



Q1. § Section 1.0, page 7. To assist Vendors in providing proposals that are most advantageous to the Department, will the Department please provide the value of its current legal research services contract? Additionally, what is the contract number of the existing contract?

R1. Lexis Nexis is the current vendor and contract amount is \$25,200.00

Q2. §Section 1.6, page 8. Section 1.6 identifies sub-sections 1.6.1 through 1.6.6 as requirements that must be met in order for a Vendor to be deemed responsive. Items 1.6.7 and 1.6.8 (found on page 9) are not listed. Will the Department please confirm this Vendor's understanding that 1.6.7 and 1.6.8 also must be met in order to be deemed responsive?

R2. For the vendor to be deemed responsive, items 1.6.1-1.6.7 must be met. (Refer to Amendment 1 on the department's website).

Q3. §Section 3.1, page 15, items m and n. Items m and n of Section 3.1 Services and Content identify public records within the list of requested online research materials. Will the Department please provide additional information on this request, including the following:

- Do all users require access to national and state public records? If not all users, how many users require access to these items?
- Can you please confirm this Vendor's understanding that the users who require access to public records are the same 30 users who require access to legal research materials?

**R3. - No, 15.
- Yes.**

Q4. § Section 3.1, page 15, item p. Item p of Section 3.1 Services and Content identifies investigative tools. Will the Department please provide additional information on this request, including the following:

- Do all users require access to the investigative tools? If not all users, how many users require access to these tools?
- Can you please confirm this Vendor's understanding that the users who require access to investigative tools do not need access to legal research?

**R4.- Yes
-Yes, all users will need access to investigative tools and to legal research.**

Q5. § Section 3.7, page 17, item i. Will the Department please provide the list of printed materials currently under subscription? In addition, are there specific titles that the Department is interested in? Please provide.

**R5.-There are no subscriptions for printed materials provided through a vendor.
- Thompson-West (Code of Alabama Title Books).**



Q6. §Section 4.2, page 19. Section 4.2 imposes a 100-page limit inclusive of all attachments. Among the attachments that Vendors are required to provide are financial statements, which can span hundreds of pages. Will the Department consider lifting the page limit altogether? Alternatively, will the Department consider one of the following:

- Exclude attachments from the page limit (i.e., attachments do not count against the page limit)?
- Allow electronic-only submission of financial statements and longer attachments (i.e., part of Vendor's electronic copy on CD/DVD)?

R6. - No, but a vendor can provide a cover letter from the auditor and summary page.

Q7. § Section 4.2, page 19. Section 4.2 indicates that proposals should provide one-inch margins. Can the Department please confirm this Vendor's understanding that margins may be used for page element information such as page numbers and other header/footer information?

R7. -Vendors that do not adhere to the specified format referenced in Section 4, 4.2 page19, maybe deemed non-responsive.

Q8. § Section 4.2, page 19. Section 4.2 indicates that text size shall be no less than 12 point. May Vendors present non-essential page information (e.g., headers, footers, tables, captions) in a font size less than 12-point font, but no smaller than 9-point font?

R8. Yes.

Q9. § Section 4.2, page 19. Section 4.2 indicates that proposals must use Times New Roman font and black print. Will the Department allow Vendors to use multiple font faces and color in order to enhance the readability and scanability of the proposal? It is our goal to provide you with a proposal that is the easiest for you to review.

R9. No, vendors that do not adhere to the specified format referenced in Section 4, 4.2 page19, maybe deemed non-responsive.

Q10. § Section 4.2.5, page 20. Vendors are instructed to provide a Technical Proposal response that prescribes to sub-sections 4.2.5.1 through 4.2.5.4.6. Sub-sections 4.2.5.5 through 4.2.5.5.4 (Attachments, found on page 23) are not listed. Will the Department please confirm this Vendor's understanding that 4.2.5.5 through 4.2.5.5.4 also should be included in Vendor's Technical Proposal, in the order presented in the RFP?

R10. Vendors must include all applicable forms in Section 4.2.5.5 as attachments and it must not be altered. Please refer to (4.2.5.5 Attachments) page 23.



Q11. § Section 4.2.5.4.3, page 22. Section 4.2.5.4.3 references a standard contract

document that is not part of the RFP. Will the Department please clarify the following:

- **By “standard contract document” is the Department perhaps referring to the Standard Terms and Conditions in Appendix A? Or is the standard contract a standalone document that is not yet part of the RFP?**
- **If the standard contract is a standalone document that has not been provided with the RFP, please provide Vendors with a copy of the document. Further, given that the standard contract was not provided to Vendors prior to the deadline for written questions, will the Department extend the questions deadline to five business days following the release of the standard contract document so that Vendors may submit questions and any exceptions pertaining to the standard contract document?**
- **If the Department is not willing to extend the questions deadline after providing the standard contract document, will the Department then allow a Vendor to submit concerns/exceptions regarding the terms of the contract as part of its proposal? Or does the Department prefer to wait to negotiate terms and conditions upon contract award?**

R11.- The standard contract is a standalone document that is not part of the Request for Proposal (RFP).

- No.

- The Department prefers to wait to negotiate terms and conditions upon contract award.

Q12. § Section 5, page 25. Section 5 states that the Department is seeking a flat rate for 30 total passwords and an individual flat rate for additional passwords. Will the Department please clarify the following:

- **Of the 30 users (passwords) who require access to the services and content requested under this RFP, how many are attorney users?**
- **Approximately how many additional users beyond the 30 requested in the RFP does the Department anticipate adding to the contract during the course of the proposed contract term?**

R12. -30.

-15.

13. § Section 6.0, page 25. The categories listed in the evaluation criteria table appear to have incorrect RFP Section references. Below is a table showing the RFP Sections as they are identified in the RFP (colored red) and this Vendor's



understanding of the location of the sections referenced (change in bold blue).
 Can the Department please confirm the RFP Section references?

Category	RFP Section
Vendor Qualifying Information	
A. Vendor Profile and Experience	4.2.4.1.1 4.2.5.1.1
B. Past and Present Contractual Relationships with the Department	4.2.4.1.2 4.2.5.1.2
C. Contract Performance	4.2.4.1.3 4.2.5.1.3
D. Project Staff/Resumes/Job Descriptions	4.2.4.1.4 4.2.5.1.4
E. Staff Performance Evaluations and Training	4.2.4.1.5 4.2.5.1.5
F. Vendor Financial Stability	4.2.4.2 4.2.5.2
Method of Providing Services	
A. Service Delivery Approach	4.2.4.3.1 4.2.5.3.1
B. Start-up Plan	4.2.5.3.2 4.2.5.3.2
C. Assessment of Benefits and Impact	4.2.4.3.3 4.2.5.3.3
D. Office Location	4.2.4.3.4 4.2.5.3.4
E. Vendor Certifications	4.2.4.4 4.2.5.4

R13. Yes, please refer to amendment 1 on the department's website.