

ADDENDUM # 1

(please sign and return with the submittal)

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	Will there be form fillable documents posted for some of the attachments to complete like Word documents, and an excel spreadsheet for the Areas of Practice Rate Schedule?	Attachment E – Area of Law Rates/Spreadsheet has now been uploaded, as a separate document, in .xlsx format, on the public facing solicitations page at https://solicitations.phoenix.gov . The spreadsheet has also been attached to the email notification of this addenda.
2.	Please advise where the “Areas of Practice Rate Schedule” required to be submitted in Document 3 of our Offer can be located in the solicitation package. It does not appear that this schedule has been provided. Note that in previous RFQs issued by the City for Outside Counsel Legal Services, the “Areas of Practice Rate Schedule” was provided in an MS Excel format that could be completed and inserted into our Offer and it would be helpful if it can similarly be provided for this RFQu.	Attachment E – Area of Law Rates/Spreadsheet has now been uploaded, as a separate document, in .xlsx format, on the public facing solicitations page at https://solicitations.phoenix.gov . The spreadsheet has also been attached to the email notification of this addenda.
3.	Please advise where the Business Certification and Information form required to be submitted in Document 6 of our Offer can be located in the solicitation package. Is this form included within the file titled “Submittals AA-OO RFQu-25-0623.pdf” that has been posted to the solicitation webpage? Note that the form included in previous RFQs issued by the City for Outside Counsel Services does not appear to included with the solicitation package.	The BUSINESS CERTIFICATION AND OTHER INFORMATION form is Attachment M and is located on pages 65 – 67 of “Attachments A-N RFQu-25-0623” which is located on the public facing solicitations page at https://solicitations.phoenix.gov .
4.	Please advise where the Affidavit form required to be submitted in Document 7 of our Offer can be located in the solicitation package. Is this form included within the file titled “Submittals AA-OO RFQu-25-0623.pdf” that has been posted to the solicitation webpage? Note that the form	The AFFIDAVIT form is Attachment N and is located on pages 68 – 69 of “Attachments A-N RFQu-25-0623” which is located on the public facing solicitations page at https://solicitations.phoenix.gov .

	included in previous RFQs issued by the City for Outside Counsel Services does not appear to included with the solicitation package.	
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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____