

Questions and Answers for General Counsel Services RFP

1. With respect to the management duties of the General Counsel, can you please clarify how many internal attorneys support KHS and what level of experience they have?
 - a. **KHS has one internal staff attorney with nine years of experience as an attorney in both litigation and transactional work, specifically in support of public entities such as KHS.**
2. What are the expectations to be on site for Board meetings and staff meetings versus participating remotely?
 - a. **The general expectation is for Principal Attorney to be onsite for meetings of the Board of Directors. Staff meetings may generally be handled remotely. Exceptions to both general requirements may occur from time to time.**
3. With regard to Section 3 of the RFP, you ask for labor resources projecting the labor allocation to the project by individual tasks. Given that legal needs may vary significantly in areas such as compliance and operational needs, what assumptions should we make in developing the labor-hour allocation?
 - a. **Proposers should assume that internal staff attorney(s) will continue to be responsible for review and approval of all KHS administrative contracts.**
 - b. **Proposers should assume that they will be responsible for attending all Board of Directors meetings and five committee meetings held once every two months. Meeting duration ranges from one hour to four hours.**
 - c. **Proposers should assume a variety of legal questions will be posed for their advice and response roughly in line with the following breakdown based upon a 40-60 hour workweek: Internal Management and Communication 10%, Governance 30%, Health Care/Privacy Oversight 15%, Managed Care Regulatory 15%, Managed Care Operations 15%, Outside counsel management 15%.**
4. You have asked that the bidder describe the roles, responsibilities and deliverables of KHS and the bidder in a detailed work plan, including the tasks, persons assigned to task, and schedule for completing tasks. However, in many cases, the duties of a general counsel include engagement, assistance, and management of outside compliance counsel and other consultants *as needed* in relation to actions by regulatory authorities or operational needs and challenges. Can you describe how you would like to see these general RFP requirements addressed in consideration in the particular context of a General Counsel's duties?
 - a. **See response to 3 (c) above.**
5. In addition, can you provide any information about the number and type of internal meetings in which you expect a General Counsel or an attorney team member to participate?
 - a. **Proposers can anticipate either the assigned Principal Attorney or a designated attorney dedicated to assist or participate in 10-15 hours of internal meetings per week.**

6. Specifically, Section 2, paragraph 11.1 instructs that any proposed changes to the PSA be attached as an Attachment F. However, the RFP does not indicate how we may propose alternative language to the RFP. For example, in the RFP, Attachment A, