

**Request for Proposal for A2J Author Online  
Intake Application (Spanish)  
Responses due May 12, 2017**

Legal Services of Northern Virginia  
4080 Chain Bridge Road, 1<sup>st</sup> Floor  
Fairfax, Virginia 22030

**Purpose**

The purpose of this Request for Proposal (RFP) is to design and develop, and publish an A2J Author interview with vendors or individuals that might be requested to provide Legal Services of Northern Virginia with such services.

Vendor(s) selected will be evaluated in part on the ability to deliver products on time and within budget, and their demonstrated understanding of the solution required based on their responses and subsequent interviews.

**Background**

Legal Services of Northern Virginia (LSNV) was established in 1980 and our mission is to *promote justice for a better community by providing civil legal assistance to those facing the loss of a critical need.*

**Services to be Provided**

The major components of the A2J Author Project are detailed below. Vendors responding should be prepared to provide a solution to the specified area, and if after review and questions add any additional components deemed necessary to successfully complete the project.

- Design an A2J Author online client intake interview that comports with XML. The online application should be developed in a simple, easy to understand Spanish language and should incorporate audio, video and graphic capabilities that will help the user understand the process.
- Collaborate with KEMPS Case Works Inc. to bridge the new A2J Author interview with KEMPS client database module.

**Evaluation Criteria**

LSNV is looking for one vendor to provide all of the services listed above. Following receipt and review of the proposals by LSNV, the selected company may be invited to an interview at LSNV and make a presentation of their proposed solution. The decision to

interview the respondents will be LSNV's sole discretion based on the evaluation of each respondent's proposal. LSNV reserves the right to reject any and all responses, and to waive any irregularities of information in the evaluation process. The final decision is the sole decision of LSNV and the respondents to the RFP have no appeal rights or procedures guaranteed to them. The selected vendor will be given an opportunity to present their proposal in detail.

The successful vendor will be chosen through a qualitative review of these factors. The following criteria will be used to evaluate proposals received:

1. Vendors should possess knowledge, expertise and experience in the planning, project management, and execution of the services for which they are responding.
2. Experience and past performance.
3. Capability of proposed solution.
4. Cost of services provided.

### **Proposal Preparation and Submission Requirements**

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints.

**The proposal shall be sent to the official contact listed below, to be received no later than Friday, May 12, 2017.**

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