



National Association of Criminal Defense Lawyers
Fourth Amendment Center

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Washington, D.C. 20036

<https://www.nacdl.org/4ac>

Request for Proposal for Tech Fellowship Project Consultant

Date of Issue: 1/25/2022

Date of Closing: 2/26/2022

Proposal Contacts

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The National Association of Criminal Defense Lawyers (NACDL) is seeking a consultant to lay the groundwork for a public defender tech fellow program. This project will be overseen by NACDL's Fourth Amendment Center, which seeks to build a robust legal infrastructure to challenge outdated legal doctrines that undermine privacy rights in the digital age.

Executive Summary

Public defender offices are uniquely positioned to identify, understand, and confront new technologies and automated decision-making tools used by police, prosecutors, and other public agencies and private industries. These tools and technologies increasingly impact how people are investigated, charged, and prosecuted. However, financial limitations and daily responsibilities often impede public defenders from acting effectively as the public's vanguard against invasive surveillance technologies.

To address this gap, the NACDL is launching a tech fellow program, which will embed public interest technologists in several public defender offices across the United States. With their technical expertise, these fellows would advise public defender offices in cases and help offices challenge surveillance tools and technologies, through litigation and public education. By working in a defender office, tech fellows will be able provide support to defenders and investigate technology use and trends in a particular jurisdiction over time, greatly enhancing public understanding of certain invasive policing strategies.

This consultancy will:

- (a) **Research and identify public defender offices** across the United States with the capacity to host a tech fellow
- (b) **Provide recommendations** to identify candidates and streamline the hiring process for fellowship program manager
- (c) **Research best practices to identify fellows** with the most potential from the applicant pool and to match them with public defender offices
- (d) **Identify best practices to ensure diversity and inclusion** at every step of the hiring process for the program manager and fellow cohort. This includes identifying the most effective hiring platforms.

Objectives

As a tech fellow, selected candidates would provide specific defense case-based consultations and assist in developing strategies to confront invasive technologies in criminal cases. They will conduct in-depth research into the technologies used in the arrest and prosecution of cases and develop trainings on those topics for their host office. They would also standardize trainings and create curricula that other offices can use. Information derived by fellows will be used to support attorneys and community groups working for systemic change.

To launch the program, NACDL seeks a consultant who can accomplish the following objectives:

- (a) **Research and identify public defender offices** across the United States with the capacity to host a tech fellow. To launch our program, we hope to identify at least 8-10 offices who have a demonstrated need and the infrastructure to host a tech fellow. Offices should:
 1. Not presently have a well-staffed forensics unit or technologist on staff — The project seeks to add new capacity to offices, not augment existing capacity.
 2. Have the capacity to house a technologist — Offices that are spread thin will not be able to support the position and may even draft the fellow into everything from Information Technology guidance to investigations.
 3. Have the capacity to either engage in systemic reform or impact litigation.
 4. Identify internal structures and assess whether the office can house a fellow employed by NACDL (i.e., can they host a fellow not directly employed by the office?).
- (b) **Provide recommendations** to streamline the hiring process for a fellowship program manager
 - Compile job descriptions and job advertisement language to maximize pool of engaged and qualified candidates
 - Identify best talent acquisition platform and recruitment strategies to select a manager
 - Identify skills and experience needed for an effective manager
 - Identify best practices and strategies for attracting a diverse candidate pool
 - Potentially assist in identifying manager candidates
- (c) **Develop criteria to identify fellows** with the most potential from the applicant pool and to match them with the appropriate public defender office
 - Research job descriptions from similar programs and create draft job description language to maximize pool of engaged and qualified candidates
 - Research training programs for similarly situated tech fellows based on research of other tech fellow programs
 - Identify skills and experience needed for successful fellow
 - Identify mechanisms to promote tech fellow cohort cohesion
 - Identify examples of RFPs for offices seeking to host a tech fellow and process for matching fellows with offices
- (d) **Identify best practices to ensure diversity and inclusion** at every step of the hiring process for the program manager and fellow cohort

- Research and identify hiring platforms that best include applicants from historically marginalized backgrounds
- Develop application criteria to accommodate and include applicants from historically marginalized backgrounds
- Identify mechanisms to ensure that participating public defender offices share similar values to prioritizing diversity and inclusion in their work as NACDL

This process will be overseen by and conducted in consultation with the Fourth Amendment Center's Director and Associate.

Submissions

Respondents should prepare an executive summary of how they can accomplish the objectives included in this RFP no more than five (5) pages in length.

Respondent Questions

NACDL has endeavored to provide all relevant information in this RFP. Respondents are encouraged to conduct their research into the objectives of this program. Where there may be questions or omissions to define pertinent to the proposal response, there will be an opportunity for the respondent to present questions, as noted in the Timetable in section. Questions must be submitted via email to 4ACtechfellow@nacdl.org.

Deadline for Submissions

Submissions must be received by February 26, 2022, at 5:00pm ET.

Form of Submission

When submitting their proposal, the respondent should include:

- For Organizations:
 - Company profile and biography on relevant stakeholders
 - References of current clients, minimum of three (3)
- For Individuals:
 - Resume or Curriculum Vitae
 - Professional References, minimum of three (3)
- Proposed cost estimates and contingencies.
- Executive summary

Documents should be in Microsoft Word, Excel, PowerPoint formats or as searchable PDFs.

Proposals must be sent via email as attachments to 4ACtechfellow@nacdl.org by the submission deadline. NACDL is not responsible for submissions received after the deadline.

Timetable of Application Process

Event	Date
RFP Issue Date	January 25, 2022
Deadline for Questions	February 20, 2022
Proposal Submission Deadline	February 26, 2022
Invitation to the Next Round Announcement	March 8, 2022
Respondent Interviews	March 12 – 15, 2022
Respondent Reference Checks	TBD
Consultant Selection	TBD

NACDL reserves the opportunity to modify this schedule.

About NACDL

NACDL's mission is to serve as a leader, alongside diverse coalitions, in identifying and reforming flaws and inequities in the criminal legal system, and redressing systemic racism, and ensuring that its members and others in the criminal defense bar are fully equipped to serve all accused persons at the highest level.

About the Fourth Amendment Center

NACDL's Fourth Amendment Center offers direct assistance to defense lawyers handling cases involving new surveillance tools, technologies and tactics that infringe on the constitutional rights of people in America. The Center is available to help members of the defense bar in bringing new Fourth Amendment challenges.