

**INSTRUCTIONS AND NOTICE OF REQUEST FOR QUALIFICATIONS  
RFQ 19-D1003 - DISTRICT LEGAL AND CONSULTING SERVICES**

The District is seeking a diverse group of legal service providers offering a broad base of disciplines to support our complex educational programs and services. This replacement RFQ is issued to attract an enhanced pool of legal service providers with experience across the issues facing Long Beach Community College every day.

The new RFQ 19-D1003 process replaces RFQ-D1001 in its entirety. All firms who previously submitted their response to RFQ 19-D1001 by the November 7, 2018 deadline are encouraged to submit a new abbreviated response as outlined in Attachment C of the RFQ documents. The firm or firms chosen from this RFQ process will each be awarded a master agreement outlining the services and areas of legal expertise chosen at the District's discretion, for engagements from June 1, 2019 through May 31, 2022. No guaranteed amount of engagements or billing will be part of these "on-call" legal contracts.

The Request for Qualifications documents are available on the District's website at <https://www.lbcc.edu/pod/current-bid-rfp-opportunities>

Please submit your responses per the instructions outlined in the RFQ document. All responses shall be labeled "**RFQ 19-D1003 DISTRICT LEGAL AND CONSULTING SERVICES**" and addressed to:

Long Beach Community College District  
Purchasing and Contracts Department  
Attn: Alan Moloney, Deputy Director  
4901 E. Carson Street - Mail Code: G-4 – Building T  
Long Beach, CA 90808

**All responses must be received at or before 4:00 p.m. April 2, 2019.** Responses received after April 2, 2019 at 4:00 PM may, at the sole discretion of the District, be rejected as non-responsive and returned without review. It is the responsibility of the Proposer to submit the response by the proper time and all responses received must be date/time stamped by the time stamp located in Building T, Room 2031. No oral, email, electronic, facsimile, or telephonic responses or modifications will be accepted.

All questions, requests for information, correspondence, and conversations regarding this RFQ process must be solely directed to Alan Moloney at [amoloney@lbcc.edu](mailto:amoloney@lbcc.edu) with a copy to Blanca Morales at [bmorales@lbcc.edu](mailto:bmorales@lbcc.edu). Do not contact the District's Management or Staff regarding this RFQ. Failure to follow the procedures outlined in the RFQ may result in your RFQ responses being rejected as non-responsive.

Sincerely,

*Alan Moloney*

Alan Moloney  
Deputy Director, Contracts and Purchasing

Cc: Blanca Morales