

Table of Contents
Solicitation No: IRC001
Description: Outside Legal Counsel for Arizona Independent Redistricting
Commission

Arizona Department of
Administration
State Procurement Office
100 N 15th Ave., Suite 402
Phoenix, AZ 85007

SECTION 2: Instructions and Attachments

Solicitation Instructions		2
Attachment 1	Offer and Acceptance Form	10
Attachment 2	Experience and Capacity Form	11
Attachment 3	References	13
Attachment 4	Organization Profile	14
Attachment 5	Method of Approach	15
Attachment 6	Key Personnel	16
Attachment 7	Proposed Subcontractors	17
Attachment 8	Boycott of Israel Disclosure	18
Attachment 9	Pricing	19
Attachment 10	Confidential Information Designation	20
Attachment 11	Conformance Statements	21



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration
State Procurement Office
100 N 15th Ave., Suite 402
Phoenix, AZ 85007

1.0 Definition of Terms: As used in these Instructions to Offerors, the terms listed below are defined as follows:

1.1 Arizona Procurement Code; A.R.S.; A.A.C. "Arizona Procurement Code" means, collectively, Title 41 Chapter 23, et. sequitur, in the Arizona Revised Statutes (abbreviated "A.R.S.") and administrative rules R2 7 101 et. sequitur in the Arizona Administrative Code (abbreviated "A.A.C.").

NOTE: There are frequent references to the Arizona Procurement Code throughout the Solicitation Documents, therefore, you will need to be familiar with its provisions to be able to understand the Solicitation Documents fully. The Arizona Department of Administration State Procurement Office provides a reference compilation of the Arizona Procurement Code on its website:

<https://spo.az.gov/administration-policy/state-procurement-resource/procurement-regulations>

The Arizona State Legislature provides the official A.R.S. online at: <http://www.azleg.gov/ArizonaRevisedStatutes.asp>

The Office of the Arizona Secretary of State provides the official A.A.C. online at:

<http://www.azsos.gov/rules/arizona-administrative-code>

1.2 Clarifications: "Clarifications" means, per A.A.C. R2-7-C313, communications between the Procurement Officer and Offeror for the purpose of providing a greater mutual understanding of the Offer. Clarifications may include demonstrations, questions and answers, or elaborations on previously-submitted information.

1.3 Contract: "Contract" is defined in paragraph 1.2 of the Uniform Terms and Conditions.

1.4 Contract Amendment: "Contract Amendment" is defined in paragraph 1.3 of the Uniform Terms and Conditions.

1.5 Contract Terms and Conditions: "Contract Terms and Conditions" is defined in paragraph 1.8 of the Special Terms and Conditions.

1.6 Contractor: "Contractor" is defined in paragraph 1.4 of the Uniform Terms and Conditions.

1.7 Evaluation: "Evaluation" means, per A.A.C. R2-7-316, the process whereby the Procurement Officer will determine which Responsive offers, revised offers, and best and final offers are the most advantageous to State taking into consideration the evaluation factors set forth in the Solicitation Documents.

1.8 Negotiation: "Negotiation" means, per A.A.C. R2-7-101(32), an exchange or series of exchanges between State and an offeror for the purposes set forth in A.A.C. R2-7-C314.

1.9 Not Susceptible for Award: "Not Susceptible for Award" means, per A.A.C. R2-7-C311, that the relevant offer has been determined by the Procurement Officer to fail one or more of the tests and comparisons set forth therein. NOTE: A determination of Not Susceptible for Award and a determination of Responsive are mutually exclusive.

1.10 Offer; Initial Offer; Revised Offer; Best and Final Offer (BAFO):

"Initial Offer" means, per A.A.C. R2-7-101(33), Offeror's proposal submitted to State in response to the Solicitation, as initially submitted.

"Revised Offer" means any revised versions of the Initial Offer that Offeror has submitted to State at State's request as permitted under A.A.C. R2-7-C314 and R2 7-C315.

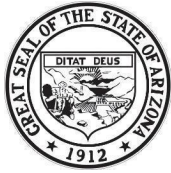
"Best and Final Offer" ("BAFO") means, per A.A.C. R2-7-101(8), the Revised Offer submitted after negotiations have been completed that contain Offeror's most favorable terms for price, service, and products to be delivered.

Reference to "an Offer," "the Offer," or "your Offer" means any of the Initial Offer, a Revised Offer, or the Best and Final Offer.

1.11 Offeror: "Offeror" is the Person submitting an Offer; instructions addressed to "you" and references to "your" items are to be construed as being synonymous with "Offeror" and "Offeror's" throughout these Instructions to Offerors.

1.12 Pricing Document: "Pricing Document" means Section 2-B of the Solicitation Documents. Also known as Pricing Document as defined in the Special Terms and Conditions.

1.13 The State's e-Procurement System: "The State's e-Procurement System" is defined in paragraph 1.16 of the Special Terms and Conditions.



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

1.14 Procurement Officer: "Procurement Officer" means the person, or his or her designee, who has been duly authorized by State to administer the Solicitation and make written determinations with respect to the Solicitation. The Procurement Officer is identified in The State's e-Procurement System.

1.15 Small Business: "Small Business" means a for-profit or not-for-profit organization, including its affiliates, with fewer than 100 full-time employees or gross annual receipts of less than \$4 million for the last complete fiscal year.

1.16 Solicitation: "Solicitation" means this procurement solicitation, which State is issuing as a request for proposals ("RFP") under A.R.S. § 41 2534;

1.17 Solicitation Amendment: "Solicitation Amendment" means, per A.A.C. R2-7-303, a change to the Solicitation that has been issued by Procurement Officer.

