



2017-2018
Legal Information Website Content Contractor
Request for Proposals

This is an exciting opportunity to:

- ✧ Assist the general public with legal information
- ✧ Impact hundreds of individuals searching for legal help
- ✧ Earn a \$15,000 stipend for helping the community using your expertise

Legal Information Website Content Contractor Role:

The Legal Information Website Content Contractor ("**Contractor**") will assist the Arizona Bar Foundation for the purpose of increasing content on the 5 legal websites administered by the Foundation. Contractors will work closely with the Arizona Bar Foundation to effectively increase content that is useable by the general public. Contractors will serve in this capacity from July 1, 2016 – June 30, 2017.

As a Contractor, you will...

- ✓ Write articles for each of the 5 websites
- ✓ Recruit volunteer attorneys to write articles for each site
- ✓ Provide legal information for questions posted on the website by the public
- ✓ Review content submitted by other volunteers

Requirements to serve in this capacity:

- ✓ Graduate of Law School
- ✓ Understanding of legal information vs. legal advice
- ✓ Connection with the legal community or demonstrated ability to recruit volunteers
- ✓ Experience in legal writing that is understandable to the general public

Completing a proposal:

Please complete (type) the attached form and email to Joannie.Collins@azflse.org.

Proposal Due Date: June 19, 2017

The Arizona Foundation for Legal Services & Education is an Equal Opportunity Employer.

**2016-2017 Legal Information Website Content Contractor
Proposal**

Name: _____

Law School alma mater: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

- 1) Describe legal writing experience:

- 2) Explain the difference between legal information and legal advice:

- 3) Years in the Arizona legal community:

- 4) Past volunteer recruitment experience:

I have read and understand the Legal Information Website Content Contractors Scope of Work and Payment Matrix and feel I can meet all of the requirements outlined.

Signature

Date

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Legal Information Website Content Contractor
Scope of Work

Scope of Professional Services: The Legal Information Website Content Contractor will assist the Arizona Bar Foundation for the purpose of increasing content on the 5 legal websites administered by the Foundation. It is understood that the work performed under this scope of work is the property of the Arizona Bar Foundation.

The Legal Information Website Content Contractor Requirements

The goal of the contract is to submit 10 articles per month with content relevant to the Foundation's 5 legal websites (LawforVeterans, LawForSeniors, LawForKids, AzLawHelp, and AzCourtHelp). The following are methods that this goal can be achieved by:

- Ongoing recruitment of attorneys to write articles or answer questions
- Write articles for any of the 5 websites
- Review and update articles as requested by Justice Division Director
- Write article briefs for any of the 5 websites
- Answer questions submitted on the website
- Review and update questions as requested by Justice Division Director

What constitutes an article?

1. 5 answered or reviewed/updated questions is the equivalent of 1 article
2. 4 legal briefs is the equivalent of 1 article
3. 1 written or review/updated relevant legal subject(500 word, in question/answer format- generally 4 paragraphs) is the equivalent of 1 article
4. 1 volunteer commitment to write an article with a confirmed future date of submission will counted as an article for the month when commitment was made.

Documentation/Reporting (Required)

Submitted articles, questions, briefs and/or volunteer commitments by the last working day of each month.

Invoice Form (supplied by the Foundation)

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Payment Matrix

Payment Matrix	
Monthly Activity	Payment
Submission of 10 articles or combination equivalent to 10 articles as defined in the scope of work	\$1,250

Travel allowance or other expenses associated with the completion of the scope of work are the responsibility of the contractor. Copies and printing can be made available upon **pre-approval** from the Arizona Bar Foundation.

Payment

Payment will be made upon:

- 5 business days after the completion of the objectives in the scope of work and necessary documentation submitted by the last working day of each month.

Payment Dispute Terms

If the Contractor has a dispute with the Foundation regarding payment or obligations set forth in this contract that has not been resolved after communication efforts have been exhausted with the Foundation's Justice Division Director and, then, the 2) Chief Administrative Officer the Contractor may contact the Executive Director/CEO in writing to state their concern, attempts made to reach the resolution and desired resolution not reached.