

Los Angeles Community Choice Energy

500 West Temple Street, Suite 493
Los Angeles, California 90012
213-893-0286

February 1, 2018

Sent via Electronic Mail

ADDENDUM NUMBER ONE TO REQUEST FOR STATEMENT OF QUALIFICATIONS GENERAL COUNSEL LEGAL SERVICES

Dear Vendors:

This Addendum Number One is issued to provide clarifications and revisions to the requirements of Request for Statement of Qualification (RFSQ) for General Counsel Legal Services and to respond to questions submitted.

1. Section 1 is deleted in its entirety and replaced as follows:

1. Submission of Proposals

To be considered, an original and fifteen (15) copies of the Proposal must be received by LACCE, no later than 5:00 p.m. on February 9, 2018. Facsimile and email submissions will not be accepted. Please include the subject line "Request for Qualification for General Counsel Legal Services."

The RFQ submission shall be no greater than 20 pages, 8 1/2 x 11" size. The following information shall be included within the Proposal:

- a. Title Page and Table of Contents.
- b. Letter of Introduction signed by a partner of the firm and a summary highlighting the key points of the Proposal.
- c. Detailed Proposal.

It is the sole responsibility of the submitting firm or attorney to ensure that its submission is received before the deadline. Proposers shall bear all risks associated with delays in delivery. Any submissions received after the scheduled closing date and time for receipt of submissions will not be accepted.

Please submit your Proposal to:

Los Angeles Community Choice Energy Authority
Attention: Gary Gero
500 West Temple Street, Suite 493
Los Angeles, CA 90012 213-893-0286
ggero@ceo.lacounty.gov

QUESTIONS AND ANSWERS:

1. **Q: Section 1. Submission of Proposals:** LACCE's RFQ states that proposals shall be no greater than 20 pages. Please clarify whether the following elements of a proposal would count toward the 20 page limit:
- a) A Table of Contents,
 - b) Exhibits A and B as included in the RFQ, and
 - c) the Proposed Contract.

A: The elements above will not count toward the 20 page limit.

2. **Q: Section 2.d. Proposer's Minimum Qualifications:** Please advise regarding the regular meeting days and times for the Board of Directors and the Board Committee, to the extent that those regular meeting days and times have been established.

A: The Board of Directors meetings are held the first Thursday of the month at 2 p.m. Board Committee meetings have yet to be scheduled.

All other terms and conditions of RFSQ remain in effect.