



Q & A FOR RFP 2425-0024

SCHOOL BOARD ATTORNEY

1. Please provide a corrected copy of page 37 of 39 (Conflict of Interest Notification Form) of the RFP packets. The included form did not render text correctly.

Please see attached updated Form.

2. The RFP provides hand delivery instructions in the Submittal Deliveries section on page 13 of 39, and states: "[For third party deliveries, please see General Term 1(b)]." We are unable to locate General Term 1(b) and are unsure what is meant by this instruction. Please confirm that delivery may be made via Fedex and provide any special instructions needed for Fedex delivery.

Typographical error that should have been corrected when the general Terms were updated. As with any delivery of proposal, they must be received at the front desk by 2:00 pm on the due date of April 18, 2025 to be counted. Third party deliveries are no exception. They can be received any time prior and will be stamped with the date and time received and stored in a locked location until opening of all accepted proposals at the opening committee verification meeting beginning at 2:05pm on April 18, 2025.

3. I do have a question regarding page 23. In the Special Conditions it requests that I provide references for 3 school districts and/or other governmental agencies. My experience is limited to the DeSoto County School District. Are you requesting additional references in the private sector?

Please list any School Districts and/or Government Entities first, but private sector references are acceptable for any additional references.

CONFLICT OF INTEREST NOTIFICATION FORM

The purpose of the conflict of interest form is to assist the School District in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

Vendor Name (Print): _____

Company Name (if different from above): _____

Please describe the nature of service/transaction that will be provided to, or in behalf of, the School District:

Please describe any and all relationship(s) or other material interest(s) that you, your company, its owner, officers, directors or agents, or members of their immediate family may have with any officer or employee of the School Board and their positions:

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____ Date: _____