1.18 Solicitation Summary: "Solicitation Summary" means Section 1 of the Solicitation Documents.

1.19 State: "State" is defined in paragraph 1.11 of the Uniform Terms and Conditions.

1.20 Subcontract: "Subcontract" is defined in paragraph 1.13 of the Uniform Terms and Conditions.

2.0 Solicitation Inquiries

2.1 Duty to Examine: Examine the entire Solicitation, obtain clarification in writing for any questions or concerns by submitting inquiries, then examine your Offer thoroughly and carefully for completeness and accuracy before submitting it. Lack of care in preparing an Offer will not be grounds for modifying or withdrawing it after the due date and time.

2.2 State Contact Person: Direct all inquiries related to the Solicitation to Procurement Officer, including requests for or inquiries regarding standards referenced in the Solicitation.

2.3 Submission of Inquiries: Submit all inquiries related to the Solicitation to Jennifer Calimag jennifer.calimag@azdoa.gov. The Procurement Officer will not respond to inquiries received in any other manner.

2.4 Timeliness: Any inquiry or exception to the solicitation shall be submitted as soon as possible via email to Jennifer Calimag jennifer.calimag@azdoa.gov and should be submitted by February 17, 2021 5 PM Arizona Time for review and determination by the State. Failure to do so may result in the inquiry not being considered for a Solicitation Amendment.

2.5 Verbal or Email Responses: An Offeror shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.

2.6 Solicitation Amendments: Only a Solicitation Amendment issued by the Procurement Officer can change the Solicitation.

3.0 Offer Preparation

3.1 Online Documents: The Solicitation Documents are only provided via email; State will not provide any printed copies or other formats.

3.2 Electronic Submissions: When submitting an Offer, only include files that are Microsoft Word documents/Google Docs, Excel workbooks/Google Sheets,, or PowerPoint presentations/Google Slides and PDF.

3.2.1 Separate your documents into the following files:

1. Confidential documents:
 - Use Attachment 10 (Confidential Information Designation) to indicate that your offer contains Confidential Information.
 - Prepare and submit your confidential information following the instructions in 4.7 Confidential Information below.
2. All other required attachments: Upload all other required attachments in a single file titled "Completed Attachments".



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

3.3 Deviations in Offer: When submitting an Offer, clearly indicate in writing any deviations from the Specifications or other Solicitation technical requirements documents. Any unidentified deviation will be deemed void upon submission.

NOTE: Deviations are technical exceptions of a significant but not material nature, typically having to do with part/model numbers, details of attachments, mountings, clearances, internal configurations, etc., and are not to be confused with the material exceptions covered in paragraph 3.5.

3.4 Evidence of Intent: Every one of your Offer submissions (e.g. initial submission and any subsequent re-submission) must contain Attachment 1 [Offer and Acceptance Form] with a signature by your duly authorized officer, executive, principal, or agent. The signature will be deemed to signify your intent to be bound by that Offer and the terms of the Solicitation, and your representation that the information you have provided in that Offer is true and accurate.

3.5 Exceptions to Solicitation Documents: If you are submitting an Offer conditioned on exceptions to the Solicitation Documents, indicate "NO" on Attachment 11 [Conformance Statement] and provide the required justification. Any exceptions taken elsewhere in an Offer or any of your preprinted or standard terms will be void in that Offer and without force or effect in any resulting contract.

3.6 Identification of Taxes in Offer: State is subject to Arizona Transaction Privilege Tax as well as certain local sales/use taxes, as described in the Contract Terms and Conditions.

3.7 Excise Tax: State is exempt from certain federal excise tax on manufactured goods; State will provide the necessary exemption certificates as evidence to the extent exemption applies to the Work.

3.8 Tax Identification: You must provide to State your federal employer identification number or social security number for the purposes of reporting monies paid under the Contract to appropriate taxing authorities. The submission is mandatory under 26 U.S.C. §6041A. If the identifier provided is a social security number, State shall only use it for tax reporting purposes and only share it with appropriate government officials.

3.9 Disclosure: If you are submitting an Offer despite having been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, then you must provide with that Offer the name and address of the governmental unit, the effective date, duration, and circumstances of the suspension, debarment, or other preclusion, and your justification for State to consider the Offer despite the suspension, debarment, or other preclusion. Include in your disclosure any suspension, debarment, or other preclusion that is pending, but indicate that it is pending.

3.10 Federal Immigration Laws: By signing an Offer, you will be deemed to have represented that both you and all your proposed subcontractors are in compliance with federal immigration laws and regulations relating to the immigration status of their personnel. State may, at its discretion, demand evidence of compliance during Evaluation, which you must provide promptly. Not providing the evidence will be grounds for Procurement Officer to determine that the Offer is Not Susceptible for Award.

3.11 Cost of Offer Preparation; State will not reimburse to you or any of your prospective subcontractors, suppliers, or consultants any costs associated with responding to the Solicitation.

4.0 Submission of Offer

4.1 Required Offer Content:

INITIAL SUBMISSION:

- Submit all of the Initial Offer content called for in Section 2: Attachments.

BEST and FINAL OFFER

- Submission of the Best and Final Offer (BAFO) will be requested via email.
- The BAFO must contain all of the Attachments indicated in the applicable Procurement Officer request for a Submitted Offer. Make revisions in response to the negotiations / discussions and the Procurement Officer's Request for Best and Final Offer in all applicable documents.



