

## Addendum #1 RFP Legal Services

Raleigh Housing Authority

RFP Legal Services, responses to questions received 12/2/2025

1. Is there an incumbent? If so, could RHA provide the name?

This question does not provide additional clarity to the Request for Proposals; therefore, no further interpretation will be provided.

2. Is the vendor permitted to use a portion of that budget to consult with outside professionals (e.g., tax advisors) when necessary?

RHA will not restrict vendors from consulting with outside professionals; however reimbursement for such costs will be subject to the contract terms and RHA approval.

3. How frequently does RHA expect communication or reporting?

Communication frequency will depend on the nature and urgency of the legal matters. At minimum, RHA expects timely correspondence, availability for scheduled check-ins, and prompt updates on active issues. Specific expectations may be refined during contract negotiation.

4. What is RHA's preferred method of receiving legal guidance (formal memos, email summaries, verbal briefings)?

RHA is flexible regarding the format of legal guidance and will request the method appropriate to the specific matter. Written guidance (memos or email summaries) may be required for issues involving regulatory interpretation or formal opinions, while routine matters may be handled verbally or via email.

5. How quickly does RHA expect turnaround on day-to-day general counsel tasks?

RHA expects reasonable turnaround times consistent with industry standards, generally within a few business days for routine inquiries and more quickly for urgent matters.

6. What is RHA's history with previous General Counsel providers, and were there pain points we should be aware of?

This question does not provide additional clarity to the Request for Proposals; therefore, no further interpretation will be provided.

7. Are there any current litigation matters? Is there a forecast of litigation matters for 2026?

RHA will not provide litigation forecasts as part of this solicitation. Respondents should base their proposals on the scope of services described in the RFP. If selected, the contracted legal provider will be briefed on any existing matters in accordance with standard onboarding procedures.

8. For this contract, will the payment term be net 30 after the hourly billing?

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Yes. Unless otherwise specified in the final contract, RHA standard payment terms are Net 30 upon receipt of an accurate invoice.

9. Will RHA authorize semi-monthly billing?

Yes. RHA will accept semi-monthly or monthly billing, provided invoices clearly reflect hours worked, work performed, and applicable rates.

10. Section 14 – Lobbying: Does the agency have an immediate need for these services? Is there a forecast for these services?

RHA has no need for lobbying services. The requirement in Section 14 reflects compliance with federal regulations governing disclosure and certification. No forecast of lobbying work is anticipated.

11. What out-of-pocket expenses should we anticipate?

Vendors may anticipate standard reimbursable expenses such as court filing fees, travel approved in advance, and document production costs. All anticipated expenses should be identified in the proposal and will be reimbursed only as defined in the contract.

12. Can the vendor choose which required services to provide?

No. The selected vendor must be able to perform all required services outlined in the RFP. Proposals that limit or exclude required services may be deemed non-responsive.