



To: All Prospective Bidders
From: Purchasing Department
Date: November 19, 2018
Subject: Inquiries and Responses
RFP#: 105-2018 Legal Services for the Music City Center

Inquiries and Responses:

1. Should all attorneys submitted be barred in TN?
The Convention Center Authority requires any attorneys that directly advise or represent the Convention Center Authority be barred in the state of Tennessee. Attorneys that provide research, etc. but do not directly represent the Convention Center Authority is not required to be barred in the state of Tennessee.
2. Should the diversity plan include information both on the diversity structure within our firm as well as outside vendors?
The diversity structure within the firm is not required for the diversity plan.
3. Exhibit B, second requirement – the RFP does not specify subcontracting or supply categories. Are these still needed for the submission of Legal Services?
Yes. Exhibit B, second requirement requires you to deliver appropriate notices to three or more MWBEs. The potential bidder must determine how subcontracting is utilized in the Diversity Plan and then provide the appropriate notices.
4. Diversity plan, page 6 – please clarify what is meant by “monthly reconciliation of payments via canceled checks.” Is this reconciliation for the firm’s use of DBE contractors or reconciliation of the firm’s invoices to MCC?
The Director of Purchasing/DBE can verify payment to the DBE partner through reconciliation of payment via canceled checks to verify DBE partner is being utilized as agreed.
5. Can you provide any historical data on the amount/volume of work for certain categories under the Scope of Work so that we can provide an accurate and meaningful AFA response where applicable?
Currently, the Convention Center Authority’s Legal Service contract is a fixed monthly fee. Hours are not tracked.