



**Seattle**  
Office of Immigrant  
and Refugee Affairs

Rapid Response 2025  
Legal Support for Unaccompanied Children

**REQUEST FOR PROPOSALS  
GUIDELINES**

## Purpose and Background

Mayor Bruce Harrell has made it a priority to stand with immigrant and refugee communities, ensuring that Seattle remains a city of protection and opportunity. In alignment with this commitment, the City Council took action in May 2025 by adopting Resolution 32168, which states: “the Council commits to drafting and considering an amendment to the 2025 Adopted Budget that would add at least \$300,000 to OIRA to respond to emerging needs as unwarranted and inhumane immigration enforcement continues to escalate.” In July 2025 the Council passed an amendment adding one-time funding in the amount of \$300,000 to the Office of Immigrant and Refugee Affairs.

With this new one-time funding, the City of Seattle Office of Immigrant and Refugee Affairs is seeking to enter into a one-time contract with nonprofit organization(s) to provide legal representation and other removal defense legal services in immigration matters to indigent unaccompanied children.

The bidder will provide legal representation to unaccompanied immigrant children in pursuit of immigration legal relief, in removal proceedings, including representation before immigration court, U.S. Citizenship and Immigration Services (USCIS), and associated adjudications in state court. The bidder will provide legal representation through direct representation or pro bono mentoring and training.

## Scope of Work

The successful bidder shall provide legal representation to unaccompanied immigrant children in pursuit of immigration legal relief, including representation before immigration court, U.S. Citizenship and Immigration Services (USCIS), and associated adjudications in state court.

## Funding Details

- **Total Funds Available:** Up to \$200,000 (one-time funding)
- **Contract Period:** November 1, 2025 – October 31, 2026.
- **Total Number of Awards:** One or more awards

## Who Should Apply?

### **Eligible applicants must meet the following minimum qualifications:**

- Be a nonprofit organization with a 501(c)3 status or have a fiscal sponsor with a 501(c)3 status.
- Have an office(s) located within Seattle or King County.
- Have at least three years of experience providing high quality legal representation and removal defense services to unaccompanied children.
- Be a nonprofit that is a Department of Justice Recognized Organization with a fully accredited representative on staff OR have a licensed attorney with immigration law expertise on staff who will directly provide the services described in this RFP.
- Are able to commence services within one month of contract execution.
- Applications may be submitted by individual nonprofit organizations or by collaborative groups operating based on a Memorandum of Understanding. OIRA reserves the right to make one or more awards and to approach applicants with proposals for restructured collaborations.

## Eligible Clients

For the purposes of this contract, the services should be limited to immigrants that meet **each** of the following eligibility criteria:

- A. Are unaccompanied immigrant children; and
- B. (i) Live, work or go to school in Seattle, or (ii) are experiencing housing instability and currently or have in the last two years been receiving social services from a Seattle-based agency; and
- C. Have a household income that does not exceed 200% of federal poverty guidelines.

For the purposes of this contract, an unaccompanied child is a young immigrant under the age of 21 years at the time of the intake interview who falls into at least one of the following categories:

- I. Has been in or is entitled under federal law to have been identified as an unaccompanied immigrant child and transferred into the custody of the federal Office of Refugee Resettlement; or
- II. Has been designated as, or would meet the definition of, a vulnerable youth under RCW 13.90.901(2); 13.90.110(6); or
- III. Is experiencing or is at risk of homelessness, abuse, neglect, abandonment, exploitation, or labor/sex trafficking.

Removal defense services shall be a core component of this program.

