

## QUESTIONS AND RESPONSES

### REQUEST FOR PROPOSALS NO. 049-KK10 – LEGAL SERVICES

**QUESTION:** We are planning to apply for a number of areas of legal services as listed on Attachment B within the proposal referenced above. Can you clarify whether or not the submission for each area of legal services should be prepared as a separate unit in the required 3 ring binder format or whether one package is required with a subsection for each area of practice?

**RESPONSE:** Each practice area should have its own responses to the questions, but not a separate proposal.

**QUESTION:** In the RFP that has the instructions to Agency/Proposer submitting proposal. Roman numeral II states that there is to be a total of 10 (one original and nine copies). However, in the RFP, section 3-Proposal format and contents, subsection 3.0 (A), it states that there is to be 10 copies of the proposal submitted with the original which therefore suggests a total of 11. Clarification is hereby requested as to the total number.

**RESPONSE:** A total of 10 proposals is required (one original and nine copies).

**QUESTION:** Subsection 3.0 (B) that addresses the cover page, please clarify if the name, address, office telephone number, and facsimile number, that is referenced as to the cover page, whether that is to be that of the proposer?

**RESPONSE:** Proposer's information should be provided on the cover page.

**QUESTION:** Subsection 3.0 (E) that addresses format, please clarify if only the original is to be in a three ring binder or if the original and copies is to be in three ring binders? Also the reference in this same section to each section being tabbed, please clarify if this means side tabs or separators with the sections identified in the separators as well as if the sections tabbed refer only to section 3 and the subsections in section 3 or does this also refer to section 2 and the subsections? Furthermore, should the attachments also be tabbed?

**RESPONSE:** All proposals (originals and copies) in 3 ring binders. All responses and subsections should be tabbed, including attachments.

**QUESTION:** Subsection 3.0 (D) that addresses response to questions & 3.1 that addresses the questions for responses, where it states that the proposer must clearly specify the area of the law that the attorney/firm are proposing to represent the school board, is that to be done at the top only once before the response(s) to questions in subsection 3.1 (i.e. before question A, set forth the area of law and then set forth the question with the response) or should that area of law be before each question with the response? Also should the area of law that the attorney/firm is proposing to represent be on the cover page.

**RESPONSE:** Practice area should be identified at the top of page or before the responses to the questions, not individually. Only list items specified in Section 3.0 on the cover page.

**QUESTION:** Would you be able to provide any additional detail relating to Section 2 – Scope of Services, 2.0 Required Services/Practice Areas, I. Corporate /Transactional.

**RESPONSE:** Formation of non-profit entities; corporate compliance; corporate regulatory board issues; issues concerning non-profits; state and federal taxation of governmental entities.