

QUESTION: received on March 2, 2010

What should letter of Qualification and Intent contain as directed in sec 3.2 sub 2 of the RFQ?

RESPONSE:

3.2. Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification and Intent.
3. Name, address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.

Essentially, the letter is deemed to be a cover letter confirming the qualifications of the individual or firm in their specific fields of practice or concentration and their intent to provide services to the City of Buffalo per the RFQ and Outside Counsel Guidelines.