



Metro

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Addendum One

EMPLOYEE BENEFITS COUNSEL SERVICES RFP 13-2134

Note: The following additions, deletions and changes to Request for Proposal 13-2134, hereby become part of the Request for Proposals. It is essential that all prospective Proposers note the content of the Addendum.

In the interest of fairness and equity, this information is being provided to all interested proposers.

The following questions were submitted on this solicitation.

Q. The sample Outside Counsel Services Agreement attached to the RFP states payment is limited to \$45,000. Does this figure apply to the RFP under consideration? If so, does the \$45,000 per year apply per year or over the three year term?

A. While the contract would be set at this amount during the contract period, the Office of Metro Attorney can amend the payment level in accordance with the Oregon public contracting law and the Metro Code if warranted.

Q. Can you give more information regarding Paragraph VIII(B), which states "Describe how the work will be done within the given timeframe and budget. Include a proposed work plan and schedule."

A. Counsel will be expected to provide assistance as needed on a variety of employee benefits legal issues as discussed in paragraph III. Responses should include information regarding counsel's approach to on-call legal guidance, including techniques to keep work within budget and on schedule. To the extent larger projects arise during the term of the contract, the Office of Metro Attorney may then request a detailed work plan, schedule, and budget prior to commencing work.

All other terms, conditions and requirements of the Request for Proposal remain in full force.

Issued August 10, 2012



Julie Hoffman, Procurement Coordinator