



520 Eighth Avenue, New York, NY 10018

p. 646 386 3100

f. 212 397 0985

innovatingjustice.org

Courtney Bryan. Executive Director

REQUEST FOR PROPOSALS
Family Court Practice Institute
Website Vendor Opportunity
February 2026

The Center for Justice Innovation is a non-profit organization that works to create a fair, effective, and humane justice system by performing original research and helping launch reforms around the world. The Center creates operating projects that have been documented to reduce the use of jail and prison, assist victims of crime, and strengthen communities. Nationally and internationally, the Center performs original research and provides consulting services to justice innovators. To learn more about the Center please visit our website: innovatingjustice.org.

Background

The **Family Court Practice Institute** (herein referred to as the 'Institute') is a public/private partnership among the New York State Unified Court System and the Center for Justice Innovation. The Institute will promote high quality legal representation in the New York State Family Court through training and support of attorneys who represent children, parents, presentment agencies, and the related professions that comprise multidisciplinary holistic representation teams.

The vision of the Institute is to increase access to justice for court-involved families by equipping practitioners with a coordinated structure for training and support that promotes consistency, shares proven practices, and strengthens the overall quality of family court practice across New York State while uplifting shared values and advancing approaches that foster broader system impact. It is envisioned that this will be partly achieved through the development of a website where family court practitioners across New York state can freely access resources, online trainings, and technical support to strengthen their practice. The target audience of the Institute is attorneys, social workers, peer advocates, and other family court practitioners throughout New York state.

Scope of Work

The Center seeks a vendor to develop a website for the Family Court Practice Institute with the following requirements:

- Design a website that features the components listed below:
 - Robust *navigation pane* with drop down options
 - *Home page* with broad information about the Institute
 - *About page* with information about the Institute’s mission, vision, values and the project team and partners
 - *Our Work* page that details the services that the Institute provides and links to an online training platform and request form
 - *New York State Family Court* section that includes a chart on the Unified Court System, an interactive map where users can click on each of the 62 counties and read information about their local courts and programs, and links to external court resources
 - *Resources/clearinghouse* section with a repository of resources that are housed on the website and linked to external websites. The clearinghouse should be categorized with capabilities for filtering and searching. The actual categories and filters are TBD, but resources will include checklists, practice guides, toolkits and factsheets. Resources will be developed and uploaded on an ongoing basis
 - *E learning platform* where users can access online trainings. These will be password protected and most trainings will issue certificates (CLE credits) upon completion
 - *Bulletin board* highlighting upcoming external trainings for family court practitioners across New York state, top opportunities for employment and internships, and key legislative updates
 - *Practitioner wellbeing* page with links to external resources and original content featured such as blog posts and podcasts
 - *Contact us/request assistance* form where users can submit their details and request for training or support with their cases. This should automate to the project team’s email. A *technical assistance portal* may be required in the future where users can receive support from the project team within the portal, and connect with other users through an online message board or forum

- Deployment – deploy the site successfully
- Website must be user-friendly and easy to navigate for practitioners that do not have technical/IT backgrounds
- Flexibility with website design to meet the changing and growing needs of the project. The website should be easily adaptable and scalable, with the capacity to add or change components as needed
- Simplicity with backend CMS so that Center project staff can make minor edits and upload content as needed, without having to contact the vendor each time. Consider using Wordpress for consistency with the Center for Justice Innovation’s website
- Integration with an effective but easy to use learning management system (LMS) for the e-learning platform
- Automation with programs that the project team is currently using such as Microsoft Outlook, Monday.com and Mailchimp

- Ability for the website to track numbers of users and user activity across the website
- Vendors to provide documentation on what Personally Identifiable Information (“PII”) or sensitive/confidential is collected from visitor of the site (if any), and if so, how it is used, who it is shared with, and other security measures, controls, and protections implemented to protect this information.
- Vendor to provide full details on how the website and any and all other relevant information will be backed up.
- Ensure the website is cross-browser and standards compliant and meets WCAG & ADA accessibility/disability requirements
- Implement a responsive website, which renders well on all size screens and types (including mobile devices)
- Website vendor team ability to work with and communicate with a project team who does not have technical/IT background and will require training to manage the different components of the website

Timeline

The website must be ready to launch in September 2026. The vendor is also required to work with the project team post-launch for any continued website care and updates.

Eligibility

Website vendors from across the United States are eligible to apply.

Budget

The maximum budget is \$200-250 000, with additional funds set aside for post-launch care, additional modifications (as needed), and maintenance of the website.

Proposal Content

Proposal submissions must include the following:

- A detailed response to the scope of work set above.
- Budget. Proposals must include the proposed price for completion of the website, including an hourly or monthly rate for post-launch support.
- Proposed workplan and timeline of key deliverables.
- Samples/links of other similar websites that the vendor has built.
- Point of contact details and proposed communication plan.
- 2 x references.

Submission Instruction

Proposals are due **February 27, 5pm ET**.

- Proposals can be submitted in the preferred format of the vendor (Word, PDF, JPEG, PPT, video etc).

- Proposals should be emailed to Senior Program Manager, Shashika Peeligama: peeligamas@innovatingjustice.org.

The final terms, scope of work, funding, and conditions will be delineated in a contract between the selected vendor and the Center. The Center anticipates selecting a vendor and commencing the work by the end of March.

The Center will hold a call regarding this RFP on February 19 at 3pm EST. Please email peeligamas@innovatingjustice.org to RSVP for this call.

Selection Criteria

When reviewing proposals, the Center staff will evaluate the following factors:

- Suitability of proposal – proposed solution meets needs and criteria set forth in RFP.
- Experience – website vendor has successfully completed, on time and on budget, similar projects and has qualifications necessary to undertake this work.
- Pricing – proposed cost is reasonable and cost effective for a non-profit organization and government-funded project.
- Resources – website vendor has demonstrated that they have the technical competence, time and resources to complete this project.
- Presentation – proposal information is presented clearly, logically and is well-organized.
- References – reference information for two former or current clients is provided.

General Conditions

1. **Right to Amend RFP:** The Center reserves the right to cancel or amend or supplement the RFP, giving equal information and cooperation by way of issued addendum to all proponents through email.
2. **Bidder Incurred Costs:** All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the bidder(s).
3. **Acceptance of Proposals:** The Center is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria specified in this RFP.
4. **Evaluation of Proposals:** Several members of the Center will evaluate all complete proposals. The Center reserves the right to make an award based directly on the proposals submitted or to negotiate further with one or more proponents.
5. **Contract:** The final terms, scope of work, funding, and conditions will be set in a contract between the selected vendor and the Center.

Visit our website at www.innovatingjustice.org.