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

4.2 Attachment Forms: If an Attachment indicates that a “Form” is being provided for an Attachment, then the Solicitation includes the required form and format for submitting the Attachment. No other form or format will be accepted, and your Offer can be determined to be Not Susceptible for Award if you submit an unofficial form.

If, however, the Solicitation Requirements or Instructions indicate that you are allowed to attach additional documents regarding a particular question or line item, then doing so will be acceptable so long as the filled-out Attachment clearly states “See Attachment X Supplement (#1 of 2)”, etc., and the additional document is clearly marked as “Attachment X Supplement (#1 of 2),” etc. Do not include non-specific marketing materials in an Offer. If something is not specifically called for, then including it will not be helpful during Evaluation, and might in fact be grounds for down-grading if it does not address your experience and capacity to carry out the work for this Solicitation.

4.3 Submission: Submit each Offer via email to kerry.wells@azdoa.gov prior to February 26, 2021 at 3 PM Arizona Time. State will not consider a proposal submitted by any other method other. By A.A.C. R2-7-C307, State will not consider late offers. State will give no extension or grace period for delays or incomplete proposals caused by internet connectivity problems, file uploading difficulties, or misunderstanding of the requirements or procedures for online submission. If your proposal is not submitted correctly, completely, and in conformance to these Instructions herein, then Procurement Officer may determine it Not Susceptible for Award.

4.5 Solicitation Amendments: Solicitation Amendments will be sent via email. By A.A.C. R2-7-C303(C), you must acknowledge every Solicitation Amendment issued as of the due date and time for an Offer to be Responsive.

In the event you have submitted an offer prior to a Solicitation amendment, you must acknowledge the amendment via email. If you have submitted your proposal early, you must be alert for subsequent Solicitation Amendment. If an Amendment is issued after your submission, but before Bid/Offer due date and time, then the Procurement Officer may determine the Offer to be Non-Responsive if you have not acknowledged the Amendment.

4.6 Amending or Withdrawing: You cannot amend or withdraw a submitted proposal after the Bid/Offer due date and time unless expressly permitted under applicable law.

4.7 Confidential Information: If you believe that a portion of your Offer (or a protest or other correspondence) contains a trade secret or other manner of your proprietary information, you must:

1. Indicate on Attachment 10 [Confidential Information Designation] that your proposal contains such claimed confidential information; and,
2. Separate the documents you claim to be confidential from the offer documents and upload them separately. d,
3. Upload each document you claim to be confidential separately from each other and follow the naming convention: Supplement_Your file Name_Confidential.

Simply indicating that the proposal contains confidential information is not sufficient to claim the protections under A.A.C. R2-7-C317 – Attachment 10 must be accompanied by a detailed explanation as to why each item or category of items in the proposal should be designated confidential information.

DO NOT incorporate information you are requesting to be determined as Confidential in any other section of your response. If the Confidential information is to be responsive to another Section/Question, simply provide a statement to be reviewed by the Evaluators.

Procurement Officer shall review your claim of confidentiality and provide a written determination; until a written determination has been made, Procurement Officer shall not disclose the claimed information to anyone who does not have a legitimate State interest. If Procurement Officer denies the claim of confidentiality, you may appeal the determination to the State Procurement Administrator within the time specified in the determination.

NOTE: Contract terms and conditions, pricing, and information generally available to the public are not and will not be designated confidential information.

4.8 Public Record: Once submitted and opened by Procurement Officer, your Offer is a public record and must be retained by State for 6 (six) years.



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

4.9 Offeror Certification: By signing the Offer and Acceptance Form (or other official contract form specified by Procurement Officer), you will be deemed to have certified that:

1. Offeror did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of your Offer; and
2. Offeror does not discriminate against any employee or applicant for employment or person to whom you provide services because of race, color, religion, sex, national origin, or disability, and that you comply with an applicable federal, state, and local laws and executive orders regarding employment.

5.0 Responsibility; Responsiveness and Susceptibility

5.1 Responsibility: In accordance with A.R.S. 41-2534(G), A.A.C. R27-C312 and R2-7-C316, the State shall consider the following in determining Offeror's responsibility, as well as the responsiveness and acceptability of their proposals. The State will consider, but is not limited to, the following in determining an Offeror's responsibility as well as susceptibility to Contract Award:

1. Whether the Offeror has had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract;
2. Whether the Offeror's record of performance includes factual evidence of failure to satisfy the terms of the Offeror's agreements with any party to a contract. Factual evidence may consist of documented vendor performance reports, customer complaints and/or negative references;
3. Whether the Offeror is legally qualified to contract with the State and the Offeror's financial, business, personnel, or other resources, including subcontractors;
4. Legally qualified includes if the vendor or if key personnel have been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.
5. Whether the Offeror promptly supplied all requested information concerning its responsibility;
6. Whether the Offer was sufficient to permit evaluation by the State, in accordance with the evaluation criteria identified in this Solicitation or other necessary offer components. Necessary offer components include: attachments, documents or forms to be submitted with the offer, an indication of the intent to be bound, reasonable or acceptable approach to perform the Scope of Work, signed Solicitation Amendments, references to include experience verification, adequacy of financial/business/personal or other resources to include a performance bond and stability including subcontractors and any other data specifically requested in the Solicitation;
7. Whether the Offer was in conformance with the requirements contained in the Scope of Work, Terms and Conditions, and Instructions for the Solicitation and its Amendments, including the documents incorporated by reference;
8. Whether the Offer limits the rights of the State;
9. Whether the Offer includes or is subject to unreasonable conditions, to include conditions upon the State or necessary for successful Contract performance. The State shall be the sole determiner as to the reasonableness of a condition;
10. Whether the Offer materially changes the contents set forth in the Solicitation, which includes the Scope of Work, Terms and Conditions, or Instructions; and,
11. Whether the Offeror provides misleading or inaccurate information.

