



LEGAL SERVICES – ADDENDUM #1

REQUEST FOR PROPOSALS
Released November 9, 2011

UPDATED SECTIONS

Principal RFP Information

Section 4 – SCHEDULE

Section 6.2 – RFP Disbursement/Response to Inquires/Information Posting

Updated Proposal Due Date

PRINCIPAL RFP INFORMATION	
RFP Title	Legal Services
RFP Issuing Organization	Alliance for Toll Interoperability (herein referred to as ATI)
RFP Issuing Date	Wednesday, November 2, 2011
Proposal Due - Date	Monday, November 21, 2011 Thursday, December 1, 2011
Proposal Due - Time	12:00 PM EST
Proposal Submittal Location	Mail: P.O. Box 30937 Raleigh, NC 27622 Delivery: 1 South Wilmington Street, 6 th Floor Raleigh, NC 27601
RFP Contact Person	J.R. Fenske, Alliance for Toll Interoperability
Contact Address	P.O. Box 30937 Raleigh, NC 27622
Contact Phone Number	919-707-2709 (Office) 919-760-5938 (Mobile)
Contact E-Mail Address	jr.fenske@tollinterop.org
Information Web Site	http://tollinterop.org

Updated Schedule

4 SCHEDULE

This RFP may be amended from time to time. It is the responsibility of Prospective Law Firms to review ATI's website frequently for responses to questions, change of schedule, addendums, announcements and other procurement information at www.tollinterop.org for the latest information, including amendments.

ATI reserves the right to adjust this schedule as necessary. If oral presentations are needed in order to make a firm decision, the above schedule will be adjusted accordingly.

Table 4-1 Legal RFP Schedule		
Action	Responsible Party	Date
<i>Issue RFP</i>	<i>ATI</i>	<i>Wednesday, November 2, 2011</i>
<i>Question Submittal Period - Open</i>	<i>Proposers</i>	<i>Wednesday, November 2, 2011</i>
Question Submittal Period -Closed	ATI	Wednesday, November 9, 2011 Monday, November 14, 2011
Post Questions/Answers/Addendums to questions on RFP Information Website	ATI	Tuesday, November 15, 2011 Friday, November 18, 2011
Proposals Due	Proposers	Monday, November 21, 2011, Thursday, December 1, 2011 Due by 12:00 PM
Oral Presentations if deemed necessary by Selection Committee	ATI/Proposers	Thursday, December 8, 2011 Wednesday, December 28, 2011
Final Selection, Announcement of Operator(s), and Contract Award	ATI	Friday, December 9, 2011 Thursday, December 29, 2011
Protest Deadline	Proposers	Thursday, December 22, 2011 Friday, January 6, 2012
Issue Notice to Proceed	ATI	Friday, December 23, 2011 Friday, January 13, 2012

Question and Answer period begins after the release of the RFP and will continue until the time period set forth above. Answers to questions, and addendums to the RFP if necessary, will be posted to ATI's website.

All questions about this RFP must be submitted in writing to jr.fenske@tollinterop.org and must be submitted on the Question Form in Appendix E. The answers represent a good faith effort to provide useful information but are not binding and not a part of the RFP unless specifically reflected in an addendum to the RFP.

This RFP consists solely of this Request for Proposals, and Appendices hereto and any written addenda to this RFP as issued by ATI.

No other information in any form, including any other information posted on ATI's website or any ATI member's website, shall be deemed part of this RFP. Each Prospective Law Firm, by filing a Proposal, acknowledges and agrees to the foregoing and certifies that in responding to this RFP or preparing its Proposal it has not relied upon any information other than that which is contained in this RFP, Appendices hereto and any written addendum to this RFP as issued.

This RFP does not obligate ATI to award a Contract to anyone, including any Prospective Law Firms. ATI reserves the right to, amend, modify or cancel this RFP without prior notice, at any time, at its sole discretion.

ATI may, at its sole discretion, waive any irregularities or defects in a Prospective Law Firm's Proposal. ATI reserves the right, but is not required, to seek clarification of a Prospective Law Firm's Proposal from the Prospective Law Firm or verification of information contained in a Prospective Law Firm's Proposal from any other source. The inability of ATI, using the information provided in the Prospective Law Firm's Proposal, to verify a Prospective Law Firm's prior experience in relation to the qualification criteria set forth herein shall be grounds to reject such Prospective Law Firm's Proposal as unacceptable.

Updated dates in Section 6.3

6 ADMINISTRATIVE

6.1 Prospective Law Firm Statements Content/Outline

Each proposal shall include the following requested information, and be presented in the following order:

- Cover Letter and Executive Summary; signed by an authorized personnel to enter into contracts for the firm
- Acknowledgement of contract terms (Appendix B) or exceptions to these Terms and Conditions.
- Prospective Law Firm Statement, along with corresponding Project Information (see Appendix C)
- Resumes of Key Personnel
- Hourly Rate for Each Individual Personnel
- Disclosure of any known or potential conflicts of interest which would exist upon selection

6.2 RFP Disbursement/Response to Inquires/Information Posting

Ms. J.R. Fenske is the Contact Person on this RFP. Any questions in regard to this RFP or requests for an RFP package shall be directed in writing to Ms. Fenske by email at jr.fenske@tollinterop.org. Please insert "**General Legal Services RFP**" in the subject line of any and all emails pertaining to this matter.

All inquiries regarding this RFP will be accepted until ~~Wednesday, November 9, 2011~~ **Monday, November 14, 2011**. Only inquires in writing will be accepted by ATI, and only written responses by Ms. Fenske will be binding upon ATI. Any inquiries received after the above deadline may or may not be answered by ATI. A summary of all questions and answers will be posted on the ATI web site at www.tollinterop.org as an addendum to this RFP. It is the responsibility of the Proposer to routinely check the ATI website for any revisions to this RFP.

6.3 Packaging and Delivery

All proposals shall be submitted in sealed envelopes, bearing on the outside the following:

**ALLIANCE FOR TOLL INTEROPERABILITY
LEGAL SERVICES RFP RESPONSE**

Submitted To:

Alliance for Toll Interoperability
C/O J.R. Fenske, Director of Programs and Memberships
P.O. Box 30937 -
Raleigh, North Carolina 27622-0937

Or for Delivery:

Alliance for Toll Interoperability
C/O J.R. Fenske / NCTA
1 South Wilmington Street, 6th Floor
Raleigh, NC 27601

Submitted By:

Proposer Name
Proposer Address
City, State, Zip Code
Proposers Phone Number
Proposers Main Point of Contact Name
Proposers Preferred Email Address
Date Submitted

6.4 Number of Copies

Each proposing party shall submit five (5) printed original copies and three (3) electronic copies on CD with full rights to duplicate, copy and upload to private, password protected FTE sites. It is encouraged that electronic copies are submitted in a .PDF format.

For the paper submission, all responses must be placed in a binder, page numbered, and each page should contain the Prospective Law Firm's name. Each section of the Prospective Law Firm Statement must be clearly identified. For the CD submission, each section of the Prospective Law Firm Statement must be clearly identified.

6.5 Formatting

Proposal text shall be 1 to 1.5 line-spacing, a minimum of 12-point New Times Roman font, printed single-sided with 1" margins left and right. Each page header and/or footer should include the proposing party's name, section number and page number with the date of the

proposal. Exceptions to this portion include marketing material, graphical representations, or sample work.