

# Request for Proposals (RFP)

Civil Legal services for  
residential tenants of  
Bozeman

CITY OF BOZEMAN  
Bozeman, MT

City of Bozeman  
PO Box 1230  
Bozeman, MT 59771-1230

March 2026

## INSTRUCTIONS

NOTICE IS HEREBY given that the City of Bozeman (City) is seeking proposals from firms to provide civil legal services for residential tenants within Bozeman related to housing with a primary focus on eviction prevention.

Copies of the Request for Proposals are available on the City's website.

All proposals must be provided as a single, searchable PDF document file and be submitted digitally as an email attachment to the City email address below. All proposals must comply with level A and AA Success Criteria and Conformance Requirements as defined by current Web Content Accessibility Guidelines (WCAG). Respondents are advised the City's email attachment size limit is 25MB and only one PDF file will be allowed per response. The subject line of the transmittal email must clearly identify the RFP title, company name and due date/time. File sizes greater than 25MB in size may be uploaded to the City Clerks' Office upon special arrangement with the City Clerk. It is the Respondent's sole responsibility to ensure the file upload is completed, and that the City is separately notified via email of the same, prior to the given deadline.

Deliver RFPs via email to the City Clerk by **Thursday, April 30, 2026 at 8:00AM MT**. It is the sole responsibility of the Respondent to ensure that proposals are received prior to the closing time as late submissions will not be considered.

**The email address for submission is:**

**procurement@bozeman.net**

Any administrative questions regarding proposal procedures should be directed to: Mike Maas, City Clerk (406) 582-2321, procurement@bozeman.net.

Questions relating to the RFP should be directed to: Anna Saverud, Chief Civil Attorney, anna.saverud@bozemanmt.gov.

Respondents must agree to the City's non-discrimination and equal pay affirmation, attached as Appendix A.

DATED at Bozeman, Montana, this March 25, 2026.

Mike Maas  
City Clerk  
City of Bozeman  
Pub March 28, April 18, 2026  
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