5.2 Responsiveness and Susceptibility: Proposals that do not contain information sufficient to evaluate the proposal in accordance with the factors identified in the solicitation or other necessary proposal components may not be considered responsive and/or acceptable. Necessary components include an indication of the Offeror's intent to be bound, price proposal, solicitation amendments, bond and reference data as required.

Proposal Content. The Offeror shall make a firm commitment to provide services as required and proposed.

- The material contained in the Offer shall be relevant to the service requirements stated in the solicitation.
- It is to be submitted in a sequence that reflects the scope of work section of this document.



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

- It is to include information relevant to the designated evaluation criteria.
- Failure to include the requested information may have a negative impact on the evaluation of the Offeror's proposal.

5.3 Eligibility for Evaluation and Negotiation: If Procurement Officer determines an offeror is Not Responsible, then he or she is not permitted by A.A.C. R2 7 C314 to give further consideration to its offer or include it in any Negotiation or make Evaluation of its offer. If, however, Procurement Officer determines that an offer is Responsive (i.e., there is no applicable determination of Not Susceptible for Award), then he or she is obliged by A.A.C. R2 7 C314 to make Evaluation of it and include the offeror in the immediate round of Negotiation (if there is any Negotiation).

If Procurement Officer determines subsequently that your Revised Offer is Not Susceptible for Award by virtue of comparison to other revised offers per A.A.C. R2 7 C314(A)(3), then he or she will not include you in any further Negotiation. For clarity of intent, the foregoing means that Procurement Officer may reduce the number of offers that are "susceptible for award" with each successive round of Negotiation, since the purpose of Negotiation is to achieve best value for the State.

6.0 Evaluation of Offers

6.1 Offer Validity Period: By submitting an Offer, you agree to hold it open for the validity period specified in the Solicitation Summary. If no validity period is specified therein, then you shall hold your Offer open for 180 (one hundred eighty) days. The specified or default validity period (whichever applies) re-starts upon submission of each Revised Offer or a Best and Final Offer.

6.2 Clarifications: Upon receipt and opening of proposals submitted in response to this solicitation, the State may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or for eliminating minor informalities or correcting nonjudgmental mistakes in proposals. Clarifications shall not otherwise afford Offerors the opportunity to alter or change their proposal.

6.3 Oral Presentations: The State may request oral presentations. If requested, the Offeror shall be available for oral presentations with no more than ten (10) business days advance notice. Participants in the oral presentations should include the Offeror's key persons. Such oral presentations shall not otherwise afford an Offeror the opportunity to alter or change its Offer.

6.4 Cost or Pricing Data: Submit any cost or pricing data promptly that Procurement Officer requests under A.R.S § 41 2543 per A.A.C. R2 7 702(B)(2). Procurement Officer may make the following preconditions for eligibility and award:

1. submission of appropriate cost or pricing data under A.A.C. R2 7 704;
2. determination that the submitted cost or pricing data demonstrates that pricing is fair and reasonable under A.A.C. R2-7-702(A); and,
3. determination that the data is not defective under A.A.C. R2-7-705.

6.5 Evaluation Criteria: In accordance with the Arizona Procurement code A.R.S. § 41-2534, awards shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance:

- 6.5.1 Experience and Capacity
- 6.5.2 Methodology of Approach
- 6.5.3 Cost

6.6 Negotiations: In accordance with A.R.S. § 41-2534, after the initial receipt of proposals, the Procurement Officer may conduct discussions with those Offerors who submit proposals determined by the State to be reasonably susceptible of being selected for award.

Procurement Officer will request a best and final offer from any offerors with whom negotiation has been conducted, provided that, State may make award made without any Negotiation and therefore every offeror is forewarned to always submit its offer complete and on the most favorable terms initially, and not to assume any opportunity for Negotiation.



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

6.7 Financial Stability: You must be able to substantiate your financial stability to State's satisfaction as a precondition of any contract award. Procurement Officer may demand documentation such as current and audited financial statements, including income and balance sheets, directly from you or may obtain reports from independent financial rating services. Not providing the evidence will be grounds for Procurement Officer determining your Offer is Not Susceptible for Award.

6.8 Consideration of Exceptions: Procurement Officer may determine that your Offer is Not Susceptible for Award if it is conditioned on an exception to a material aspect of the Solicitation. Even if Procurement Officer determines that an exception is one that does not merit Not Susceptible for Award determination, he or she may down-grade your Offer in Evaluation if the exception is significant.

6.9 Consideration of Deviations: Procurement Officer may down-grade your Offer in Evaluation if it contains deviations that, in his or her determination, materially reduce the value to State of affected Materials or Services across the life-cycle thereof.

6.10 Consideration of Prompt Payment Discount: Procurement Officer may credit any proposed prompt payment discounts for the purpose of evaluating offer prices.

6.11 Consideration of Taxes: Procurement Officer shall not include Arizona Transaction Privilege Tax and other sales/use taxes for the purpose of evaluating offer prices.

6.12 Consideration of Cost: Regardless of the relative order assigned to cost in the Solicitation Summary, cost is an essential consideration in every award State makes; State's intent is always to obtain the best pricing available and it strives to make its evaluations be a straightforward comparison of best value between the responsible and responsive proposals as far as possible to the extent permissible under the Arizona Procurement Code.

