



## **Addendum No. 2**

Page 1 of 7

**DATE:** August 11, 2023

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents

**SUBJECT:** Addendum No. 2

**PROJECT NAME:** Legal Counsel

**JJC PROJECT NO.:** R24002

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum in the space provided on the Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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### **Questions Received:**

#### **Question 1**

What is the current hourly rate for lawyers servicing the college?

**\$185.00 per hour**

#### **Question 2**

Is the legal work divided amongst a number of law firms or just one?

**Just one unless there would be a case that require specialization that the current does not possess.**

#### **Question 3**

Who are the law firms that currently represent the college?

**Rathbun, Cservenyak & Kozol**

#### Question 4

What are the average number of hours billed per month for legal services for the last year? 2 What are the current monthly retainer details ie how much and what falls inside it and what falls outside it? If outside, what hourly rate.

Below is a chart of the last three fiscal years' legal services broken down into the areas JJC has tracked.

Categories	Fiscal Year						Total	
	2021		2022		2023			
	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours
General Legal	\$ 55,111.50	297.90	52,558.00	288.40	\$ 17,057.00	92.20	\$ 124,726.50	678.50
Personnel/HR	11,211.00	60.60	10,785.50	58.30	6,438.00	34.80	28,434.50	153.70
FOIA	2,664.00	14.40	1,491.00	6.60	1,332.00	7.20	5,487.00	28.20
Litigation	4,051.50	21.90	5,143.00	27.80	4,799.00	25.40	13,993.50	75.10
Meeting Attendance	7,992.00	43.20	8,713.50	47.10	11,177.00	44.20	27,882.50	134.50
Labor/Union	666.00	3.60	296.00	1.60	185.00	1.00	1,147.00	6.20
Contract	5,457.50	29.50	3,441.00	18.60	6,863.50	37.10	15,762.00	85.20
Expenses	21,754.78	-	71.28	-	306.45	-	22,132.51	-
Total	\$ 108,908.28	471.10	\$ 82,499.28	448.40	\$ 48,157.95	241.90	\$ 239,565.51	1,161.40

#### Question 5

Please provide additional details regarding the following: • Outside counsel spend in 2022 (broken down by the areas of service included in the RFP if possible) • Budgeted outside counsel spend for 2023 (broken down by the areas of service included in the RFP if possible) • Number of matters in each of the practice areas included in the RFP for 2022 and 2023 YTD

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#### Question 6

Will copies of all questions and responses from each firm be distributed to all participating firms for review?

Questions from RFP participants that were due on August 7, 2023, at 2:00 PM CST will be posted as an addendum to the RFP on August 9, 2023.

#### Question 7

Do you have a preferred team size to provide legal services in each area?

*The college does not have a preferred size, however, a single or very clearly defined point of contact is preferred. The college does want consistency in legal representation.*

#### Question 8

Does Joliet have Outside Counsel Guidelines in place, and if so, may we review?

*Not specifically, but policies and procedures for JJC can be found at the following URL.*

*[Board of Trustees | Joliet Junior College \(jjc.edu\)](http://jjc.edu)*

#### Question 9

Will Joliet require the selected law firm to sign a Vendor Agreement, Master Services Agreement, or similar vendor contract? If so, please send that agreement to us so we may review it prior to submitting the RFP.

*Contracts to awarded vendors will be negotiated after the award. Section IV.i of the RFP require respondents to submit proposed contracts with their proposals.*

#### Question 10

Do you have any preferences regarding a pricing approach? (Fixed fee vs. hourly vs. predetermined budgets?)

*The award will go to the vendor considered exclusively by the college to be the most advantageous to the college. Price will be a factor of consideration, but not the sole factor. See RFP section V. Evaluation for more details on the evaluation elements.*

#### Question 11

Approximately or on average, how many EEOC or equivalent state administrative charges, OCR charges, and student/employment lawsuits were filed against Joliet Junior College in each of the previous three years?

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### Question 12

Approximately or on average, what were the total outside counsel hours spent on the below areas of law in each of the previous three years: o Employment Law/Labor Relations Advice o Employment Law/ Labor Relations Litigation o Student Affairs Advice o Student Affairs Litigation

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### Question 13

What are the anticipated total outside counsel hours needed for the below areas of law in the current calendar year: o Employment Law/Labor Relations Advice o Employment Law/ Labor Relations Litigation o Student Affairs Advice o Student Affairs Litigation

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### Question 14

Approximately or on average, what was your total outside counsel spend on the below areas of law in each of the previous three years? o Employment Law/Labor Relations Advice o Employment Law/ Labor Relations Litigation o Student Affairs Advice o Student Affairs Litigation

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### Question 15

What is your anticipated total outside counsel spend on the below areas of law in the current calendar year? o Employment Law/Labor Relations Advice o Employment Law/ Labor Relations Litigation o Student Affairs Advice o Student Affairs Litigation

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### Question 16

Please provide further details regarding what information is required under IV. Format for Response, item d) Profile of Vendor

Section B of "Attachment A - Scope of Work" provides the information being sought. Please be sure answer all questions/provide information as required in the RFP.

### Question 17

Please provide clarification on IV. Format for Response, item e.) Scope Section • This appears duplicative of item B.c. in the Addendum. Are both required?

If your response to IV.e is the same or similar to Attachment A – Scope of Work item B.c then vendors may refer to one or the other in their response.

### Question 18

Please provide clarification on IV. Format for Response, item g) Pricing Responses • This information is requested in Attachment A – Scope of Work, items B.e. and E.a-d. Should it be repeated in section IV.g) as well?

No repeating is necessary, simply refer to the section where the pricing information is located.

#### **Question 19**

Please provide clarification on VII. Supplemental Questions • Are questions a-h applicable to this project?

Only if your firm has some type of electronic system for information sharing or communication (other than regular email). If not then these questions do not need to be answered.

#### **Question 20**

Please provide clarification on Attachment A – Scope of Work • Are firms required to provide a response to A. and B.a? Or do responses start at B.b.?

Attachment A – Scope of Work part A is a general description of the service expected. Firms may consider commenting if they understand/provide that area of service. Part B.b and on require responses.

#### **Question 21**

Regardless of whether our firm is selected for representation, would you be willing to provide feedback on our RFP response?

Yes

#### **Question 22**

Who is your current insurer and deductible

General liability is through Hanover Insurance Company and the deductible is \$5,000 to \$25,000 depending on the type of claim.

End of Addendum #2



**Addendum #2**

**DATE:** August 11, 2023

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
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**PROJECT NAME:** Legal Counsel  
**JJC PROJECT NO.:** R24002

**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:  
Matt Stephenson  
Senior Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature