

**Alaska Office for Refugees**

**Catholic Social Services**

**Request for Proposals & Application**

**Immigration Support for Refugee Re-Vetting During I-485 Interview**

**I. INTRODUCTION**

The Alaska Office for Refugees, a program of Catholic Social Services, is soliciting proposals for immigration attorneys to provide support for Office of Refugee Resettlement (ORR) refugees during their I-485 interview, which newly includes re-vetting of their refugee status.

This support would include the following:

- Preparing for I-485 interview, including FOIA support as needed \*
- Providing support during I-485 interview if it takes place in Anchorage, Alaska

This support would not include the following:

- Completing and submitting I-485 application

\*Note: FOIA requests have been submitted for most clients

**II. ELIGIBLE ORGANIZATIONS**

Immigration attorneys/firms located in Anchorage, Alaska

**III. BACKGROUND**

On February 18, 2026, U.S. Citizenship and Immigration Services (USCIS) issued a memo directing USCIS officers to review previously vetted persecution claims during green card (I-485) interviews. This re-vetting process re-assesses whether an individual meets the statutory definition of a refugee. Following interviews, refugees are either approved for a green card or given a Notice of Intent to Terminate status.

Since then, USCIS has created a Tactical Operations Division, including a dedicated Refugee Re-Vetting unit, and a growing number of refugees across the country are receiving Notices of Intent to Terminate their status.

**IV. DESCRIPTION OF FEDERAL GRANT**

This initiative is undertaken in alignment with Office of Refugee Resettlement (ORR) Policy Letter (PL) 18-04, and 45 CFR Part 400 Subpart I -- Refugee Social Services.

Federal grants administered under the U.S. Department of Health and Human Services (HHS) permit the engagement of contractors and consultants when their services are necessary, reasonable, and directly support the objectives of the funded program (per 2 CFR §200.403–405, and § 2 CFR part 200, subpart D). The costs associated with this project are justified as necessary program support to:

- Provide application assistance for adjustment to legal permanent resident status for refugees, in accordance with 45 CFR 400.155(i).

All procurement related to this project will be conducted in accordance with § 2 CFR part 200, subpart D (Procurement Standards), which governs the fair, open, and transparent use of federal funds. The selected vendor must also comply with all applicable federal contract provisions and reporting requirements.

#### Grant Details

CFDA#: 93.566

CFDA Number Description: Refugee and Entrant Assistance State/Replacement Designee Administered Programs

Award#: 2401AKRSSS

#### Funding Restrictions

The administration of this program is based on:

- Immigration and Nationality Act of 1952, as amended (P.L. 82-414) <http://www.uscis.gov/iframe/ilink/docView/SLB/HTML/SLB/act.html>;
- Code of Federal Regulations 45 CFR 400: Refugee Resettlement Program

Part 400: *Information specific to Refugee Support Services can be found in Subpart I. Information regarding eligible refugee participants is found in Subpart D.*

- 2 CFR Part 200 and 300: The US Department for Health and Human Services is implementing the language in 2 CFR 200 and 300 in these codified regulations found [here](#) and [here](#).

#### **V. PROPOSAL REQUIREMENTS**

Proposals should include brief answers to the following:

**1. *Proposed Flat Fee for Interview Preparation and Support During Local Interview***

Provide the following:

- a. Description of services to be provided to clients during interview preparation. Include an estimated number of hours.
  - b. Description of supportive services to be provided for clients during their I-485 interview, if it takes place in Anchorage, Alaska. Include an estimated number of hours.
  - c. Proposed combined flat fee for interview preparation and interview support services described in a and b. Indicate if this fee includes interpretation costs.
- 2. *Proposed Flat Fee for Responding to Any Notices of Intent to Terminate***: Please describe services to be provided if a client receives a Notice of Intent to Terminate Refugee Status and a proposed flat fee. Indicate if this fee includes interpretation costs. Please note, in current notices clients have been given 30 days to respond.
- 3. Please provide an estimated number of clients you have the capacity to serve.**

4. Please provide a timeline outlining when your agency would be able to begin providing interview preparation services.
5. Please describe your capacity to support clients in interviews as they are scheduled and to respond to any Notices to of Intent to Terminate within 30 days, if received.
6. IRAP has provided a Refugee Re-vetting Toolkit found here: [Legal Practitioner Toolkit for Refugee Revetting | International Refugee Assistance Project](#). Would you have the ability to use this tool? If not, please describe other resources you would utilize to guide you in this process.
7. Please describe your experience working with refugee populations in Alaska or elsewhere.

\*Please note: AOR acknowledges circumstances are changing rapidly in the immigration sphere, and should there be any new changes that affect the terms of this project, both parties will have the opportunity to renegotiate.

## VI. TIMELINE FOR PROPOSALS

|                                 |                           |
|---------------------------------|---------------------------|
| Request for Proposals released: | Monday, July 20, 2026     |
| Proposals are due:              | Friday, July 31, 2026     |
| Proposal Review:                | August 3-4, 2026          |
| Selection will be announced:    | Wednesday, August 5, 2026 |

## VII. SUBMISSION GUIDELINES

Interested vendors must follow the submission guidelines outlined below:

- Proposal Submission Deadline: All proposals must be submitted no later than 11:59 PM Alaska time, Friday, July 31, 2026
- Proposal Format: Proposals should be submitted as a Microsoft Word document, ensuring the file is easily readable and all required sections are clearly labeled. Please include in your submission the name, title, email, and phone number of the primary contact person for follow-up.
- Submission Method: Email your completed proposal as an attachment to Sara Shinkfield

AK State Refugee Coordinator

Phone: 402-650-2515

Email: [sshinkfield@cssalaska.org](mailto:sshinkfield@cssalaska.org)

- Confirmation of receipt will be provided via email within two (2) business days of submission.
- Written questions will be accepted up to one (1) business day before the proposal submission deadline. Responses to substantive questions may be shared with all potential bidders to ensure transparency.

## **VIII. PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Cost-Effectiveness
- Quality and Technical Approach
- Timeline and Feasibility
- Relevant Experience and Expertise