6.13 Unit Price Prevails: In the case of discrepancy in your Offer between a unit price or rate and an extension of that unit price or rate, the unit price or rate will prevail.

6.14 Waiver and Rejection : Notwithstanding any other provision of the Solicitation Documents, State reserves the right to waive any minor informality, reject any or all offers or portions thereof or cancel the Solicitation.

7.0 Award of Contract

7.1 Best Advantage to State: Under A.A.C. R2-7-C317, contracts will be awarded to the responsible offeror(s) whose offer(s) is/are determined to be most advantageous to the State based on the stated evaluation criteria.

7.2 Number of Types of Awards: State may make multiple awards or to award contracts by individual line items or alternates, by group of line items or alternates, or to make an aggregate award, or regional awards, whichever is determined to be most advantageous to State.

7.3 Contract Inception: Your Offer does not constitute a contract nor does it confer any right on you to the award of a contract. A contract is not created until your Offer has been accepted for State by Procurement Officer's signature on the Offer and Acceptance Form. Notice of award or of intent to award will not constitute State's acceptance of your Offer.

7.4 Contract Document Consolidation: State may, at its option, consolidate the resulting contract documents after contract award. Examples of such consolidation are reorganizing Solicitation Documents and those components of the Accepted Offer not pertaining to the contract's operation and excluding any components of the Accepted Offer that were not awarded. Contract document consolidation will not, however, include or be construed to include any materially change the Solicitation or the Contract.

8.0 Solicitation or Award Protests

Any protest must comply with and be resolved according to Arizona Revised Statutes Title 41, Chapter 23, Article 9, and rules adopted thereunder. Protests must be in writing and be filed with both Procurement Officer and the State Procurement Administrator. Protest of the Solicitation must be received before the Bid/Offer due date and time. Protest



Section 2: Solicitation Instructions

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

of a proposed award or of an award must be received within 10 (ten) days after Procurement Officer makes the procurement file available for public inspection. In either case, the protest must include:

1. the name, address, email address and telephone number of the interested party;
2. signature of the interested party or its representative;
3. identification of the purchasing agency and the solicitation or contract number;
4. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. the form of relief being requested.

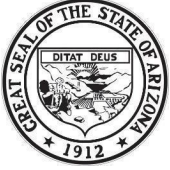
9.0 Comments Welcome: SEPARATELY AND APART FROM THIS SOLICITATION, The State Procurement Office periodically reviews these Instructions to Offerors and welcomes any comments the public may have.

Please submit your comments to:

State Procurement Administrator,
State Procurement Office, 100 North 15th Avenue, Suite 402
Phoenix, Arizona, 85007

End of Solicitation Instructions

--



Attachment 1: Offer and Acceptance Form

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

SUBMISSION OF OFFER: Undersigned hereby offers and agrees to provide Outside Legal Counsel for Arizona Independent Redistricting Commission in compliance with the Solicitation indicated above and our Offer indicated by the latest dated version below:

Initial Offer:	1.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
		Date	initial						
Revised Offers:	2.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		date #1	initial	date #1	initial	date #1	initial		
	5.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		date #4	initial	date #5	initial	date #6	initial		
Best and Final Offer:	8.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
	Date	initial							

<input checked="" type="checkbox"/> Offeror Firm name	<input checked="" type="checkbox"/> Signature of person authorized to sign Offer
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Printed name and title
<input checked="" type="checkbox"/> City State ZIP	<input checked="" type="checkbox"/> Contact name and title
<input checked="" type="checkbox"/> Federal tax identifier (EIN or SSN)	<input checked="" type="checkbox"/> Contact Email Address <input checked="" type="checkbox"/> Contact phone number

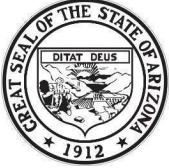
CERTIFICATION: By signature in the above, Offeror certifies that it:

1. will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;
2. has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
3. complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
4. is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

ACCEPTANCE OF OFFER: State hereby accepts the initial Offer, Revised Offer, or Best and Final Offer identified by the latest date and number at the top of this form (the Accepted Offer). Offeror is now bound (as Contractor) to carry out the Work under the attached Contract, of which the Accepted Offer forms a part. Contractor is cautioned not to commence any billable work or to provide any material or perform any service under the Contract until Contractor receives the applicable Order or written notice to proceed from Procurement Officer.

State's Contract No. is: _____ The effective date of the Contract is: _____ Contract awarded _____
Date Date Date

Procurement Officer Signature	Procurement Officer Printed Name
-------------------------------	----------------------------------



Attachment 2: Experience and Capacity Form

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

**State Procurement
Office**

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT RESPOND TO ALL ITEMS FULLY.

The Offeror shall provide a narrative response to each item that demonstrates their understanding of the Scope of Work requirements and describes your Firm's overall method of approach for providing the service stated in this solicitation.

1: The Offeror must include a narrative description to include the following:

- 1.1 A Statement of whether there are any pending Securities Exchange Commission investigations involving the Offeror, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) may impair the Offeror's performance in a Contract under this RFP;
- 1.2 A Statement documenting all open or pending litigation initiated by Offeror or where Offeror is a defendant or party in any litigation that may have a material impact on Offeror's ability to deliver the contracted services;
- 1.3 A Statement documenting all open or pending litigation initiated by Offeror or where Offeror is a defendant or party in any litigation with a Public sector client;
- 1.4 Full disclosure of any Public Sector contracts terminated for cause or convenience in the past five (5) years; and,
- 1.5 Full disclosure of any criminal or civil offense.
- 1.6 Offeror shall provide evidence of any Arizona required business license to provide these services.
- 1.7 Offeror shall provide copies of any professional or industry certifications and licenses that represent the services detailed in this RFP.
- 1.8 Provide any actual, as well as potential, conflicts of interest under either the Rules of Professional Conduct which govern attorneys or the state conflict-of-interest statutes as required by SOW 4.1.

