



**CITY OF PHOENIX
LAW DEPARTMENT
PARALEGAL / LEGAL ASSISTANT SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)
NO. 08-LAW-001**

Answers to Frequently Asked Questions

1. Where are the forms for Affirmative Action compliance? Do I still need to fill those out even if I'm not part of a big corporation?

Forms and more information regarding Affirmative Action compliance can be found at the city's Equal Opportunity Department (EOD) Web site at <http://phoenix.gov/BUSINESS/affactio.html>. Those that employ 14 or fewer individuals need only fill out Part D of the form that can be downloaded from that site. For additional questions on Affirmative Action compliance, please contact EOD directly at 602-262-6790. Doing business with the City of Phoenix requires Affirmative Action compliance.

2. Attachment C has six areas of specialization... do these all need to be filled out?

No. Some independent contractors / paralegal firms may simply charge one rate regardless of the type of legal case or work performed. This is acceptable and should be indicated on this form. On the other hand, having more than six different rates for various types of paralegal work is acceptable as well, and multiple copies of Attachment C could be submitted.

3. Could I submit as an individual, or does the submission have to be through a law firm?

The independent contractors / paralegal firms the city enters into agreements with to provide paralegal services can be a variety of sizes and types of organizations. The submission does not need to be through a law firm.

4. Does Attachment A (paralegal services contract template) need to be filled in and turned in as part of the overall RFQ submission?

No. The only items that are required to be submitted are those outlined in the primary, 20-page RFQ document, specifically in Section III (Submittal). Attachment A is a reference to the type of agreement those successfully placed on the Qualified Vendors List (QVL) will enter into with the City of Phoenix, once the RFQ is complete.

5. What documents are required as part of the submittal for this paralegal RFQ?

Detailed information on what should be included as part of the submission to this paralegal RFQ is outlined in Section III (Submittal) of the RFQ. Please read this section carefully. This includes, but is not limited to a Letter of Transmittal, Attachments B & C, other pertinent information on qualifications, and evidence of having attained Affirmative Action compliance with the City of Phoenix's Equal Opportunity Department. Please closely review Section III (Submittal) of the RFQ prior to responding.

6. Specifically, do I need the referenced certificate of professional insurance at the time of submission?

No. Just know that no work can be assigned to a contracted paralegal if the City has not received a certificate of insurance.