

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
#08-27  
LEGAL SERVICES  
ADDENDUM 2  
MODIFICATION  
  
FEBRUARY 5, 2008**

Addendum #2 is to clarify two sections of the Request for Proposal.

- a) Section VI: Format for Proposal is being replaced with the language below.
- b) Section X: Cost Proposal Sheet is being replaced with the language below.

**VI: FORMAT FOR PROPOSAL**

**A. INTRODUCTION**

Any term or condition stated in this RFP document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Vendor's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

**B. COVER LETTER**

Each proposal will have a Cover Letter on the letterhead of the company or organization submitting the proposal. The Cover Letter must include the following information:

1. Briefly summarize the Contractor's ability to provide the services specified in the RFP.
2. A Statement that the Contractor is willing to perform the work described in the RFP and to enter into a contract with HACC, Central Pennsylvania's Community College to perform the work. The Cover Letter must be signed by a person having the authority to commit the Contractor to a contract.
3. Information should include: the company name, federal Taxpayer Identification Number, address, telephone number, FAX number, name, and title of the person to contact, name(s) of principal(s) assigned to negotiate for Contractor (if any), and the name of the individual or company who will manage the project.

4. Certification as to correctness of the proposal and the authority of person signing to bind Contractor.
5. Acknowledgment and/or exceptions taken to the proposed terms and conditions
6. Describe any actual or potential conflicts of interest, which exists within HACC.
7. Describe how your firm would avoid conflicts of interest between your role as HACC's attorney and your other clients.
8. Supply a completed Substitute W-9.

### **C. DESCRIPTION OF QUALIFICATIONS**

Each proposal must contain a description of qualifications and must include the following information.

- 1) Proposer shall present evidence that the firm has been engaged for at least five (5) years in providing services as listed in this Request for Proposal in an educational institution.
- 2) A detailed proposal on how you will accomplish the requested work per the methodology discussed on pages 19-24.
- 3) State the size of the firm. If the firm is geographically headquartered in another city or location other than the local area. In addition, you should state the number of attorney's employed by your firm three (3) years ago and the number of attorneys expected to be employed three (3) years from now for the office that will be representing HACC.
- 4) Name and brief biographical sketches of attorneys who will be generally responsible for providing related legal services to HACC.
- 5) List other educational institutions you have represented or are representing.
- 6) List all the principals of your Law Firm and the number of years with the firm for the local office that will be representing HACC.
- 7) List the size and distribution of support staff including paralegal, law clerks and clerical staff for the local office that will be representing HACC.
- 8) List the number of attorneys who resigned, were dismissed or otherwise left the firm during the last (4) years for the local office that will be representing HACC.

9) Describe the firm's research capabilities.

#### **D. CONTRACTOR HISTORY**

Contractor shall provide a narrative demonstrating an established, successful track record of past performance in providing goods and services closely related to the requirements specified in this RFP. The narrative shall include three (3) reference accounts showing experience in receiving contracts for the delivery of services similar to the one proposed. References must include the following:

1. Name of the firm or corporation.
2. The dates of each contract or agreement under which the Contractor provided such services.
3. The names, address, and telephone number of a contract person for each contract.
4. A complete description of the three (3) projects you or your firm did that you consider most similar to the work requested in this Request for Proposal. Include the results obtained; the total cost of the project; and the name, title, telephone number, and e-mail address of the individual at the client organization who is most familiar with this project. Please limit each of the three (3) descriptions to a maximum of two (2) pages. Note: this may require that you obtain the client's permission to provide this information to us..

#### **E. COST PROPOSAL**

See Section: X: COST PROPOSAL SHEET FOR 08-27: LEGAL SERVICES

**X. COST PROPOSAL SHEET**  
**08-27**  
**LEGAL SERVICES**

Bidder agrees that any contract entered into will include all the conditions of this Request for Proposal, and if any terms and conditions conflict, the Contractor will modify any Agreement to include such conditions before submitting such contracts.

**Fee Schedule** – List the hourly fees for all personnel who will be involved in this effort and an approximation of the time each person will invest in the project. Fee schedules shall include all direct and indirect costs, including profit and overhead, and an estimate of reimbursable expenses.

<b>HOURLY RATE BY PROFESSIONAL</b>		
<b>Individual Hourly Rate: Position Title:</b>	<b>Hourly Rate</b>	<b>Percent of Hours</b>
Partner		
Associates		
Paralegal		
Other		
<b>HACC HISTORICAL HOURLY RATE BY PROFESSIONAL (2007)</b>		
<b>Individual Hourly Rate: Position Title:</b>	<b>Hourly Rate</b>	<b>Total Hours</b>
Partner	N/A	908
Associates	N/A	561
Paralegal	N/A	87
Other	N/A	2

**Additional questions:**

1. List those items for which the firm will expect reimbursement from HACC.
2. State the firm's policy regarding travel costs for which it will expect reimbursement.
3. List the minimum charges, if any, for telephone calls, file review, copying, transmission, messenger services, etc.

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