Offeror Response:

[\(Upload with Completed Attachments\)](#)

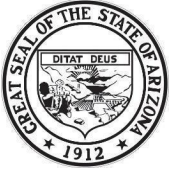
2: Firm Experience

- 2.1 Describe Firm's experience with regard to Arizona law governing open meetings, public records, conflicts-of interest, and other laws generally applicable to the conduct of state agencies, boards and commissions as required by SOW 3.1;
- 2.2 Describe Firm's experience in working with Arizona election laws, including statutory deadlines, and the relationship between district boundaries and the conduct of elections by counties as required by SOW 3.2;
- 2.3 Describe Firm's knowledge of the Voting Rights Act of 1965, as amended, and in particular, the procedures for submission of preclearance requests to the U.S. Attorney General under Section 5, 42 U.S.C. 1973c, and minority voting rights in Section 2, 42 U.S.C 1973b(f)(2), and including pertinent regulations contained in 28 C.F.R. Part 51 as required by SOW 3.3;
- 2.4 Describe Firm's knowledge of the federal law applicable to the redistricting process, including the Voting Rights Act of 1965 as amended, the 14th Amendment of the U.S. Constitution, and the associated regulations and case law as required by SOW 3.4;
- 2.5 Describe Firm's knowledge of Arizona law applicable to federal and state legislative redistricting including Arizona Const. Art. 4, Part 2, Section 1 as required by SOW 3.5;
- 2.6 Describe Firm's experience in litigation pertaining to constitutional or federal statutory issues, including multi-party and document-intensive cases as required by SOW 3.6.

Offeror Response:

[\(Upload with Completed Attachments\)](#)

End of Attachment 2



Attachment 3: References

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

The State intends to conduct reference checks for account referenced provided by Offerors. It may, at its sole discretion, contact additional clients not presented as references. Offerors shall provide at least three (3) client references for assignments that replicate or mirror the requirements of this RFP. At least one (1) of the projects referenced must be Arizona government related.

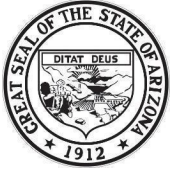
All assignments shall be for assignments received and completed within the last five (5) years.

1	Client Firm/Address	Contact	Begin Date	End Date
	X	X	X	X
	Phone Number	Email Address		
	X	X		
	Event Scope and deliverables, include number of resources engaged in project, timeline of project (major milestones)			
	X			
	List job positions provided and technologies utilized to supplement services.			
	X			

2	Client Firm/Address	Contact	Begin Date	End Date
	X	X	X	X
	Phone Number	Email Address		
	X	X		
	Event Scope and deliverables, include number of resources engaged in project, timeline of project (major milestones)			
	X			
	List job positions provided and technologies utilized to supplement services.			
	X			

3	Client Firm/Address	Contact	Begin Date	End Date
	X	X	X	X
	Phone Number	Email Address		
	X	X		
	Event Scope and deliverables, include number of resources engaged in project, timeline of project(major milestones)			
	X			
	List job positions provided and technologies utilized to supplement services.			
	X			

End of Attachment 3



Attachment 4: Organizational Profile

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

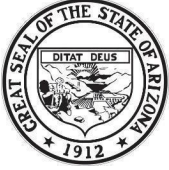
State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Firm Name <input checked="" type="checkbox"/>		Year established <input checked="" type="checkbox"/>	
Principal address (street, city, state) <input checked="" type="checkbox"/>			
Entity type: <input checked="" type="checkbox"/>		Structure: <input checked="" type="checkbox"/>	
Branch or Division: <input checked="" type="checkbox"/>		Parent: <input checked="" type="checkbox"/>	
Years of experience providing goods similar in type and quantity as required by this Solicitation. <input checked="" type="checkbox"/>			
Years of experience performing services similar in size and scope as required by this Solicitation. <input checked="" type="checkbox"/>			
Years the organization has conducted business in Arizona. <input checked="" type="checkbox"/>			
Contract Representatives to Contact			
	Name	Title	E-Mail Address
5.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Licenses/Certifications			
	Description	Issuer	Expiration
8.			
9.			
10.			
11.			
12.			
13.			
14.			
Capacity			
	Location	Work Performed	Capacity
15.			
16.			
17.			
18.			

End of Attachment 4

The Offeror shall provide a narrative response to each question that demonstrates their understanding of the Scope of Work requirements and describes your Firm's overall method of approach for providing the service stated in this solicitation.



Attachment 5: Method of Approach

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

**State Procurement
Office**

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

- 1: Provide any current or previous political activity or representation, whether as a candidate, a lobbyist, an officer of a political committee, campaign worker or fundraiser, or as an attorney for the above or for any political party or governmental or political entity in the past five (5) years. as required by SOW 4.2.

Offeror Response:

[\(Upload with Completed Attachments\)](#)

- 2: Provide details as to whether the lawyer(s) has ever been subject to any disciplinary proceeding or been sanctioned by a court as required by SOW 4.3.

Offeror Response:

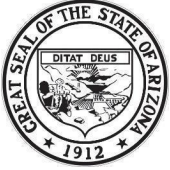
[\(Upload with Completed Attachments\)](#)

- 3: Provide details of three (3) major cases or other matters in which the lawyer has participated, together with the names, addresses, and telephone number of all co-counsel and opposing counsel involved as required by SOW 4.4.

