



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: July 15, 2014

RFP #14-006-68

Legal Analysis and Disparity Study (Shelby County Board of Commissioners)

TO ALL PROSPECTIVE BIDDERS:

The following questions/comments were submitted by potential vendors. The answers are listed in *red* below:

1. On page 3 Capacity and Capability: Please clarify what performance is being referred to as being “performed on short notice.”

The performance referred to on page 3 Capacity and Capability is stated in the scope of work located on page 2 of RFQ #14-006-68. Please note that the County Commission is seeking attorneys and/or firms that have recognized experience and competence performing the subject services. Regarding capacity, the County Commission understands that in order to perform the scope of services in its entirety, respondents may partner and/or sub-contract with other qualified firms and/or businesses.

2. On page 3 Cost for Providing Services: This section seems to ask for an estimate of costs but then says that one is not required. Please clarify.

Since this is a Request for Qualifications, providing an estimate of costs is optional. Inclusion of an estimated fee may be informative, but it is not required and will **not** be considered in the County’s review of qualifications submitted. The actual costs for providing the services will be negotiated with the selected respondent.

3. On page 4 of the RFQ, it is stated that we are required to obtain a vendor number and an “Equal Opportunity Compliance (EOC)” certification number. On the Shelby County website and on the application, it states that the EOC number must be applied for “at least 45 days before bidding or entering into any contract with Shelby County.” Since this RFQ was issued on June 30, only 22 days before bid opening, how will this affect a firm’s ability to submit a proposal?

Because this is a Request for Qualifications, and not a “Bid Opening” failure to obtain an EOC number, at this juncture, will have no bearing on the consideration of the respondent’s submittal of a Statement of Qualifications. However, once the respondent has submitted the appropriate application, contact Debra Louis or Clifton Davis (Purchasing Department) 901-222-2250 for assistance in expediting the process.

4. On page 6, section H. Proposal Submission Deadline, it states that an original and thirteen copies of the proposal must be submitted. Should the proposals be bound, or is other fastening (binder clip, staple) sufficient? Are there any page restrictions? Is 2-sided printing acceptable?

The original and thirteen copies of the Letter of Interest and Statement of Qualifications requested may be submitted in any written form.

5. On the Proposal Response Sheet, there is a statement to check regarding qualification as an MBE, HBE or WBE. Is there a specific entity’s certification that is acceptable, or is this self-identification?

Submission of this document is not required. Generally, the Proposal Response Sheet is submitted in response to a Request for Proposals. Because this is a Request for Qualifications, a Letter of Interest and a Statement of Qualifications should be submitted. However, should your firm choose to submit this document, any designation is acceptable as this is for informational purposes only.

6. Are there any subcontractor goals on this project for minority, women, or locally-owned businesses?

No.

7. Is the County willing to consider hiring the legal consultant directly in an oversight role that is separate and apart from the disparity study consultant team?

Not at this juncture.