Connecticut Port Authority

RFP No. CPA0026-LS (Legal Services)

Questions & Responses

In reviewing the RFP for legal services for the Connecticut Port Authority we have the following questions:

1. Can we submit a proposal just for the labor and employment work (h. on pg 2)

   A respondent may apply for any specialized legal field; however, preference will be given to a firm that can provide varied skills stated in the Scope of Services.

   See Evaluation Criteria 8.a. "Breadth and depth of experience and knowledge of the firm in providing legal services to governmental entities and the firm's continuing commitment to serving the public sector."

2. If we were the outside counsel advising on matters, why would we coordinate with outside counsel or oversee outside counsel on complex matters? Or can you provide clarity on the structure of the relationships.

   The successful respondent will be referred to as the engaged firm or Legal Counsel; and outside counsel will refer to firms otherwise engaged for additional services, e.g., specialized matters, insurance claims etc.

The contract terms do not appear to address insurance requirements, data handling, or document retention. Could the Authority please clarify whether these requirements apply to the contract and, if so, provide the applicable requirements or provisions?

Please let us know if you need any additional information to submit this question.

Standard Certificate of Insurance (COI) requirements for quasi-public agencies in the State of Connecticut apply. https://portal.ct.gov/das/-/media/das/construction-services/das-cs-library/1000-series/1100-series/1150-das-cs-credentials-and-insurance-requirements.pdf

Record Retention policies for quasi-public agencies in the State of Connecticut apply https://portal.ct.gov/csl/departments/public-records/municipal-program/general-schedules?language=en_US

A Vendor Risk Assessment form will be requested to address data handling and information technology related items.

Maintenance of Records: “The Firm will keep and securely maintain all books, records, and accounts relating to a Matter (Records). Records must be maintained in a manner and form that makes them readily accessible to and easy to understand by the Authority for review, audit and assessment. The Firm will, upon request, make the Records available to the Authority, and, unless a privilege or exemption applies, to the Authority’s auditors and personnel duly authorized by the State of Connecticut, for inspection, review, or audit, and copying at all times while a Matter is pending and for no fewer than five (5) full years from the date of final payment by the Authority in the Matter”