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District Attorney

2018 Request for Qualifications (RFQ): DAT.05.2018

As-Needed Communications Consultants

Questions & Answers

May 23, 2018

**Question 1:** Ref. F. Fee Proposal

For a. Total fee for each of the disciplines identified in the Scope of Work with a not-to-exceed figure; May we provide an estimate since we do not know all the details of what is required in each discipline?

[Answer:](#) Please indicate your agency's fee structure, including what rates you charge for the types of services you offer, such as graphic design, etc.

Will the amount we propose be a contractually binding amount, or a "not-to-exceed" amount?

[Answer:](#) Yes, this is binding as to what fees your agency can charge the department, should you be selected as a supplier. This information will also be considered in evaluating your agency's response. Your agency's fee proposal will not dictate the contractual not-to-exceed amount, should you be selected, because the contract amount is intended to encompass multiple projects over the term of the agreement.

**Question 2:** Ref Attachment II.

We are already a SF City Vendor and a LBE but this form asks us to submit forms to APPLY to be a vendor. What should we do to be in compliance to Attachment II? Say that we have "submitted" the application because we did so in years past to become a vendor?

[Answer:](#) Please refer to Attachment II "[NOT YOUR FIRST TIME DOING BUSINESS WITH THE CITY?](#)" for additional guidance.