



THE COUNTY OF GALVESTON

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PURCHASING AGENT

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ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

August 16, 2019

PROJECT NAME: Legal Services for Galveston County

SOLICITATION NO: RFQ #B192020

RE: ADDENDUM #1

To All Prospective Qualifiers:

The following information is being provided to aid in preparation of your qualification submittal(s):

Question #1: *Should we send one set of five documents plus a digital record for each discipline in which we would like to be considered (i.e., 35 printed documents plus 7 USB drives) or should we send all disciplines in one document (i.e. 5 printed documents plus 1 USE drive)?*

Response: Five (5) printed documents plus 1 USB drive will suffice.

Question #2: *On page 16, it calls for registration with System for Award Management (SAM) is the contract to be awarded involves the use of Federal Funds is this applicable to the legal service contracts being awarded?*

Response: At this time, we do not anticipate that any federal funds will be used for these services. Since the County participates in many projects that are federally funded, this request from our vendors has become a part of our normal vendor registration process. If you do not intend on registering at the SAM website, please include this exception in your response. If your firm is chosen, the County may require you to register if federal funds are used to pay for your services in the future.

Question #3: *Under Special Provisions, page 5, there is a requirement for Business Automobile Liability coverage of not less than 1 million dollars each accident. Our firm does not own vehicles. All vehicles are owned by attorneys at the firm and policies are maintained through private insurance with minimum state coverage. Is this acceptable? If so, will you need copies of these individual policies?*

Response: Yes, and copies showing those minimum coverages would suffice at this point.

Question #4: *Are this firm's CVs, case history, CVs, experience, cases tried, qualifications, etc. required to be included in the RFQ package?*

Response: The firm's experience and CVs relative to the practicing attorneys in the firm are required. A detailed list of cases tried and case history are not required but a list of highlighted cases tried/case history would be beneficial to give examples in showing the firm's history of successes in cases either related to local governments or successes for previous clients. The purpose of the referenced cases/successes is to show Galveston County some of your previous legal work and representation. Some firms have a list of "reported cases" on their website, etc. That list would suffice for this purpose as well.

Question #5: *If not, may this firm include in the RFQ package CVs, experience, areas of practice, etc.?*

Response: Please refer to the response for Question #4.

Question #6: *If so, is there a format this firm must/should follow as to formatting and/or delineating the information?*

Response: We do not have any formatting requirements.


As a reminder, all questions regarding this qualification must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at purchasing.bids@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County