

**ADDENDUM NO. 1**  
**REQUEST FOR QUALIFICATIONS**  
**FOR PROFESSIONAL SERVICES FOR**  
**LEGAL ANALYSIS AND DISPARITY STUDY**

**Question:** Section 1.1 Purpose of RFQ-- Is the study's purpose to measure disparities of minority and women owned businesses?

**Answer:** The purpose of the study is to determine there exists a need to create programs and/or modify existing procurement activities to ensure fairness and diversity in City of Chattanooga procurement.

**Question:** Section 1.1 Purpose of RFQ – Has the City of Chattanooga ever done a disparity study before? If not, what was the basis for the current DBE Program?

**Answer:** No.. The current DBE Program is more goal oriented than based on an existing requirement

**Question:** Section 1.1 Purpose of RFQ – What are the dates of the study period? Typically they are the last 5 Fiscal years.

**Answer:** The study period shall be 5 fiscal years.

**Question:** Section 2.1 General: Requests 5 bound copies. Are 3 ring binders acceptable? Also, is 2-sided printing acceptable? How should the electronic copy be provided-CD or flash drive?

**Answer:** Yes. Binders and two-sided printing are acceptable. An electronic copy may be provided on a CD The submission must be sealed.

**Question:** Section 2.6 Diverse Business Enterprises: Is there a DBE goal on this project? This section also states that the City maintains a database of DBE vendors. Is this database accessible on the website?

**Answer:** The City has a goal of using DBEs. Please see the City's DBE related performance measurements.

**Question:** Section 3.1 General Information—It states that the limit for this section is 2 pages. Does this 2-page limit include resumes?

**Answer:** No.

**Question:** Section 3.1 B Minimum Qualifications—It requests a list of all disparity studies the firm has conducted. What information should be provided other than the name of the project?

**Answer:** Please provide the name of the municipality, year the study was conducted, and duration of the study.

**Question:** Section 3.1 C Experience—This requests a description of other legal matters handled by the firm. Please clarify what is meant by other legal matters. It also asks for list of all public sector clients for which the firm has performed legal work in the last five years. Can the disparity study experience (from 3.1B) be used in this section?

**Answer:** Please describe legal matters related to the use and implementation of DBE programs by a governmental entity as well as any disparity study work. Yes, your response can include a description of other legal services provided to municipalities related to purchasing services.

**Question:** Section 3.2 Qualifications and Project Approach: A. Project Approach and D. Understanding of Services to be Provided, seem to be requesting the same thing. If respondent provides a Schedule, including a list of tasks/activities for A and a complete methodological approach for D, will that be sufficient?

**Answer:** 3.2A requires more of a big picture explanation of the methodology and/or approach you would apply to complete a project of this nature. 3.2D requests the firm provide its understanding of what it is being asked to accomplish by providing an explanation of its understanding of the deliverables that comprise this particular scope of work.

**Question:** Section 3.2 Qualifications and Project Approach: Does the City of Chattanooga maintain electronic data (MSExcel or similar electronic spreadsheets) on Registered Vendors, Bidders (including unsuccessful bidders), subcontractors (both DBE and non-DBE), awards, P.O.'s, payments, and DBEs. Do all of these files include emails, phone numbers, and NIGP or other indications of the type of work the firms do? If this data is not kept in electronic format, what format is it kept in?

**Answer:** Yes, but this does not apply to the unsuccessful bidders.

**Question:** Section 3.2 Qualifications and Project Approach: E. Costs for Providing Services. Will an hourly rate suffice for litigation fees since the specific services and time commitments are not known at this time? Also, do you want just a bottom line bid amount, or do you want the cost to be broken out by individual tasks? What is the budget for this project? Have the funds been allocated?

**Answer:** Hourly fees are permitted. The maximum total must be provided for the entire project.

**Question:** Section 3.2 Qualifications and Project Approach: F. Work Schedule. What is the difference between this schedule and the schedule requested in A. Project Approach?

**Answer:** Please provide detail to include tasks and timeframes for completing those tasks. 3.1A asks that you explain how you would schedule activities.

**Question:** What are the insurance requirements for the successful proponent?

**Answer:** Please refer to the insurance requirements set forth in the City's Purchase Order Standard Terms and Conditions.