

## Solicitation Amendment No. 002

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<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
Prospective Proposers	11/29/2016
<b>Project Title:</b>	<b>Project No.:</b>
General Legal Services Pool	RFQ 17-25
<p>Included by reference is the following:</p> <ul style="list-style-type: none"> <li>○ Questions &amp; Answers dated November 29, 2016</li> </ul> <p>Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.</p>	
<b>Company Name (Bidder/Offeror):</b>	
<b>Signed by:</b>	<b>Date:</b>
<b>Name (Type or Print):</b>	<b>Title:</b>

**REQUEST FOR QUALIFICATIONS**  
**PROJECT NO. RFQ 17-25**  
**GENERAL LEGAL SERVICES POOL**  
**QUESTIONS AND ANSWERS NO. 1**

Date: November 29, 2016

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

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1. Please advise whether General Education Services include these areas of legal services work:
  - a. Assisting HCCS in conducting Title IX investigations;
  - b. Representing HCCS in resolving Rehabilitation Act complaints;
  - c. Representing HCCS before other state agencies; and
  - d. Providing general advice and counsel, including analysis in the form of white papers of pending legislation and current statutes as to issues affecting HCCS.

**Answer:** All of the above except the last.

2. Please clarify question 3.h.i. on page 10 of the RFQ? We are wondering what exactly is meant by a "Texas government entity" and if we need to provide the name and contact information of each employee responsible for overseeing the work of our firm. Since we are a large firm, we have over 1500 individual matters that could be included in our response.

**Answer:** List any public entities (government – local, state, education, etc.) for which your firm has represented as noted in the requirement. Please only list representative services performed for Texas government entities by the firm's personnel and team listed in the proposal. The name and contact information of an employee with the Texas government entity who may attest to the representative services provided by the firm's personnel and team listed in the proposal.

3. We are asked to submit a Proposal Checklist. Is there a form for this checklist? If not, can you confirm the items that should be included on the checklist?

**Answer:** The references noted in the RFQ to "Proposal Checklist" shall be replaced with "Exhibit 1 – Proposal Category & Firm Size Declaration."

4. Are mediation and arbitration services being solicited?

**Answer:** No.