



ADDENDUM TO SOLICITATION

1. **Addendum Number:** 16-007-1 *RFP for Legal Counsel*
2. **Issued By:** Tammy Shelton
Procurement Dept.
3. **Addendum to Solicitation Number:** 16-007 **Dated:** 12/5/2016
4. **The following addendum will apply to the above numbered solicitation.**
5. **Description of Addendum: Questions regarding Legal Counseling Services**
 - a) **Question:** Section C, in the Proposal Format, the RFP requests an Organization Chart. Who should be listed on the Chart? **Answer:** The Organizational Chart should list the attorneys that are assigned to the HACB as well as their supervisors up to the senior firm executive.
 - b) **Question:** Section A – Letter of Interest in the Proposal Format, requests a list of the proposer’s team members. The first bullet under Section C requests the assignment ...of key staff and then the second bullet requests key personnel. **Answer:** In this section you would list the key personnel assisting the attorneys with the proposed services. (ex. Assistants and staff contacts) One listing of the key personnel is all that is required.
 - c) Section C, the fifth bullet states a “Recent legal report and/or bank references”. Please clarify as to what type of “legal report” is being requested. **Answer:** Law firm reports provide in-depth business information on an individual firm’s revenues, attorney compensation, billing rates, diversity hiring, pro bono, and more. Examples of such reports can be found from various legal intelligence internet resources (ex. www.almlegalintel.com).
 - d) Section C, the seventh bullet is requesting recommendations and references. Can you please clarify what type of recommendations and/or references are being requested? **Answer:** This is requesting business references and/or letters of recommendation from clients regarding the experience within the certain field as described in the RFP.
 - e) The Certification re; Debarment and Suspension is in the RFP twice; is this just a duplicate or are 2 Certifications required. **Answer:** This is a duplicate and should only be submitted once.
 - f) The last page of the RFP is a 2016 Experience Certificate Request Form. This is for a Developer, not a Legal Counsel. Should this be disregarded? **Answer:** Yes, please disregard, for reference only.
 - g) How many copies of our Response are required for submission? **Answer:** 2 Copies

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

6. Name and Title of Signer: *Tammy Shelton*
Procurement Department

7. Signature and Date: *Tammy Shelton* *12/5/2016*