



SOLICITATION ADDENDUM

Solicitation Number: RFQu-24-CSID-0445 Addendum #3

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

EVICTON 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:** The RFQ Response must, per section 2.17, include: "Cost for completing requested work, including hourly or daily rates where appropriate. "The request also identifies the following at Tab 2, page 53, Specify which of the following services Offeror will provide: (i) full legal representation, (ii) limited representation, (iii) legal counsel and/or advice, (iv) mediation, and (v) post eviction legal support depending on assessment of need. "If a vendor provides a flat cost to the city per assignment, e.g., \$XXX per case for which full legal representation was required and provided, OR \$XXX per legal counsel and/or advice that does not require making an appearance, would that be responsive? **Response:** To be responsive the vendor will provide their fees in the format requested in Attachment P. Should the vendor wish to provide additional fee information, they are free to do so.
- Question:** Section 2.1 of the RFQ and the PowerPoint materials from last week's meeting state we should submit an RFQ for a one-year period starting 01/01/2025 and that there will be an option for a renewal of one additional year. However, in Section 5.1 of the RFQu and Phx city officials during last week's meeting state the initial period is from 6 months from January 1-June 30, 2025, to be followed by a one-year option to extend. Please clarify in writing which period is correct.
Response: The correct term is a six-month period from 1/1/25 to 6/30/25, with one, one-year option to extend through 6/30/26.
- Question:** How will contractors take on cases?
Response: Contractors will be assigned cases received through the City's Eviction Legal Services Program Manager, which will come from a variety of referral sources, including vendors on the Qualified Vendor List.
- Question:** Will contractors engage in community outreach and create its own program to reach qualifying tenants? Or will the city of Phoenix be referring cases to contractors? Or both?
Response: Vendors can engage in outreach activities but must refer potential clients to the City for initial triaging, eligibility determination, and then assignment to a vendor.
- Question:** How will personnel costs be reimbursed? Based on a per case costs (such that payment each invoice period is based on cases taken) or will contractors be reimbursed based on staff required for programming regardless of number of cases?
Response: Personnel and other administrative/operational costs should be captured in the hourly cost rate per each service provided. This means services provided by licensed attorneys vs. paralegals may have different hourly cost rates.



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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: _____