



PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

RFP 2026-01 COUNSEL LEGAL SERVICES

Questions and Responses

1. The District notes that the proposals should be limited to no more than 40 pages (not including the table of contents, Letter of Interest/Cover Letter, and sample agreements/contracts). Do attorney resumes count toward the page limit? What about Exhibits A, and B?

Yes, attachments are permissible outside page limit

For Tab 4, Non-Discrimination, proposers are required to “demonstrate a proven track record of handling matters of similar complexity to those outlined in this RFP,” and to then “submit five (5) reference profiles”. Can the District please clarify how they define “reference profiles”? Would narrative summaries of work performed for other clients (i.e., case studies) be applicable? Or should this Tab only comprise of Exhibit A, Certification of Non-Discrimination, per the Statement of Qualifications/Proposal Submittal Checklist?

Case studies are permissible.

2. On Exhibit B, References, we are requested to provide “Approx. FTES” for each of the references. We believe that this refers to Full Time Equivalent Employees but are unsure if it is meant to refer to Full Time Equivalent Students. Can the District please define “Approx. FTES”?

It refers to Students as this will provide a good estimate of the size of the institution or district, both in students but also number of employees.

3. There are two different outlines in the RFP - the Proposal outline (pgs. 7-8) and the Statement of Qualifications outline (pgs. 9-10). Although similar, there is some organizational and content-based differences between them. Can the District please clarify if they would prefer one over the other, or if they would like us to combine information between the two and form a hybrid outline?

A hybrid is permissible, but please identify as such so the elements of each are addressed.