

REQUEST FOR PROPOSAL

PROJECT NO. RFP 19-04

INTELLECTUAL PROPERTY AND ELECTION LEGAL SERVICES

QUESTIONS AND ANSWERS No. 001

Date: November 09, 2018

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

1. The RFQ requests we "Certify that the firm is legally permitted or licensed to conduct business in the State of Texas for the services offered." Do we need to attach an official certification form, or does this need to simply be a statement from the firm that we are certified?

Response: Your firm does not need to submit a certification. A statement will suffice.

2. Is Attachment No.3 needs to be completed if we are requesting a waiver? If we have identified an SBE with whom to subcontract for this RFQ it is not required?

Response: Attachment No. 3 is intended for your firm to let us know who you contacted to subcontract with and what was the outcome.

3. Exhibit 2 (HCC Guidelines for Outside Counsel) Instructions ask to complete columns C through F for the transaction types listed in column B, but column B has no transaction types listed.

May we submit a redlined version of this document or do you require a separate document created by the firm noting all exceptions to be attached to the response? If we need to create a separate document, identifying and referencing the relevant section, paragraph and page number, where should this document go in the flow of the response?

Response: Your firm can submit a redline version of Exhibit 2. You will place this document after your attachments.

4. Is Exhibit 3 for information only purposes or do we need to submit a redline version of exceptions?

Response: This document is not for information purposes. This document is the draft of the contract and if you shall have any exceptions you should submit them with your responses.