

**SELF HELP CENTER ASSISTANT  
REQUEST FOR QUALIFICATIONS**

**DEADLINE FOR SUBMISSION: July 17, 2015**

The Del Norte Superior Court invites proposals from qualified individuals for the delivery of Self Help Center Assistant services. A contract, administered by the Court Executive Officer, will be awarded to the applicant(s) who best demonstrate(s) the ability to provide the highest quality services to meet said services, at a reasonable cost.

These services are presently funded through a grant from the State of California, Administrative Office of the Courts. Funding is available for fiscal year July 1, 2015 through June 30, 2016.

It is the intent of this Request for Proposal process to identify an individual to provide self help center assistant services.

**I. AGREEMENT PROVISIONS**

The terms of an agreement with the selected providers would be expected to include the following provisions:

1. The scope of services (see Program Goals, below) and the rate of compensation for these services,
2. A term which is expected to begin fiscal year July 1, 2015, and to terminate, unless renewed, June 30, 2016.

**II. SCOPE OF SERVICES**

1. Program Goals

The Self Help Assistant's goal is to provide assistance to self represented litigants with pleadings, Judicial Council forms, fee waiver applications, document review, procedural information, including but not limited to explanation and clarification of court orders and the process by which to obtain, enforce and modify orders, assistance with understanding service requirements and methods, preparation for hearings, completion of orders after hearings and judgments and drafting stipulations.

**III. PROPOSALS: REQUIRED INFORMATION**

Each proposal submitted shall include at least all of the following information:

1. A description of the applicant's experience as a para-legal or related experience with the preparation of legal forms and paperwork.

Interested individuals and/or agencies are to submit the information required, **no later than 1:00 p.m. on July 17, 2015 to:**

Sandra Linderman  
Court Executive Officer  
Del Norte Superior Court  
450 H Street, Room 209  
Crescent City, CA. 95531

Information may also be faxed to the Court at 707-464-2696. Materials must be received by the Court by the filing deadline. Any material submitted by applicants will remain as property of the Court. Questions regarding the Request for Proposal may be directed to Sandra Linderman at 707-464-8115, ext. 112.

#### **V. SELECTION PROCESS AND CRITERIA**

The Court will review all submittals and select the individual(s) and/or agency(s) with which to negotiate an agreement. A signed contract is expected to be presented for approval on or before August 1, 2015. If the Court and the selected individual or are unable to reach agreement, the Court will reject that individual.

Signature on the agreement by the Court Executive Office will constitute the agreement to proceed to work as of the effective date of the agreement.

**Del Norte Superior Court reserves the right to reject or counter any proposals**