



South Orange County Community College District

RFQ&P No. 365D LEGAL SERVICES

Addendum No. Two (2)

October 8, 2018

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Executive Director

Procurement, Central Services & Risk Management

**Note:**

*All documents remain unchanged except section or parts added to, revised, deleted and/or clarified by this Addendum. This Addendum consists of the responses to the Request for Information submitted by the deadline of 5:00PM on October 3, 2018, as well as the responses to the questions asked during the mandatory pre-proposal meeting at 1:00 PM on October 8, 2018.*

Q1 In reviewing the above-referenced RFQ/RFP, Appendix A (Non-Collusion Declaration), Appendix B (Equal Opportunity Affirmative Action Statement), and Appendix C (Certificate Regarding Worker's Compensation) include the requirement of providing a "Corporate Seal." Our firm is a limited liability partnership, please confirm that the omission of a corporate seal will not be treated as an irregularity.

**A1 *The omission of a corporate seal will not be treated as an irregularity.***

Q2 Are team members' resumes included in the 4-page limit for a Proposer's response to Proposal Form B?

**A2 *The team members' resumes will not be included in the 4-page limit for a Proposer's response to Proposal Form B. However, each team members' resume shall not exceed a one-page limit.***

Q3 In Proposal Form C, do we need to include the questions as part of the 15-page limit?

**A3 *Yes, please include the questions as part of the 15-page limit for Proposal Form C.***

Q4 If part of a question in Proposal Form C is not relevant to our response, can we abridge the question to save space?

**A4 *Yes, you may abridge the question.***

- Q5 Are the references requested in Proposal Form F limited to higher education clients? Does this include only past clients?
- A5 *If your firm does not have any higher education clients, please reference all public agency clients you have served in the past five years. The references should include both current and past clients over the last five years.***
- Q6 In Proposal Form C, Question 5, please clarify not providing the names of our public agency clients.
- A6 *The response to the question should be a breakdown by category referencing the number only (not names) of the public agency/entity clients your firm currently represents.***
- Q7 Are we to only provide five references for Proposal Form F?
- A7 *Please provide as many references as allowed in the five-page limit.***
- Q8 Please clarify Question 3 in Proposal Form C.
- A8 *The District is looking to ascertain the number of jury and/or bench trials, mediations, and arbitrations handled/managed by each attorney proposed to work with the District.***
- Q9 In Question 4 in Proposal Form C, are you looking for the total number of cases handled by the firm in the past ten years? These numbers could be high. Should we propose an approximate number?
- A9 *The District is looking to ascertain the size and depth of the firm's experience. An approximation by area of expertise shall suffice.***
- Q10 For specialized areas not covered in this RFQ&P, how would you like us to present the information?
- A10 *For all specialized areas not covered in the RFQ&P, please submit your proposal response clearly identifying the specialized area you're representing.***

**END OF ADDENDUM NO. 2**