

Procurement Department

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Addendum #1

26-GS-005

Outside Legal Counsel

TO: All Offerors
FROM: Geoffrey Sudzina, Procurement Agent
DATE: December 22, 2025

This Addendum is issued to provide answers to questions and to add/clarify verbiage in the Request for Qualification.

1. **QUESTION:** Must all potential attorneys be admitted to practice in Maryland, or would it be acceptable if select members with particular relevant experience are not?

ANSWER: At least one primary attorney at each firm must be admitted in Maryland.

2. **QUESTION:** Does HCPS anticipate separate counsel for the Board versus the district/administration in conflict scenarios?

ANSWER: The HCPS Board presently maintains outside representation separate from matters involving Harford County Public Schools.

3. **QUESTION:** Regarding the experience requirement in section 6.1.2: "Experience must be in at least one of the categories listed in the Scope of Services for at least five (5) years." Could you please confirm whether this means that only attorneys with 5+ years of experience are acceptable, or if the Firm must have 5+ years of experience handling the scope of services?

ANSWER: The primary attorney handling the matter needs to have 5+ years of relevant experience. The firm is at liberty to use associates and/or paralegals as they deem necessary.

4. **QUESTION:** Can you clarify if you are requiring the initial hourly rate to remain in effect throughout any contract renewals, i.e., as long as five years?

ANSWER: All prices herein shall be firm against any adjustment for the first twelve (12) months of the Contract. Prior to commencement of subsequent renewal terms, HCPS will entertain a request for a price adjustment on the cost up to the Consumer Price Index for the previous 12-month period prior to the renewal date. The Awarded Bidder(s) shall request all rate adjustments in writing to the

Procurement Agent, at least ninety (90) days prior to the renewal date. Increases submitted late may not be considered.

5. **QUESTION:** Is there a possibility of a rate increase from year to year? The current arrangement is for a one-year contract with the option for 5 yearly renewals. Is there any flexibility for adjusting the rate annually?

ANSWER: Refer to Question and Answer #4.

I hereby acknowledge receipt of Addendum #1 dated December 22, 2025, to 26-GS-005 Outside Legal Counsel.

Company

Name (Print or Type)

Authorized Signature

Date

Note: **Offeror shall sign and submit Addendum with their submission. The same person signing Addendum shall sign the Signature Sheet. Failure to submit the Addendum may deem your offer as non-responsive.**