



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
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BID/RFP ADDENDUM

Date: 08/23/2023

Addendum No. 1

BID/RFP No. RFP-22-030-VF BID/RFP TITLE: Outside Counsel for Workers Compensation

This addendum modifies the conditions of the above-referenced BID/RFP as follows:

The attached document provides answers to questions received.

All other terms and conditions of the RFP will remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number 1

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL _____ FAX # _____

BY: SIGNATURE (Manual): _____
OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
OF AUTHORIZED REPRESENTATIVE

RFP-22-030-VF
Outside Counsel for Workers Compensation
ADDENDUM NO. 1

QUESTIONS AND ANSWERS:

Q1: Does Section 3.1, titled "Certified Firm Information", refer to businesses/firms designated as MBE, WBE, etc.?

A1: Yes, either small, micro, minority, women, and/or veteran businesses.

Q2: Does Mr. Suarez' reference to the current "Tier" billing system refer to the difference in rates between "Complex" and "Standard" Workers' Compensation matters?

A2: Yes, contracts currently in place have different hourly rates for standard and complex litigation. Contracts that will be awarded pursuant to RFP-22-030-VF will have a single hourly rate for partners and paralegals. Please see Section 8 – Proposal Pricing of the RFP.

Q3: Will there be "Complex" and "Standard" designations of cases for billing purposes under the contract(s) awarded?

A3: No. Contracts that will be awarded pursuant to RFP-22-030-VF will no longer have separate rates for standard and complex litigation.

Q4: Just wanted to know if we need to search for RFP-22-030-VF under the bids tab in order to submit the documents? (it is not showing)

A4: Please refer to Exhibit 17 – DemandStar Registration Instructions for further information regarding access to DemandStar, or please contact DemandStar customer service at support@demandstar.com or 206-940-0305.

Q5: Where can I find the Proposer Qualification Form that is referenced as Tab #3?

A5: This form is Page 1 of the RFP solicitation.

Q6: #5 on page 18 is labeled Executive Summary, however, item #6 on page 18 asks us to provide a response to the items in Section 4. Section 4.4, #1 asks for an Executive Summary – do we need to put in an Executive Summary twice?

A6: Please include only one (1) copy of your firm's Executive Summary.

Q7: I see that the max rates are 150 Partner/90 Para. do you know the way you will determine the rate assigned?

A7: Partners will be reimbursed at the rate of \$150 per hour, paralegals at the rate of \$90 per hour. Please see Section 8 – Proposal Pricing of the RFP.

Q8: I am assuming even though we currently work with you all, we still need to submit this RFP as well, correct?

A8: In order to continue working with the District yes, you will still need to submit a response as per the requirements of the RFP.

- Q9: For the documentation needed concerning proof from the Florida Bar on eligibility of attorneys practicing law in the State of Florida, will attaching information from the Florida Bar website affirming each attorney's eligibility to practice in the State of Florida be sufficient OR do we need to contact and acquire certified documentation from the Florida Bar itself affirming each attorney's eligibility?**
- A9: Attaching information from the Florida Bar website affirming each attorney's eligibility to practice in the State of Florida will be sufficient.
- Q10: Could you please provide me with a list of participants in the pre-bid conference meeting that took place on August 17, 2023?**
- A10: Please refer to the following link for the pre-proposal participants list held on August 17, 2023: [Pre-Proposal Attendance 81723.xlsx](#)