

# **Request for Proposal**

**Proposal Due Date: September 26, 2025**

Campaign Legal Center (CLC) is exploring whether artificial intelligence technologies and tools could enhance our legal, policy, investigative, development, communications, and internal operations, while minimizing risk and maintaining ethical and privacy obligations. Therefore, we seek proposals from qualified experts to help us make informed decisions about potential AI use by:

- Assessing the potential benefits, limitations, and risks of AI tools in a legal nonprofit context
- Providing actionable recommendations for AI adoption that align with our mission, ethical obligations, and capacity
- Identifying tools, vendors, and best practices relevant to our work

## **About Campaign Legal Center**

CLC is a nonpartisan organization dedicated to advancing democracy through law and fighting for every American's right to participate in the democratic process. CLC uses tactics such as litigation, policy advocacy, communications and partnerships to win victories that result in a more transparent, accountable and inclusive democracy. Our long-term goal is a government responsive to the people. For more information, visit us online at [campaignlegal.org](https://campaignlegal.org).

## **Scope of Work and Deliverables**

The selected consultant will:

- A. Become knowledgeable about CLC and our mission, work, and operations, including through a total of 10-15 interviews of organizational leaders and a representative cross-section of staff
- B. Provide a written report that includes:

- Assessment of needs and opportunities, including review of CLC workflows; existing technological tools and other infrastructure; and leadership & staff competencies
- Recommended AI tools and platforms that could benefit CLC's mission, such as tools for document review, legal research, document drafting, data analysis, compliance with federal and state non-profit laws, donor/grant tracking, contract analysis, knowledge management, workflow automation, and integration with CLC's existing technological tools.
- Risk and compliance analysis of legal, ethical, privacy, and bias considerations CLC could face in AI adoption
- Organizational capacity requirements (financial, human, technical, etc.) to adopt and sustain the recommended AI tools
- Suggested pilot projects, rollout steps, best practices, and evaluation metrics
- Suggested methods for CLC to assess and consider whether to adopt new AI technologies developed or improved in the next few years

C. Conduct two sessions to present findings and answer questions. At least one of these sessions will be in person in Washington, DC.

## Consultant Qualifications

- Demonstrated expertise in AI applications, preferably in the legal sector, nonprofit sector, or both
- Understanding of legal ethics, data privacy, and technology adoption in law practice
- Experience conducting technology assessments and developing strategic plans
- Strong written and verbal communication skills

## Timeline

**CLC will be accepting proposals until September 26.** We plan to start reviewing proposals on a rolling basis, intending to select a vendor within 2-3 weeks of the proposal due date.

## Budget

CLC has budgeted \$30,000 for this scope of work.

## **Evaluation Criteria**

The following criteria will be used to evaluate proposals:

- Overall proposal suitability.
- Knowledge of CLC's mission, vision, values, and issue areas.
- Quality of prior relevant experience with similar organizations.
- Ability to complete work within a reasonable timeframe.
- Price, payment terms, and the ability to work within the desired budget.
- Ability to accept the terms of CLC's standard contract for professional services.

Please provide bios and references in your proposal.

CLC reserves the right to select no proposals should no bidder submit a proposal that meets the organization's needs.

Consistent with our Diversity, Equity and Inclusion (DEI) goals, CLC encourages obtaining bids from small business, service-disabled veterans, minority-owned firms and woman-owned businesses to the fullest extent practicable.

## **Contact Information**

Please send proposals or any questions regarding proposals to CLC's Human Resource Department at [hr@campaignlegalcenter.org](mailto:hr@campaignlegalcenter.org). We are pleased to answer any questions your organization may have prior to you submitting your proposal.