



RFQ Legal Services 2024-001
Addendum 001 – Questions Submitted via Email
Questions Due: Wednesday, September 4, 2024
Posted: September 5, 2024

Q&A

Q: We have a question regarding the requirements of Evaluation Factor No. 3 Fee information. This section requests the following:

- a. state your proposed lump sum to cover requirements as outlined in the Scope of Work and referenced in the Cost and Price section of this RFQ**
- b. State your proposed hourly rate for additional consultation.**
- c. Services or items considered to be reimbursable expenses outside the retainer should be listed and described as appropriate.**
- d. Explain if you charge by monthly retainer or by the hour?**
- e. How much do you charge for monthly retainer?**
- f. How much do you charge by the hour?**
- g. Any other charges that may be levied for implantation of the services.**

Please clarify. Are you requesting that the proposals include both a retainer fee proposal (subsection e) and an hourly fee proposal (subsection f)? Or can the proposal include either a retainer cost proposal with a description of the charge for additional consultation (see a, b, and e) or an hourly fee proposal (not both).

A. In the proposal, include both options hourly and monthly retainer.