Offeror Response:

[\(Upload with Completed Attachments\)](#)

End of Attachment 5



Attachment 6: Key Personnel

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

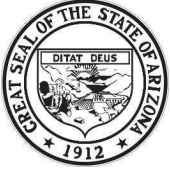
State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Complete this form in full for each one of the key personnel proposed to be involved in carrying out the Work. Insert or attach a separate resume if desired, but any attached resumes are supplemental to this form and do not substitute for this form. Please duplicate this form for each additional Personnel.

1	Name: x	How long with Firm?	x years
Current position in Firm: x		How long in position?	x years
Position for the Services: x		How much of time will be dedicated to the Services?	x %
What primary functions will be assigned? x			
Describe person's experience in performing services like those that are to be assigned: x			
List person's job-related training and education: x			
Resume:		filename	

End of Attachment 6



Attachment 7: Proposed Subcontractors

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Check "NO" if you WILL NOT subcontract any portion of the Work and will therefore be carrying out all of the Work with your own personnel.

<input checked="" type="checkbox"/>	NO, the Offeror will not subcontract any portion of the Work.
-------------------------------------	---

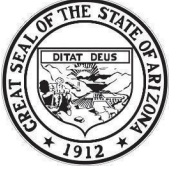
If you WILL subcontract any portion of the Work, check "YES" below and list name of persons or companies you propose to use as subcontractors.

1. Fill in the information for every significant subcontractor – indicate the type of work the subcontractor will perform under the Contract, and their approximate percentage of the total Contract work.
2. Provide copies of relevant certifications each one possesses in the Attachment Supplements section.
3. Provide description of quality assurance methods and quality control measures that you will use to ensure that Subcontractor work meets the Contract requirements.
4. State may demand additional information about proposed subcontractors as a precondition of award.

<input checked="" type="checkbox"/>	YES, the Offeror will use the Subcontractors listed below:
-------------------------------------	--

	Name and contact information	Small Business	Work to be performed	%
1.	Name	select		
2.	Name	select		
3.	Name	select		
4.	Name	select		
5.	Name	select		
6.	Name	select		
7.	Name	select		
8.	Name	select		
9.	Name	select		
10.	Name	select		

End of Attachment 7



Attachment 8: Boycott of Israel Disclosure

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Please note that if any of the following apply to this Solicitation, Contract, or Contractor, then the Offeror shall select the "Exempt Solicitation, Contract, or Contractor" option below:

- The Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; OR
- Contractor is a non-profit organization.

Pursuant to A.R.S. § 35-393.01, public entities are prohibited from entering into contracts "unless the contract includes a written certification that the Company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel."

Under A.R.S. § 35-393:

- "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
 - In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
- "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
- ...
- "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.

The certification below does not include boycotts prohibited by 50 United States Code Section 4842 or a regulation issued pursuant to that section. See A.R.S. § 35-393.03.

In compliance with A.R.S. §§ 35-393 et seq., all offerors must select one of the following:

- The Company submitting this Offer **does not** participate in, and agrees not to participate in during the term of the contract, a boycott of Israel in accordance with A.R.S. §§ 35-393 et seq. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- The Company submitting this Offer **does** participate in a boycott of Israel as described in A.R.S. §§ 35-393 et seq.
- Exempt Solicitation, Contract, or Contractor.** Indicate which of the following statements applies to this Contract:
 - Solicitation or Contract has an estimated value of less than \$100,000;
 - Contractor is a sole proprietorship;
 - Contractor has fewer than ten (10) employees; and/or
 - Contractor is a non-profit organization.

Firm Name

Signature of Person Authorized to Sign

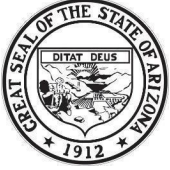
Address

Printed Name

City, State, Zip

Title

End of Attachment 8



Attachment 9: Pricing

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

1. The offeror must state a firm, fixed all inclusive hourly rate for the services as described in the Scope of Work of this document.

\$

(Amount (Per Hour¹))

2. Any reimbursable charges shall be at cost². Invoices shall be provided. List all other charges that may be associated with the performance of the contract (i.e. paralegal, secretarial, etc.).

\$

(Amount (Per Hour¹))

(Type of service or performance)

\$

(Amount (Per Hour¹))

(Type of service or performance)

\$

(Amount (Per Hour¹))

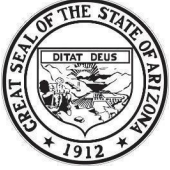
(Type of service or performance)

¹ This hourly rate includes secretarial services, office administrative expenses, and in-house messenger services.

² Reimbursable expenses typically include, but are not limited to travel, lodging, mileage, mobile and long distance telephone calls, telecopying, photocopying, filing fees, and messenger services. Travel expenses for Counsel shall be in accordance with the Arizona Department of Administration Travel Policy and shall be limited to:

- \$.445 per mile for the use of the private conveyances of Counsel;
- Coach airfare with airline ticket receipts attached to billings; and
- The actual costs of lodging and meals in accordance with Arizona Department of Administration Travel Policy. The Policy may be viewed at <https://gao.az.gov/publications/saam>
- Counsel may charge an Hourly Rate and/or mileage reimbursement only when Counsel must travel over a 50 mile radius from their normal place of business. This reimbursement would begin from the time the Counsel leaves their normal business location.

End of Attachment 9



Attachment 10: Confidential Information Designation

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that are proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (copy attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

Complete this form return it with your Offer along with the appropriate supporting information to assist State in making its determination as to whether any of the materials submitted as part of your Offer should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

STATE WILL NOT CONSIDER ANY MATERIAL IN YOUR OFFER "CONFIDENTIAL" UNLESS DESIGNATED ON THIS FORM.

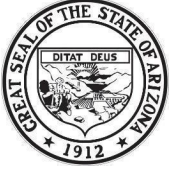
Check one of the following – if neither is checked, State will assume that as equivalent to "DOES NOT":

<input checked="" type="checkbox"/>	This response DOES NOT contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
<input type="checkbox"/>	This response DOES contain trade secret information because it contains information that: <ol style="list-style-type: none"> 1. Is a formula, pattern, compilation, program, device, method, technique or process, AND 2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; AND 3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State may make its own determination on materials in accordance with A.A.C. R2-7-103. If State agrees with Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance. By submitting this response, Offeror agrees that the entire Offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Offeror agrees to indemnify and hold State, its agents and employees, harmless from any claims or causes of action relating to State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by State in defending such an action.

<input checked="" type="checkbox"/>				<input type="checkbox"/>	
Offeror Firm Name			Signature of Authorized Person		
<input checked="" type="checkbox"/>				<input type="checkbox"/>	
Address			Printed Name		
<input checked="" type="checkbox"/>				<input type="checkbox"/>	
City	State	Zip	Title		

End of Attachment 10



Attachment 11: Conformance Statements

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

STATE WILL NOT CONSIDER ANY EXCEPTIONS UNLESS DESIGNATED ON THIS FORM.
TAKING EXCEPTIONS CAN BE GROUNDS FOR STATE REJECTING OR DOWN-GRADING YOUR OFFER IN EVALUATION.

CONFORMANCE TO THE INSTRUCTIONS:

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the Instructions to Offerors in Section 3-A of the Solicitation Documents and attests that its Offer complies.

NO – Offeror acknowledges that it has read and understands the Instructions to Offerors in Section 3-A of the Solicitation Documents, and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 11**.

CONFORMANCE TO THE SOLICITATION REQUIREMENTS AND PRICING ATTACHMENT 9:

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the Solicitation Requirements and Pricing Attachment 9 and attests that its Offer complies with both.

NO – Offeror acknowledges that it has read and understands the Solicitation Requirements and Pricing Attachment 9 and attests that its Offer complies with both EXCEPT FOR the exceptions listed in Attachment 11.

CONFORMANCE TO THE CONTRACT TERMS AND CONDITIONS:

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

YES – Offeror acknowledges that it has read and understands the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, in the Solicitation Requirements and attests that its Offer complies with both.

NO – Offeror acknowledges that it has read and understand the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices in the Solicitation Requirements and attests that its Offer complies with both EXCEPT FOR the exceptions listed in Attachment 11.



Attachment 11: Conformance Statements

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Exceptions to Instructions

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	RFP Language (Copy and Paste from Solicitation)
Section 2: Instructions to Offerors		
x	<p>X Exception:</p> <p>X Rationale:</p>	x
x	<p>X Exception:</p> <p>X Rationale:</p>	x
x	<p>X Exception:</p> <p>X Rationale:</p>	x

Firm Name		Signature of Person Authorized to Sign
-----------	--	--



Attachment 11: Conformance Statements

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

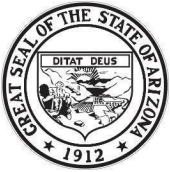
State Procurement Office

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Exceptions to Scope of Work and Pricing

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	RFP Language (Copy and Paste from Solicitation)
Section 1: Scope of Work		
x	X Exception: X Rationale:	x
x	X Exception: X Rationale:	x
x	X Exception: X Rationale:	x
Attachment 9: Pricing Document		
x	X Exception: X Rationale:	x
x	X Exception: X Rationale:	x

Firm Name		Signature of Person Authorized to Sign
-----------	--	--



Attachment 11: Conformance Statements

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

State Procurement Office

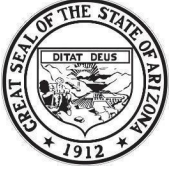
100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Exceptions to Contract Terms & Conditions

Article/ Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	RFP Language (Copy and Paste from Solicitation)
Section 1: Special Terms & Conditions		
x	X Exception: X Rationale:	x
x	X Exception: X Rationale:	x
x	X Exception: X Rationale:	x
Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	RFP Language (Copy and Paste from Solicitation)
Section 1: Uniform Terms & Conditions		
x	X Exception: Rationale:	x
x	X Exception: X Rationale:	x

Firm Name		Signature of Person Authorized to Sign
-----------	--	--

End of Attachment 11



Attachment 12: Checklist

Solicitation No: IRC001

Description: Outside Legal Counsel for Arizona Independent Redistricting Commission

Arizona Department of Administration

**State Procurement
Office**

100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Submit the following attachments related to the Solicitation to Kerry Wells at kerry.wells@azdoa.gov.

Attachment 1	Offer and Acceptance Form	×
Attachment 2	Experience and Capacity Form	×
Attachment 3	References	×
Attachment 4	Organization Profile	×
Attachment 5	Method of Approach	×
Attachment 6	Key Personnel	×
Attachment 7	Proposed Subcontractors	×
Attachment 8	Boycott of Israel Disclosure	×
Attachment 9	Pricing	×
Attachment 10	Confidential Information Designation	×
Attachment 11	Conformance Statements	×

End of Attachment 12