

## Frequently Asked Questions (FAQ)

### RFQ # 8244 LEGAL SERVICES

**TO: All Bidders**

Item  
No.

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1. Q: May bidders enter “TBD,” “See Attachment,” or similar language in the Bidder’s Checklist forms?
  - A. No. The use of “TBD,” “See Attachment,” blanks, or conditional language on the Bidder’s Checklist forms may cause the forms to be deemed incomplete or non-responsive, which may result in disqualification. Submission of additional, altered, or substitute forms may render a bid non-responsive.

For the “Location” field –City and State of the client.

For the “Value” field – You can include an hourly rate range, contract value, amount of the contract, etc

Example is below:

**REFERENCES – FOR PROJECTS OF A SIMILAR SCOPE AND NATURE TO BE PROVIDED BY EACH BIDDER FOR THE PROJECT CONTRACT**

Bidders are to provide evidence of satisfactory completion of work of similar nature as outlined in the bid from a **minimum of three (3) similar contracts** with educational institutions, preferably in New Jersey, **within the past five (5) years. Incomplete, unsigned, or missing forms will disqualify the proposal in its entirety. The College will not request or accept corrections, substitutions, or supplemental forms after the submission deadline. DO NOT WRITE SEE ATTACHED.** Complete this document.

NAME OF COMPANY: ABC Law Firm, LLC

#1: PROJECT TITLE: Legal Services

LOCATION: Newark, New Jersey \$VALUE: \$60,000

CLIENT NAME: Newark County College/ Rachel Rocye, General Counsel

CLIENT ADDRESS: 123 Wall Street, Newark, NJ 07747

CLIENT PHONE NUMBER: 973-789-5789 E-MAIL: RachelNewark@nj.edu

#2: PROJECT TITLE: County of Mercer

LOCATION: Trenton, New Jersey \$VALUE: \$1,000 Per hour

CLIENT NAME: Rider University/ Ryan Rocye, President

CLIENT ADDRESS: 123 Pine Street, Trenton, NJ 07747

CLIENT PHONE NUMBER: 973-789-5789 E-MAIL: RyanNewark@nj.edu

2. Q. Please confirm whether it is acceptable to submit for just some of numbered services listed in the RFQ.

A. Yes