

Offeror Questions and ATJFGC Responses
ATJFGC 2025-2026 RFP

1. Are the interviews with the Commission in person or via Zoom?

Response:

Please refer to Section D. Meeting with Commission, Page 8 of the RFP: “Meetings will take place between 8:00 a.m. and 5:00 p.m. on May 20, 2025 via Zoom and will last 10-15 minutes.”

2. Is there a time deadline to submit the letter of intent that's due tomorrow?

Response:

You must email your statement of intent to apply to the ATJFG Administrator at [ATJFG Admin@sbnm.org](mailto:ATJFG_Admin@sbnm.org) no later than Saturday, March 1, 2025 at midnight.

3. Can you clarify where applicants should incorporate documents B and C as described on the Certifications and Signature page (item B being the qualifications for each attorney working on the project and item C being the letters of reference) in the application packet? Should these appear at the end of the packet, following the financial statement? Is the correct order the financial statement, then the attorney qualifications, and lastly the reference letters?

Response:

All documents requested on the Certifications and Signature Page should be submitted in the order specified, except for Document B. The information for each attorney working on the project may be included within the narrative and does not need to be submitted on a separate page.

- 4. Item C on the Certifications and Signature page requires: "At least three letters of reference from organizations that have worked with applicant or know applicant's work." Since the language used there states "at least three letters" can you confirm whether applicants can submit more than 3 letters? Will additional letters be considered in assessing an application?**

Response:

Yes, applicants may submit more than three letters of reference. While three letters are the minimum requirement, submitting more will not hurt your application. However, please be mindful not to overwhelm the reviewers with excessive documents and ensure that the letters are relevant and from credible sources. The quality and relevance of the reference letters are more important than the quantity.

- 5. The Certifications include item B, information about the attorneys, to have a document with the requested information to be submitted with the application.**

The Narrative has also items d. "Manager(s)" and f. "Staff", that requires information about the persons who will staff your project and briefly describe their qualifications.

This seems duplicative and presents some confusion to me.

- a. Does there need to be a separate document for the certifications and info about the attorneys described in number 1 above?**
- b. Does this information need to also be included in the section within the 7 page limitation of the narrative?**
- c. Do we need to submit information under both requests?**

Response:

The information for each attorney working on the project may be included within the narrative and does not require submission on a separate page. However, if the narrative exceeds the six (6) page limit, you may provide the attorney information on a separate page and exclude it from the narrative.

- 6. I understand that we "may" include the information about the staff in the proposal narrative, but I want to confirm that it would also be acceptable to include that information as Document B at the end of the proposal.**

Response:

Yes, if the attorney information causes the narrative to exceed the six (6) page limit, you may provide the attorney details as a separate document.