UPDATE: Because of the COVID-19 pandemic, all proposals must be received via email addressed to rsass@saclibrary.org with a copy jkeller@saclibrary.org no later than 4:00 p.m. on Monday, April 27, 2020. Clearly specify in the Subject Line: “Response to RFQ No. SPLBID1140 for Legal Services.”

1. The RFQ states on the cover page and on page 2 that the proposal is due FRIDAY April 6. April 6 is in fact a MONDAY. So I would like to clarify that due date is in fact Monday, April 6 and not April 3, which is a Friday. (Mar 17, 2020 12:03:12 PM PDT)

Thank you for your inquiry. There was an error in posting the RFQ on the Library’s website. As a result, and due to challenges related to the COVID-19 pandemic, an updated and revised RFQ with new deadlines and instructions for submission, extending the deadline to April 22, 2020.

The extension included these instructions for submission:

Because of the COVID-19 pandemic, all proposals must be received via email addressed to rsass@saclibrary.org with a copy jkeller@saclibrary.org no later than 4:00 p.m. on Wednesday, April 22, 2020. Clearly specify in the Subject Line: “Response to RFQ No. SPLBID1140 for Legal Services.”

2. In the Cost Proposal Section, the RFQ asks us to “Provide a ‘not to exceed’ fixed fee by fiscal year including associated fees (e.g. printing costs, travel, attendance at meetings, etc.).” Is this fixed fee portion JUST for costs related to providing legal services or does it also include the hourly charges for attorney time?

In order to help the Library plan appropriately for budget purposes, the not-to-exceed amount needs to include all costs: hourly charges for attorney time as well as associated fees (including printing, travel, meeting attendance, etc.)

3. As a follow-up to question 2 below, upon careful reading it does seem that the Not to Exceed amount is inclusive of legal fees. To assist with rate determination, is
there any guidance you can provide regarding approximate hours of legal counsel the board will require?

*The current established rate is approximately 30 hours per month.*

I wanted to reach out to see if there were any changes to the RFQ for Legal Services (RFQ SPLBID1140) due to the ongoing COVID-19 pandemic. Specifically, I was interested to see if the delivery method for the RFQ has changed (physical copies versus electronic).

*Thank you for your inquiry. An updated RFQ was posted with new deadlines for submission as well as methods. Please follow these instructions outlined in the 2nd Extension:*

*Because of the COVID-19 pandemic, all proposals must be received via email addressed to rsass@saclibrary.org with a copy jkeller@saclibrary.org no later than 4:00 p.m. on Monday, April 27, 2020. Clearly specify in the Subject Line: “Response to RFQ No. SPLBID1140 for Legal Services.”*

4. I was hoping to get an update on the Authority’s RFQ for Legal Services. Any updates or guidance you can provide would be very much appreciated.

*Thank you for your inquiry. We changed the method of submission as well as extending the date to April 22, 2020. Because of additional factors, the due date to submit proposals has been extended to 4:00 p.m. on Monday, April 27, 2020.*

5. The amended RFQ states on the cover page and on page 2 that the proposal is due FRIDAY April 22 when April 22 is in fact a WEDNESDAY. So I would like to clarify that due date is in fact Wednesday *April 22* and not April 24, which is a Friday.

*A typographical error was noted and fixed on March 30. However, because of additional factors, the Library is extending the deadline for submission to 4:00 p.m. on MONDAY, April 27, 2020.*