

**RFQ 2026-001 LEGAL SERVICES**  
**RESPONSE TO VENDOR QUESTIONS**

1. Section 4.0 of the RFQ notes that the total response is limited to 10 pages, not including the Cover Letter or the required Tabs (so long as they show only the tab title). Are suggested redlines to the MSA likewise excluded from the page count?

**Answer: Yes.**

2. Do you want us to attach attorney biographies? If so, can we assume those are also excluded from the page count? Finally, are the required Insurance Certifications excluded from the page count?

**Answer: Yes, yes and yes.**

3. Section 4.1 notes that we should include in the required Cover Letter “any requested changes to the proposed team of the Response since submission of the SOQ” as well as “an explanation justifying the changes.” The response to the RFQ is our first submission to PCOM. May we simply state in our cover letter that our response introduces our proposed team?

**Answer: You may choose to do whatever you would prefer.**

4. Section 4.1 notes that Tab 6 should be “Documentation Completion.” Does this refer to the suggested redlines to the MSA?

**Answer: Yes.**

5. Section 5.0(iii) notes that the hourly fee schedule should be provided in an Excel-compatible format. Can this fee schedule be referenced in our main response document under Tab 4 and provided separately?

**Answer: It can be referenced; however, the fee schedule should be provided in excel format to be compliant with the RFQ format.**

6. Can you please describe more specifically what your needs are in each of the following service areas listed in Appendix A so that we can identify an appropriate team?:
  - Contract Law
  - Higher Education Law
  - Intellectual Property (primarily trademark, patent, or both?)
  - Title IV
  - Federal Regulatory Compliance

- Compliance and Risk
- Administrative Issues and Proceeding
- Insurance
- Real Estate

**Answer: No- our needs vary as projects become available. PCOM is looking for experts in relevant areas.**

7. Under “Tab 6: Documentation Completion”, can you confirm what is to be submitted in this section? Attachment B and C are noted as included in the RFQ but we understand they would be executed upon award of contract with PCOM. Is this correct?

**Answer: Please provide any proposed redlines to the MSA.**

8. Is the scope of this work in furtherance of any federal contractor regulations for which the contractor awarded under this RFQ would be considered a “subcontractor” or “subgrantee” that is responsible for performing any services within the scope of any federal contract or grant?

**Answer: Not at this time but subject to change.**

9. Is PCOM using any federal funds to pay for the contractor’s services and/or will the contractor’s legal fees appear as a line item in any budget submitted to a funding agency?

**Answer: Not at this time but subject to change.**

10. Can you please provide more details on all the practices listed on Page 13 of the RFQ? For example, what specific work do you need done in “insurance”? Or “intellectual property”? Or “real estate and construction”?

**Answer: No, PCOM is trying to understand level of expertise in areas and as projects arise.**

11. Specific to the Estate and Trusts item on Page 13 of the RFQ, is it your intention to have a panel of firms operating only in Pennsylvania and Georgia? And are you expecting discounted rates to perform this work? Finally, is it estate planning work and for whom?

**Answer 11a: No, it is not limited to PA and GA.**

**Answer 11b: No, we have requested you provide rates for your services.**

**Answer 11c: No.**

12. Do documents included in the “Documentation Completion” section count toward the 10-page limit of the response?

**Answer: No.**

13. Total response limited to 10 pages – Tabs 1-6 will account for at least 6 pages of the 10 page limit; is there a restriction to the number of pages for the last item on the list titled “Any additional relevant documents”?

**Answer: No.**

14. Tab 5: Insurance Certifications – can we certify that we meet all of the insurance requirements under this tab and then provide the 8 pages for the COIs and the required “additional insured” endorsement under “Any additional relevant documents”?

**Answer: Yes.**

15. COI – what address should be used for the Certificate Holder on the COIs?

**Answer: Philadelphia.**

16. Tab 6: Documentation Completion – is this for the specific responses to the questions on “Appendix A – Scope of Work / Project Specifications”?

**Answer: Please see answer 4**

17. Signature requirement – where does the signature need to appear? Cover letter only; every page; or in the body of the email for the submission of our response?

**Answer: In the bottom of email is fine, every page does not need to be signed.**

18. Attachment A: General Terms and Conditions – (9a) “Acknowledges and accepts: for a services agreement valued at \$50,000 or less, the terms and conditions of the Master Agreement (Attachment B)”. Does this mean that this services agreement is capped at \$50,000? What happens if the services exceed \$50,000?

**Answer: No, the service agreement may exceed \$50,000 based on services to be performed.**

19. Based on the list of potential services and assignments detailed on p.13 of the RFQ, can you advise which legal service areas are highest priority for PCOM over the next 12-18 months?

**Answer: All relevant areas listed are highest priority for PCOM.**

20. Are there specific matters or upcoming initiatives driving your need for outside counsel and this RFQ?

**Answer: Increased workload and varied areas of assignment.**

21. Are there any anticipated institutional changes (program expansions, regulatory updates, leadership shifts) that may affect legal needs?

**Answer: No.**

22. What is the nature of your existing municipal bond program? Are you looking for any new or creative ways to finance programs or other needs?

**Answer: We are always interested in alternatives.**

23. Are there value-added services (trainings, compliance reviews, workshops) that would be most beneficial?

**Answer: We are always interested in value services as part of consideration.**

24. What are your expectations for responsiveness, check-ins, and communication methods?

**Answer: Varied depending on assignment, expectations will be communicated upon assignment.**

25. Do you require regular matter reporting, dashboards, or KPIs?

**Answer: Varied depending on assignment, expectations will be communicated upon assignment.**

26. Are there areas where previous counsel did not meet expectations that we should be aware of?

**Answer: No.**

27. What would be most helpful to see from us to differentiate our proposal?

**Answer: Expertise and representation of similar institutions as well as brevity of response.**