

**REQUEST FOR PROPOSAL**

**PROJECT NO. RFQ 20-44**

**BOARD COUNSEL**

**QUESTIONS AND ANSWERS No. 001**

Date: July 20, 2020

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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Q1. What qualifies as a firm? Can an individual be awarded a contract in response to this solicitation?

**Response: A firm that is a sole proprietorship/solo practitioner is entitled to participate in this RFQ.**

Q2. Does the following excerpt indicate that each respondent must provide a minimum of two contacts to be considered responsive?

*"Identify the attorney within the firm proposed to be designated as the lead counsel to the Board, along with one or more attorney available to assist the lead counsel in the event the lead counsel is unavailable or needs additional support. Each designated attorney's primary office location should be in the Houston metropolitan area."* (pg. 5, "Availability of Resources")

**Response: If respondent does not have more than one attorney employed with the firm, or is a solo practitioner, the RFQ response should so indicate and should clarify that only one attorney will be designated to provide the services.**

Q3. How often does HCC hold meetings, workshops, and retreats? Is there a specific schedule posted for the contemplated contract term? Considering the current pandemic, will HCC allow virtual meetings?

**Response: The HCC Board currently conducts regular Board meetings on the 1<sup>st</sup> Wednesday of each month beginning at 4 p.m. Public meetings for the standing Board Committees and the Committee of the Whole are held on the 1<sup>st</sup> Wednesday of each month, as needed, preceding the 4:00 regular meeting. The Board also currently conducts public workshops/special meetings on the 3<sup>rd</sup> Wednesday of each month beginning at 4 p.m. Additional Board workshops or special meetings may be scheduled in a given month as needed to conduct Board business, and the**

**Board may forego or postpone scheduled regular or special meetings around holiday schedules. Board retreats are also scheduled as needed by the Board Chair, and may be held quarterly.**

**Due to the pandemic, HCC's Board meetings are currently conducted virtually, and will continue to be virtual for as long as necessary to comply with state and local government orders and public health guidelines.**

- Q4. Does the 1295 form have to be submitted by the proposal deadline or is it just a requirement that must be met prior to award?

**Response: The 1295 form is not required with the RFQ response. Finalist firms will be required to complete a 1295 form prior to making a presentation to the Board of Trustees.**

- Q5. Will this solicitation have some sort of proposal tabulation of its respondents? If so, when and how can we access it?

**Response: The names, preliminary score tabulations and preliminary rankings of all firms responding to this RFQ will be made available to the Board and the public at the time the evaluation committee's results are presented to the Board for the selection of finalists, anticipated to occur in September. The evaluation criteria to be used by the evaluation committee is published in the RFQ.**