

General Litigation Services RFP – Questions & Answers

1. In responding to the RFP for general litigation services issued June 14, 2012, do you require a separate proposal limited to 10 pages for each area of litigation submitted, such as one ten page proposal for general premises litigation, and a separate proposal for employment litigation, or is the 10 page limit to encompass all areas litigation we are responding to?
 - a. **The page limit should encompass all areas for which you are submitting a response.**
2. Other than the 1 unbound copy of the NYS Vendor Responsibility and one unbound copy of the State Finance Law, is only 1 copy of the W9, Statement of non-collusion and diversity forms required or 10 copies?
 - a. **Only 1 original copy of the W9, Statement of non-collusion and diversity forms is required. You may supply copies if you think it is useful.**
3. We understand the cost proposal must be bound, do you require the 10 page proposal to be bound?
 - a. **The 10 page Proposal should include all “Proposal Content” from the RFP *except the Transmittal Letter and Appendices*. This includes: 1) Executive Summary; 2) Firm’s discussion of its understanding of the Services Required; 3) Firm’s Responses to the RFP Questions and RFP Additional Information Request; and 4) Firm’s Cost Proposal. These should all be bound as one document.**
4. Can we submit for just some areas of litigation or do we have to submit for all areas listed?
 - a. **A responsive proposal will cover all areas listed in the RFP.**
5. Does the 10 page limit mean 10 pages per area of litigation submitted or 10 pages for all areas submitted together?
 - a. **The page limit should encompass all areas for which you are submitting a response.**
6. Will the proposed rates be locked in for the 2-3 years duration of the contract?
 - a. **Yes.**
7. What are the main types of litigation cases that would be handled?
 - a. **Personal injury and construction.**
8. Should the Cost Proposal be submitted as a separate document and enclosed with the completed Mandatory Forms packet? Or should the Cost Proposal be included in the Proposal Content?
 - a. **The Cost Proposal should be included in the Proposal Content. See 3 above.**