

RFP 26-16: External Legal Services

Rowan University

Office of Contracting & Procurement

Questions & Answers

1. Is it permissible to respond with the intention of only bidding on a subset of the Areas of Practice? *Yes*
2. We understand per section VII.D. of the RFP that proposals must “be organized by discrete sections corresponding to the criteria and in the same order as listed” (page 12). Can you please clarify whether the required procurement documents should be included immediately after the transmittal letter (per VII.D.2) or as part of the response to section VII.I. Required Procurement Documents and Bidder’s Checklist? *All forms should be submitted in the order listed on the checklist. You can add these to the end of your proposal.*
3. Is there a required placement for the Proposal & Pricing Page? For example, should it immediately follow our response to RFP section VII.H. Pricing Specifics, or should it be submitted as a separate file? *Include with the Required Procurement Documents.*
4. Regarding B. Areas of Practice on page 6 of the RFP, what types of matters would be included under “14. Health Law (with particular expertise in medical school and hospital related issues)”? *Vendor should have broad expertise in medical school and hospital legal-related issues.*
5. Do all bidders need to be registered in New Jersey and have a NJ Business Registration Certificate? We are registered in PA, however our some of our attorneys are barred in NJ. *The awarded vendor will be required to hold a NJ Business Registration Certificate prior to award but does not need to be certified prior to proposal submission.*