## Submission Instructions

- Proposals are **due 5:00 PM PST on September 17, 2025**.
- **Applications must be received in PDF format via email to: [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov)**

## RFP Process Timeline

|                           |  |
|---------------------------|--|
| Sept 3, 2025              | OIRA publicly releases RFP.  |
| Sept 8, 2025<br>3-4PM PST | Q&A session for potential applicants via Zoom<br><br>Join Zoom Meeting<br><a href="https://us06web.zoom.us/j/85934867821?pwd=x0b5lttibSNdq24vApBB2hd6PY9ubP.1">https://us06web.zoom.us/j/85934867821?pwd=x0b5lttibSNdq24vApBB2hd6PY9ubP.1</a><br>Meeting ID: 859 3486 7821<br>Passcode: 322221 |
| Sept 17, 2025<br>5PM PST  | Applications due via email to <a href="mailto:OIRARFP@seattle.gov">OIRARFP@seattle.gov</a>   |
| Oct 1, 2025               | OIRA announces funding decisions.  |
| Oct 2-31, 2025            | Contract negotiation processes with successful applicants.   |
| Nov 1, 2025               | Organizations begin contract period.   |

## Proposal Checklist

A complete RFP application must include the following:

- Proposal cover sheet (included in this packet).
- Copy of your organization or fiscal sponsor's IRS 501(c)3 letter.
- Proposal narrative (maximum 3 pages).
- Project Budget

## For Additional Information

Send questions regarding the application process to: [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov) or call (206) 688 0002.

Office of Immigrant and Refugee Affairs  
Rapid Response 2025: Legal Support for Unaccompanied Children

Application Cover Sheet

**ORGANIZATION INFORMATION**

Organization Name:   
Address:   
City, State, Zip:   
Website:

**CHIEF EXECUTIVE OFFICER (OR SIGNATORY FOR CONTRACTS)**

Name:   
Title:   
Email:   
Phone Number:

**PROJECT LEAD**

Name:   
Title:   
Email:   
Phone Number:

**NON-PROFIT STATUS**

PLEASE CHECK ONE:

LEAD AGENCY HAS 501C3 STATUS  
 PROJECT HAS A FISCAL SPONSOR (NAME OF THE FISCAL SPONSOR):

**LEGAL EXPERTISE:**

Does your organization have paid legal staff? Yes  No   
If yes, how many attorneys?   
If yes, how many Department of Justice-accredited representatives?

**REQUESTED AMOUNT: \$**

# Office of Immigrant and Refugee Affairs Rapid Response 2025 Community Education

## Narrative Questions

**Please limit your response to the following narrative questions (not including the budget) to no more than 3 pages**

- 1. Experience and legal expertise (6 points).** Detail your organization’s experience representing unaccompanied children for the last three years. Please describe your staff qualifications to offer legal services to unaccompanied children. If your organization works with other pro bono legal professionals, please describe your experience in training and supervising these attorneys for unaccompanied children.

If you are applying on behalf of a partnership of organizations, please address each experience and legal expertise.

- 2. Program model (6 points).** Describe your proposed program model for representing the eligible population with this one-time funding. Please give an overview of how the services will be implemented and the timeframes involved. Estimate how many eligible clients you plan to serve through your proposed program model.

If you are applying on behalf of a partnership of organizations, please address each organization's role in this program model.

- 3. Administrative capacity (4 points).** Describe your organization/partnership's administrative capacity, including such factors as data gathering and security; reporting and invoicing; and legal case management systems.
- 4. Sustainability (4 points).** Describe how this one-time funding fits into your funding model for legal services for unaccompanied children. How will you ensure uninterrupted services to children enrolled in this program once this funding ends?
- 5. Budget (5 points).** Please include costs of all things necessary to carry out the services in your proposal. The evaluation process is designed to award funding not necessarily to the applicants of least cost, but rather to applicants that best meet the requirements of this RFP. A budget should include the following costs:

|  |  |
|--|--|
| <b>Staff salaries by staff type</b> (such as attorneys, paralegals, etc)                             |  |
| <b>Staff benefits</b>  |  |
| <b>Administrative and non-staff program expenses</b> (which collectively cannot exceed 20%)          |  |
| <b>Value of program costs paid with funds outside this grant</b> (please also identify fund sources) |  |
| <b>Non-city funds used to support program activities related to this grant</b> (match or leverage).  |  |