



## SOLICITATION ADDENDUM

Solicitation Number: RFQu-24-CSID-0445 Addendum #2

Solicitation Due Date: December 16, 2024, at 3:00 p.m. Local Time

CITY OF PHOENIX  
HSD Procurement  
200 W. Washington Street  
18th Floor  
Phoenix, AZ 85003

### EVICTION LEGAL SERVICES

In accordance with the Section I – Instructions, 13. Addenda, the Solicitation is hereby amended as set forth below. The following information is offered in response to questions and or requests for information.

- Question:** Section 3.8 indicates that reimbursement for legal services are to be submitted to the City of Phoenix at an agreed-upon hourly rate. Can a contractor propose legal services on a per-case price basis rather than based on an hourly rate?

**Response:** Vendors will need to submit their invoices listing specific services rendered by hourly rate, times number of hours. Per case pricing is not an option.
- Question:** If the answer to Question 1, above, is yes, what additional materials or information must the contractor include in the proposal to justify this per-case calculation?

**Response:** Per case pricing is not an option.
- Question:** Sections 8.3 and 8.6 of the RFQ provide minimum general aggregate coverage requirements and minimum per occurrence coverage requirements for the contractor’s general liability and professional liability insurance policies. In the event that a contractor currently carries both types of liability policies, but their current aggregate and per-occurrence coverages are lower than that specified in 8.3 and 8.6, are these coverage requirements negotiable (assuming that the covered insurance policies meet all other criteria)?

**Response:** Insurance is not negotiable.
- Question:** Under Arizona law, a tenant has the right to appeal an adverse decision of the Justice Court to the County’s Superior Court. In our experience, the ability to appeal adverse rulings of the Justice Court can significantly improve tenant outcomes. In sections 3.5 and 3.10, the RFQu specifies that contractors may propose to provide any number of services falling into five distinct categories. Those categories include full legal representation and post-eviction support. Does the City of Phoenix consider appeals work to be encompassed within their meaning of either “full legal representation” or “post-eviction support”?

**Response:** Post eviction services, pending City approval.
- Question:** If the answer to question 4 is yes, does the Eviction Legal Services Program cover the cost of the appeals bond (typically called a “supersedeas” bond). Under Arizona law, if an appeal is filed on behalf of a low-income tenant, the tenant is typically obligated to post a supersedeas bond as a prerequisite of bringing their appeal. A supersedeas bond is typically the amount of one-month’s rent.

**Response:** Pending City approval.



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6. **Question:** Will the Eviction Legal Services Program cover the filing fees associated with miscellaneous court filings across the Maricopa County Justice Court system? This commonly includes the cost of an attorney filing a document called a “notice of appearance” and sometimes includes filing a written “answer” to the landlord’s complaint that initiates the eviction.

**Response:** Yes, if this is an associated cost of representing the tenant.

7. **Question:** Will the Eviction Legal Services Program guarantee a minimum caseload to a particular contractor?

**Response:** No, cases will be assigned based on tenant needs, services available through each vendor, reasonable equity, and performance of vendors.

8. **Question:** How will the Eviction Legal Services Program advertise its services to tenants at risk of eviction?

**Response:** Using existing outreach and marketing efforts through the Landlord and Tenant and Community Services Programs, along with website postings.

9. **Question:** For purposes of preparing an accurate price quote in the proposal, is it the contractor/applicant’s responsibility to determine the individual rules of each of the Justice Courts with jurisdiction over residents of the City of Phoenix. Specifically, is it the applicant’s obligation to determine which (if any) of the Justice Courts permit virtual attorney appearances for certain types of court hearings and which Justice Courts permit electronic filing of motions and other court filings. Naturally, the cost proposal will be influenced by the individual requirements of each Justice Court.

**Response:** The offeror will be responsible for preparing accurate price quotes.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_