



Request for Proposal

RFP for Power Players: Women Leading in Law Newsletter

The Center for Women in Law is accepting proposals in order to find an independent contractor to research, draft, and manage its *Power Players: Women Leading in Law* newsletter.

About Center for Women in Law

The Center for Women in Law, which is housed at The University of Texas School of Law, is a national resource and champion for women lawyers, generating lasting change within the legal profession. We envision a legal profession that exemplifies equity and justice for all. Founded in 2009 by women lawyers seeking to help future generations, the Center for Women in Law has had tremendous impact since its launch. More information about the Center can be found online at <https://law.utexas.edu/cwil/>.

Project Overview

Our newsletter, *Power Players: Women Leading in Law*, informs our members of significant cases in which women lawyers have had a prominent role and impact. It also lists career movement, awards, and accolades by women lawyers. For example, past newsletters have included 6-8 summaries of noteworthy cases filed or judgements received by women lawyers and 8-12 listings of career moves and/or appointments.

A. Scope of work

In order to have a successful, well-read newsletter, the information must be current, relevant, and inclusive. Our newsletter has consisted of women lawyers practicing law and their successes and career movement; moving forward, we would like to expand our approach to recognize all women lawyers in different industries.

Accomplishing this scope of work will require extensive research and culling articles from the internet and other resources. The successful proposal will include access to a variety of subscription websites such as law.com, Law360, Bloomberg Law, etc. The majority of time on this project will be the research of articles and gathering of information for newsletter items.

B. Deliverables

A successful independent contractor will provide a bi-weekly newsletter. He/she will submit a final draft, including layout and graphics, to the Center every other Tuesday for distribution to our members.

We expect an independent contractor to provide additional suggestions for deliverables, such as articles, layout, etc.

C. Budget

Please include a budget in the proposal. You can present a budget by an hourly rate, monthly rate, or a project (per newsletter) rate. If you are unsure of exact budget, you may include a range.

D. Timeline

We expect the project start date to be February 15, 2021 – with the first newsletter being submitted to the Center within 2 weeks of the start date. The duration of the contract will extend for one year with the intent to continue/renew annually if the newsletter maintains relevancy and readership, and the arrangement is agreeable to both parties.

E. Submission Requirements

Interested parties should submit the following:

1. Cover letter;
2. Curriculum vitae;
3. Project work plan specifying how you would carry out the scope of work, including access to research websites, and any relevant experience in performing similar projects;
4. Budget and/or budget range;
5. Any considerations or concerns of which you believe the Center for Women in Law should be aware; and
6. List of three client references for similar projects, if any.

Please submit your completed RFP with pricing to Valerie.Esparza@law.utexas.edu by January 15, 2021. RFPs received after that date will not be considered. We will be reviewing all submissions the week of January 18, 2021 and will be contacting the final vendor by February 5, 2021. The project start date will be February 15, 2021.