

Questions and Answers
RFP No. 2019-08
Posted February 14, 2019

QUESTION 1:

In Section 3.1 thereof, there does not appear to be an Item 7. Is that just a numbering glitch/typo, or is there actually an Item 7 that was inadvertently left out?

ANSWER : Numbering typo.

QUESTION 2:

Can you please tell us if the 10 page maximum limit stated in Section 3.1 begins with our response to Question 3.1.1 (Brief History...), or whether the page limit also includes:

- a. The Cover Page of the Proposal;
- b. The Cover Letter; and
- c. A Table of Contents.

ANSWER: The cover page of the proposal and table of content are not included in the 10-page limit. The signed cover letter is included in the 10-page limit.

QUESTION 3:

Is it permissible to include our attorney resumes as an appendix or exhibit to the RFP, rather than having them included in the 10 page count.

ANSWER: We just want summary information related to employees i.e. education, number of years' experience, qualifications, etc.

QUESTION 4:

Question 3.1.3 asks for "proof" of licenses. Are you looking for actual copies of particular licenses, which would be attached as an exhibit, or will it suffice to have a certification from our firm in 3.1.3 that our firm has all of the requisite licensing to allow us to perform the subject services?

ANSWER: Certification from the firm will be acceptable.

QUESTION 5:

Could you please confirm that the Cost Proposal (as outlined in Section 6 and enumerated in Section 15) is a separate proposal, and not part of the 10 page statement of qualifications?

ANSWER: The proposal is separate document from the Statement of Qualifications.

QUESTION 6:

If we have clarifications and/or exceptions to the RFP, would that be counted in the 10 page limit or can we include as an Appendix?

ANSWER: An appendix would be acceptable.

QUESTION 7:

Are the 10 pages for the Statement of Qualifications single-sided pages?

ANSWER: Yes.

QUESTION 8:

Can you clarify if the 10-page limit includes the forms (Non-Collusive Proposal Certificate and Acknowledgement forms) and the cover letter?

ANSWER: The signed cover letter is included in the Statement of Qualifications. The forms are not part of the Statement of Qualifications.