

METROPOLITAN PIER AND EXPOSITION AUTHORITY



REQUEST FOR PROPOSALS (RFP) #2021-03-M
LEGAL SERVICES

ADDENDUM NO. (1)

January 29, 2021

This Addendum No. 1 consists of two (2) pages and has the following information to be incorporated into the Request for Proposals. Proposers must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

Item #1: Proposers' questions and/or requests and the MPEA's responses are provided below.

	Proposer's Question:	MPEA's Response:
1	General Question Are appendices allowed as part of our submission?	Yes
2	Practice Area Specific For personnel compensation and employee benefits matters, are you seeking services related to counseling, litigation or both? If litigation, can the MPEA identify anticipated volume of cases and in which jurisdictions, as well as whether you anticipate any cases being filed outside of Cook County, IL or the Northern District of Illinois?	Both litigation and counseling. For litigation, we do not expect cases to be filed outside of Cook County or the Northern District of Illinois. Volume is expected to be low, but may vary.
3	Form C - Statement of Qualifications Can the MPEA elaborate on which types of organizations you consider "pertinent" for question 2 on " List all pertinent organizations and associations of which Proposer is currently a member. "?	Any organizations or associations that are necessary or relevant to proposer's practice areas and indirectly or directly related to the Authority or its operations that give additional context to proposer's qualifications.
4	Form C - Statement of Qualifications Can the MPEA clarify how you define "Managers" in question 3 stating " Provide the overall ratio of managers to personnel. "?	Managers are those individuals with equity interest in the organization.
5	Form C - Statement of Qualifications Can the MPEA clarify which types of forms you are seeking information on for Questions 5-8?	Questions 5-8 refer to similar legal services agreements that proposer has entered into.
6	RFP Submission Requirements: Profile of Firm Can you elaborate what the MPEA is seeking in terms of providing an organizational chart?	MPEA is seeking information related to the practice areas that proposer is applying for; show how proposer has organized it's practice areas/ the number of attorneys (partners vs associates) that will help MPEA

		evaluate proposer's qualifications and capability/ capacity.
7	<p>Requirements Question</p> <p>In Section VI – Conditions, Disclaimers and Disclosures, the MPEA states that if the Proposer is a firm or partnership, the name of each member of the organization shall be shown on the Proposal and Form of Transmittal Letter. Since our firm has 1,300 legal professionals and 1,350 other professionals, can you advise on how you would like this information disseminated?</p>	<p>Proposers may provide a link to their website or other disclosure where this information is available. Generally we are only seeking information about partners and/or those with direct ownership interest (not all employees) or the officers/directors.</p>
	<p>Form H requires proposers to acknowledge and agree that the specifications provided will be incorporated into the Agreement, however, those specifications are not in the Form of Agreement. We would like to request changes to the specifications set forth in Form H. Please advise on how we should proceed with such request.</p>	<p>Please provide a markup of Required Form H with requested changes.</p> <p>Word version is provided for use.</p>
	<p>Section 10 of the Form of Agreement references insurance requirements set forth in Exhibit D. Exhibit D is not included. Please provide Exhibit D for review.</p>	<p>Exhibit D to the contract incorporates the insurance requirements listed in the RFP --- Form H.</p>