



National Association of IOLTA Programs

Funders of Equal Justice

Request for Proposals Salary and Benefits Survey June 2021

Introduction

The National Association of IOLTA Programs, a nonprofit membership organization composed of state-level funders of civil legal aid, seeks proposals to conduct a salary survey of its members. Interested vendors should submit responses to Caroline Behe at caroline@imiae.com no later than July 7, 2021.

Background

NAIP works to improve access to civil justice for the poor and increase support for civil legal aid and other law-related programs through the growth and development of IOLTA programs and other national, state and local funding resources. Membership in NAIP provides civil legal aid funders from the U.S. and Canada opportunities to learn from peers and experts, act collectively in support of civil legal aid and access to justice, and strengthen their own organizations.

NAIP currently has 48 U.S.-based members, including the District of Columbia and Puerto Rico, and seven Canadian members. These members vary widely in size, structure and governance. Some organizations are standalone nonprofits, while others are associated with state bar associations or state government agencies. Some members perform only one function - grantmaking in support of civil legal aid - while others have a wide range of law-related responsibilities. The common thread connecting all NAIP members is revenue received through Interest on Lawyer Trust Accounts (IOLTA). More information about NAIP can be found at www.iolta.org.

Since 1994, one member has voluntarily conducted a salary survey of member programs every few years. Many members report using the results of this survey as a tool when their staff and/or board are making decisions regarding compensation and benefits. Over the past few years, NAIP has become a more formal, professionalized organization and wishes to formalize the inclusion of a periodic salary survey as a member benefit. NAIP intends to repeat the survey on a regular basis (likely every three years).

Scope of Work

NAIP seeks a vendor to develop the survey instrument (with NAIP input), conduct the survey, analyze responses and produce a report for distribution to members. The vendor may also be invited to present the report in a member webinar.

In addition to vendor experience with this type of project, proposals will be evaluated on their ability to meet the following requirements:

- **Confidentiality:** All data provided by NAIP members is to be held in the strictest confidence. All survey results shall be presented in aggregate form only. At no time should any member data be individually identifiable. NAIP has a relatively small membership, so any category groupings (by region, gender, race, etc.) must be large enough to ensure confidentiality. At no time will the

vendor release individual survey responses to anyone. A nondisclosure agreement will be required.

- **Survey instrument:** NAIP will provide the vendor with the questions used in prior surveys (approximately 15 questions). NAIP also welcomes the expertise of the vendor on questions that have proved useful for other clients. Our prior instrument focused primarily on executive director salaries, and NAIP seeks to expand the survey to include additional staff positions, additional benefits and related personnel policies.
- **Survey collection:** The vendor will administer the survey electronically through a secure, user-friendly platform. NAIP will distribute the survey to members.
- **Analysis and Report:** The vendor will analyze the survey data and create a PDF report with both text and visual display of the aggregated results.
- **Budget:** While budget will be an important factor in vendor selection, NAIP seeks the best overall proposal and budget will not be the sole driver of the decision. The vendor will provide a breakdown of all anticipated costs, including survey development and analysis options that will impact pricing. To preserve scarce resources for the critical community need our members fund, NAIP is hopeful this evaluation can be done economically.

Contract Requirements

Upon selection of a vendor, the contract with NAIP shall address the following items:

- **Work for Hire:** All data, analysis and reports shall remain the property of NAIP.
- **Data Retention/Destruction:** The vendor shall provide its data retention and destruction policies, including how long it proposes to retain individual and aggregate data and how it will document that data has been destroyed.
- **Indemnification:** The vendor shall indemnify, defend, and hold harmless NAIP, its officers, directors, members, employees, and agents from and against any and all claims, demands, suits, costs, liabilities, losses, and expenses (including attorneys' fees) arising out of or in connection with any breach of information.

Proposals

Interested vendors should submit proposals to Caroline Behe at caroline@imiae.com no later than July 7, 2021. PDFs are preferred. Please include the following information:

- Company background/experience
- Proposal to meet stated scope of work and contract requirements
- Price estimate
- Timeline estimate
- References

NAIP encourages diverse and minority contractors to apply.

Questions?

NAIP Membership Committee Co-Chairs

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