



PGCC Request for Proposals: Legal Services

RFP Q&A Responses - Posted 7/24/2026

1. Are we allowed to provide additional references?

Yes, you may provide more than 3 but please limit the total to 5.

2. The Scope of Services requests 3–5 proposed team bios and resumes, while the proposal formatting instructions refer to 3–5 proposed team resumes “as needed.” Could you please clarify whether there is a required minimum number of proposed team members?

Please provide at least 3 resumes, unless the respondent has fewer than 3 employees; in such a case, please provide the resumes of each employee and any subcontractor, as applicable.

3. In Section 5.5 Philadelphia Tax Clearance Statement, it says "Respondents need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP", however in the submission Airtable form, it has the Philadelphia Tax & Regulatory Clearance as a required form. Could you please clarify if this is a required form for submittal?

Respondents need not have acquired this number to submit. You can submit a 0 in the Commercial Activity License field if you do not have an existing number, and you can upload a document attesting that you do not have an existing tax account for the required upload.

4. Is an active SAM.gov registration/UEI required at proposal submission, or only prior to contract execution?

A UEI is not required. If you have one, please include it; otherwise, you may leave it blank.

5. Are the Federal Terms and Conditions in Exhibit E negotiable?

These are federal flowdown requirements. As stated in Exhibit E, “if a Contractor is able to demonstrate to PGCC the inapplicability of certain terms and conditions here, PGCC

reserves the right to exclude such provisions.” They are thus negotiable as far as they can be determined to be inapplicable.

6. Are there insurance requirements (e.g., professional liability minimums) applicable to selected counsel?

Yes, counsel must have general liability insurance, workers’ compensation insurance, and professional liability coverage per the contract. PGCC generally requires minimum general liability of \$1M per claim and \$2M in the aggregate, workers’ compensation of statutory limits and \$500,000 per accident, and professional liability of \$2M per claim and \$2M in aggregate. PGCC will evaluate insurance coverage during the contracting process.

7. For a respondent not using subcontractors, how does PGCC expect the DBE good-faith-efforts requirements under 40 CFR 33.301 to be satisfied?

The sixth good faith effort states “If the prime contractor awards subcontracts, [the recipient must] require the prime contractor to take the steps in paragraphs (a) through (e) of this section.” If the prime contractor does not award subcontracts, this does not apply.

8. Should information submitted via the Airtable form be duplicated in the proposal appendix?

If referring to Exhibit A, no. This only needs to be submitted in Airtable. Exhibit A is included for reference only.

9. Under Section 6. Proposal Format, we are asked to provide the references as an attachment. In the Airtable form, however, there isn’t a separate upload section for the references. Should they be included in the narrative proposal?

Yes, please include them in the narrative proposal.