



LEGAL STAFFING FIRMS Request for Qualifications

Release Date: July 8, 2022

The following is a list of responses to questions submitted by prospective respondents to the Legal Staffing Firms, RFQ RFP. A copy of the RFQ is available at:

<https://esd.ny.gov/doing-business-ny/requests-proposals/rfq-legal-staffing-firms>

Legal Staffing Firms - Responses to Questions

No.	Question	Answer
1	How many vendors do you intend to award for this contract?	There is no intended minimum or maximum number of vendors. It is anticipated that ESD will award to as few or many vendor(s) as are necessary to fulfill the engagement.
2	Can you please provide us with an estimated or NTE budget allocated for this contract?	Budget will be dependent on number of attorneys engaged, skill level and time period of engagement.
3	What is the job location of the proposed candidates?	ESD would prefer New York City or Albany as it is unsure if in person hearings will be required at some point, but is open to considering staff from other areas of the state that would be willing to travel to Albany or NYC occasionally if in person hearings resume.
4	Is this a new contract or are there any incumbents? If yes, could you please let us know the incumbent name and also, is the incumbent eligible to submit the proposal again?	This is a new contract and there are no incumbents.



No.	Question	Answer
5	Are there any pain points or issues with the current vendor(s), If any?	N/A
6	How many candidates were released in the previous contract? How many positions do we expect in the current contract?	There is no prior contract. As set forth on Page 2, ESD anticipates requiring the services of 6 to 8 full time attorneys during the contract period.
7	Could you please share the previous spending on this contract, if any?	N/A
8	We are NY State and NYC MBE certified firm, can we self satisfy the MBE goal?	Yes.
9	If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?	In the event a proposed candidate is no longer available, any replacement personnel will need to be vetted and approved by ESD prior to assignment to ESD.



No.	Question	Answer
10	Are hourly rate ranges acceptable for proposed personnel?	Yes, however ESD reserves the right to consider the highest proposed hourly rate range when evaluating and scoring the proposal.
11	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	Remote work may be possible under this contract, however, ESD reserves the right to require in-person presence as needed and in its discretion.
12	Do we need to submit Actual candidate resumes or sample resumes?	Actual candidate resumes are preferable, but ESD will consider sample resumes provided said resumes set forth qualifications and experience that meets the specifications of the RFP. After a Firm is pre—qualified, if specific candidates were not interviewed during the RFQ process, they will be interviewed prior to contract award and/or work assignment. Pre-qualification is a required step, however pre-qualification is not a guarantee of a contract or work order.
13	Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?	ESD observes the holidays set forth on Schedule A attached hereto, and no work is required on those days. There is no mandated paid time off, vacation, etc. Staff assigned to ESD pursuant to this engagement should follow the employing agency/firm’s PTO policies. ESD will only remit payment for hours actually worked.



No.	Question	Answer
14	In addition to attorneys, do you require the services of paralegals or legal secretaries?	ESD has determined that it may require the services of a small number of experienced competent paralegals to assist in completing the engagement. Vendors that can provide this additional staffing are asked to include hourly rates for said paralegals are part of their response to the RFQ.

SCHEDULE A – OBSERVED HOLIDAYS
New Year's Day
Dr. Martin Luther King, Jr. Day
Lincoln's Birthday
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Election Day
Veterans' Day
Thanksgiving Day
Christmas Day