

**BID SOLICITATION
FOR PLANNING AND WRITING SERVICES
FOR THE STATE BAR OF CALIFORNIA
LAWYER ASSISTANCE PROGRAM**

The State Bar of California (State Bar) is seeking bids from professional and technical writers to assist the staff of the Lawyer Assistance Program (LAP) and to take the lead role in planning and writing an annual report to the California Legislature and to other interested stakeholders on the performance of the LAP. This same writer is also being sought to develop letters of intent and grant proposals for submission to potential sources of alternate funding for the LAP.

The State Bar is a constitutional agency established as a public corporation in the judicial branch of government. The State Bar, which acts as an administrative arm of the California Supreme Court, is responsible for the admission and discipline of attorneys. Recently, pursuant to Senate Bill 479 (Burton), Business & Professions (B&P) Code Section 6230 et seq., the State Bar set up the LAP to assist in the rehabilitation of attorneys who have problems with substance abuse or mental illness. The program offers support and structure for attorneys recovering from these disorders. Experts provide consultation regarding rehabilitation and arrangements for treatment, and professionally facilitated support groups are offered to the attorneys in the program.

Included in SB 479 is B&P Code Section 6238, which states that “The (LAP Oversight) committee shall report to the Board of Governors (of the State Bar) and to the Legislature not later than March 1, 2003, and annually thereafter, on the implementation and operation of the program. The report shall include, but is not limited to, information concerning the number of cases accepted, denied, or terminated with compliance or noncompliance, and annual expenditures related to the program.”

SB 479 also amended Section 6140.9 of the B&P Code to read, “The board may seek alternative sources for funding the program. To the extent that funds from alternative sources are obtained and used for the support of the program, and provided that at least ten dollars (\$10) per active member is available for support of the program each year, funds provided by the fee established by this section may be applied to the costs of State Bar general fund programs.”

The State Bar is looking for a technical/grant writer, preferably with the following attributes:

- Strong experience in planning and developing written reports and grant proposals
- Expertise in social science research
- Excellent ability to communicate verbally and in writing
- Legal background, including strong advocacy writing skills
- Legislative advocacy experience
- Interest in the treatment of chemical dependency and mental illness
- Ability to work well both independently and as part of a team

This is an independent contractor position. Bidders must be available to begin work by October 7, 2002, and all work needs to be completed by February 1, 2003, including the final draft of the annual report and a minimum of two grant proposals. The contract shall not exceed \$20,000.

Submission Requirements

The submission requirements for the bid are detailed below. Please submit three copies of your response. Information contained in the bid is confidential and shall remain so until a contract is signed.

Responses to this Bid Solicitation must contain the following information:

1. Qualification statement of bidder (including description of similar projects).
2. A list of organizations for which you have performed similar projects. Include a reference or contact person for each.
3. An overall description of the techniques, approaches, and methods to be used in performing the project.
4. Total cost for completing the project.
5. The hourly rate for services used to determine the amount of your bid.

Rejection of Bids

The State Bar reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All bids will be reviewed for completeness of the submission requirements. If a bid fails to meet a material requirement in the Bid Solicitation, or if it is incomplete or contains irregularities, then the bid may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the Bid Solicitation.

Immaterial deviations may cause a bid to be rejected. The State Bar may or may not waive an immaterial deviation or defect in a bid. The State Bar's waiver of an immaterial deviation or defect shall in no way modify the Bid Solicitation or excuse a vendor from full compliance with solicitation document specifications.

All bids may be rejected in any case where it is determined that the bids are not really competitive, or where the cost is not reasonable.

Bids that contain false or misleading statements may be rejected if in the State Bar's opinion the information was intended to mislead the State Bar regarding a requirement of the Bid Solicitation.

Please submit three copies of your bid in a sealed envelope no later than 5:00 p.m., September 30, 2002. All responses to the Bid Solicitation are to be submitted to:

Richard Carlton
Acting Deputy Director, Lawyer Assistance Program
180 Howard Street
San Francisco, CA 94105-1639

Any technical questions regarding this Bid Solicitation may be directed to Richard Carlton, at the above address or by calling 415-538-2355, by fax at 415-538-2356, or via e-mail at richard.carlton@calbar.ca.gov.