

QUESTIONS AND ANSWERS NO. 1

REQUEST FOR QUALIFICATIONS

PROJECT NO. 16-22

PROJECT TITLE: LABOR & EMPLOYMENT LEGAL SERVICES POOL

Date: January 25, 2016

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Request for Proposals, HCC **Project No. RFQ 16-22**

1. "Describe your company's process for the selection of subcontractors in accordance with the statutory procedures required for the solicitation of subcontractors, including your process for evaluating subcontractors' performance while also incorporating a Small Business Development Program."

We do not normally subcontract any of our legal work and expect to fully perform all requested employment work within our firm. Consequently, while we would be happy to work with other legal firms that you choose, we would not normally hire other businesses and cannot confirm that we will use small businesses for legal work. Can we refer to vendors, such as discovery vendors or court reporters for whom we will commit for the Small Business Development Program?

Answer: Yes, as long as the small business is certified per HCC's small business development program.

2. If, on Attachment No. 2, the firm marks "No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources," do we still need to submit Attachments No. 3 and 4 (Small Business Unavailability Certificate and Contractor and Subcontractor Participation Form)? We would deem these "not applicable" since we do not intend to use subcontractors.

Answer: Return documents and indicate any "not applicable" areas.

3. "Quality: identify the key metrics you propose to use to measure your performance in delivering services of the type and kind required in this RFQ to HCC."

Do you have certain types of metrics that you prefer?

Answer: Please refer to the Office of General Counsel Guidelines for Outside Counsel for an overview of the expectations in the delivery of services provided.

4. The Sample Engagement Letter indicates that we will need to agree to the HCC Office of General Counsel Guidelines for Outside Counsel; however, these guidelines were not included in the RFQ. Can we get a copy of the current guidelines?

Answer: Yes, it is posted on HCC's website. http://www.hccs.edu/district/departments/procurement/rfqs/162001_HCC-Guidelines-

[for-Outside-Counsel.pdf](#)

5. Are there a separate set of Terms and Conditions the firm will need to agree to, and if so, can we get a copy for review?

Answer: The Engagement Letter and the General Counsel Guidelines for Outside Counsel.

6. Will services under this contract be paid with federal funds?

Answer: No.