for costs incurred in the preparation of the proposal.
11. No BLAC staff or board member shall have a financial interest in this RFP.
12. BLAC reserves the right to ask for clarification in the proposal, if necessary, and to select an individual or firm based directly on the information provided, or to negotiate further with one or more respondents.
13. BLAC reserves the right to reject any or all responses to this RFP.
14. Selection of a proposal will be based on (but not solely limited to) the criteria provided and any other relevant information provided at the time of the submission, as well as any additional information provided during any subsequent correspondence with the principal respondent.

## G. QUESTIONS

15. Any questions concerning the contents of this RFP should be directed to Lesa Medhin, Office Manager, at [lesa.medhin@blac.clcj.ca](mailto:lesa.medhin@blac.clcj.ca) before 4:00 PM EST, Friday July 14, 2023.

## H. FORM

See next page.



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## Applicant Information

Name of Individual/Firm:

Address:

Primary Contact Name:

Phone Number:

Email:

## Minimum Requirements

BLAC welcomes applications from people who are reflective of the diverse communities we serve. Do you self-identify as Black or is there at least one person who self-identifies as Black within the ownership, leadership, or management of your firm?

Approximately what percent of the ownership, leadership, or management of your firm self-identifies as Black?

If you are a lawyer, what is your year of call?

If you are a paralegal, how many years of experience do you possess?

If you are a non-legal professional, how many years of experience do you possess?



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## Cost of Services

Are you able to provide a flat fee for the services described in Section B (PURPOSE) above?

If you are able to provide a flat fee, what is the flat fee?

If you are not able to provide a flat fee, what is your approximate hourly rate for services?

Please provide a breakdown of the costs in the chart below:

Description	Cost per Hour
TOTAL COST	

## References

Please provide the names and contact information of two (2) organizations for which you have provided services.

I confirm that these referees have given permission to be contacted

1.

Name:

Organization:

Phone:

Email:

2.

Name:

Organization:

Phone:

Email:

Is there anything else you would like us to know? (Maximum 150 words)