



**Southwestern Community College District  
Office of Procurement, Central Services & Risk Management  
RFP 1516 148 for Legal Services**

**UPDATED** -Addendum No. Two (2)  
September 25, 2015

A handwritten signature in black ink, appearing to read 'Priya Jerome'.

\_\_\_\_\_  
Priya Jerome, Director of Procurement,  
Central Services & Risk Management

\_\_\_\_\_  
Date

In response to the Request for Information and Clarifications sought at the RFP1516 -148 Pre-Proposal Meeting held on September 23, 2015, the District presents the following clarifications and rectifications as Addendum 2:

- 1. Please clarify whether Southwestern Community College would like the proposal in a single proposal, or in separate proposals for each service area.**

Submit responses as a single proposal using Form B Mandatory Responses, this form is on page 24 of the RFP document.

- 2. Please advise whether the following documents are included within the 15-page maximum page limitation for responsive proposals:**
  - 1. Resumes of personnel performing legal services**
  - 2. Sample of client newsletter**
  - 3. List of projects (titles only)**
  - 4. Section and exhibit dividers**
  - 5. Table of Content**

Proposal responses shall not exceed fifteen (15) back to back pages in length (for a total of 30 pages). Form D, Fee and Rate Proposal, is not part of the fifteen back to back page limit. However, Proposal Forms A thru C, E thru G and Appendices A through D are a part of the fifteen back to back page limit. Please refer to and note that under Section 2 Instructions, Information and General Conditions; subsection Proposal Submission, item (2) For Hard Copy Submission (page 9) has been modified in its entirety and is enclosed below.

- 3. Are you looking for a single law firm to perform the entire list of services or more than one firm for individual services?**

The District intends to award contracts and create a pool of Firms to pick from. The District is looking to select one firm for representation as General Counsel. Responses may be presented based on the Firm's specialization.



**4. Would it be an issue to the District if the General Counsel is not based out of San Diego (for example based out of San Francisco)**

Not an issue to the District.

**5. When the award of contract is complete, do you prefer to work with specific lawyers or contacts representing the firm?**

The District is looking to appoint a General Counsel as part of this selection process. For all other services identified in the RFP, we expect that a team of counsel will support the District but we also expect a lead/key individual identified to liaison with the District for that area of specialization.

Please provide a resume of the **key individual Counsel** responsible for working with the District in each of the service areas identified in the RFP.

**6. Will the General Counsel be required to attend the Governing Board meetings?**

Currently the General Counsel attends all Closed Session meetings held right before the Governing Board Meeting (open session). Open session Governing Board Meetings attendance is only required on a case by case basis.

**7. Do you want to see the resumes in summary or in Curriculum Vitae format?**

In consideration of the page limit, only a summary resume may be submitted for the purpose of this RFP.

**8. Are you looking for a finite contract term for this contract? Do you have a termination clause in the contract?**

It is the intention of the District to award this contract for three (3) years term. A sample agreement has been included in the RFP as Appendix D, refer to Article 11 for the termination clause.

**9. Will there be interviews?**

Yes, there will be interviews conducted. Please see enclosed the revised RFP schedule for updated Interview dates. The District requests the **mandatory** presence of the core team responsible to work with the District (especially the counsel identified to be the General Counsel).



#### **10. Who will be on the committee?**

The selection committee is contemplated to comprise (subject to final availability) the District's Cabinet Team which includes the Superintendent/President, all 4 VP's and Chief Information Officer, the Assistant to the Superintendent/President and the Director of Procurement, Central Services & Risk Management.

#### **11. In situations where the attorney will have to travel to the campus, how is travel related cost factored? What is the emphasis on travel related cost in the selection process?**

All rates/fees for travel must be identified in Proposal Form D Fee and Rate Proposal on page 31 of RFP. While this is a best fit selection, all rates will be considered in Contract award.

#### **12. Page 9 – Do you want the entire response in one binder?**

Yes.

### **THE FOLLOWING MODIFICATIONS HAVE BEEN MADE TO THE RFP DOCUMENTS:**

#### **Page 9; Item (2) – For Hard Copy Submission:**

Proposer must submit one (1) original and four ( 4) copies of the proposal, in a 3-ring binder, with tabs and one (1) USB Flash Drive with the proposal saved on it. Emphasis should be on completeness and clarity of contents. **Proposals shall and not exceed fifteen (15) back to back pages (for a total of 30 pages) in length to include Proposal Forms: A, B, C, E, F & G and all Appendices A through E. Excluded in the page limit are any numerical analyses and Proposal Form D.** Proposals submitted in response to this RFP shall be in the following order and shall include:

- A. **General Information** - Provide a cover letter per the requirements of PROPOSAL FORM A.
- B. **Mandatory Responses** - Provide answers to the questions in both Sections 1 and 2 of PROPOSAL FORM B. Limit responses to no more than one page per question.
- C. **Personnel Experience** – For each individual being proposed, provide the name(s), title(s), qualification(s), license information, availability and location of key staff members and supervisory personnel expected to work on this project, using the format outlined on PROPOSAL FORM C. Please include an organizational chart for the proposed staff and indicate who will be the District's contact person for this Project.
- D. **Fee and Rate Proposal** – PROPOSAL FORM D.
- E. **General Terms and Conditions** – PROPOSAL FORM E.



F. **References** – Provide six (6) (three (3) current and three (3) previous) references using the format outlined in PROPOSAL FORM F.

G. **Addenda Acknowledgement** – PROPOSAL FORM G

H. **Appendices**

- a. Non-collusion Declaration – Must be notarized
- b. Equal Opportunity Affirmative Action Statement (requires Corporate Seal)
- c. Contractor's Certificate Regarding Worker's Compensation (requires Corporate Seal)
- d. Sample Agreement/Contract (For reference; especially if Proposer is recommending changes to the District Agreement and or is proposing different contract language).
- e. Check List

Oral, telephone, facsimile (fax machine) proposals **will not** be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP.

This proposal package should be enclosed in a sealed envelope bearing the name of the Proposer and RFP No. 1516-148 clearly marked. All proposals must be received on or before the above mentioned due date and time of **Friday, October 2, 2015 at 10:00 AM**. Any proposal received after the scheduled closing time for receipt of proposal will be returned to the proposer unopened or rejected. All sealed proposals must be delivered to:

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT  
Attention: Priya Jerome, Director of Procurement, Central Services & Risk Management  
900 Otay Lakes Road, Room 1651  
Chula Vista, CA 91910  
(Room 1651 is located in the back of Parking Lot D)



**Page 6 of RFP No. 1516-148 Schedule.**

The below highlighted changes have been made to the original RFP Schedule – Please replace with the schedule below:

**RFP 1516-148 for Legal Services  
Schedule Updated: September 28, 2015**

<b>Date of Issue</b>	<b>August 26, 2015</b>
Advertisement Dates	August 26, 2015 September 4, 2015
Publications and Distribution Channels	Union Tribune (UT) – 8/26/15 & 9/2/15 District Website: <a href="http://www.swccd.edu/procurement">www.swccd.edu/procurement</a> San Diego Contracting Opportunities Center Email Distribution List
Request for Information Deadline	Friday, September 18, 2015 4:00 PM
Pre-Proposal Meeting	September 23, 2015 at 10:00 AM Room 1651C
Question Responses by District (RFI/Pre-Proposal Mtg. Responses)	Friday, September 25, 2015 4:30 PM Via Addendum
Due Date	Friday, October 2, 2015 <del>September 25, 2015</del> 10:00 AM, Room 1651
Interview/Presentations Mandatory Presence Required	Wednesday, October 26, 2015 9:30AM to 12:00 Noon and 1:00PM to 5:00PM
Negotiations	Tuesday, November 3, 2015 10:00 AM to 12:00 Noon
Anticipated Governing Board Approval	Tuesday, November 10, 2015

**END OF ADDENDUM NO.2**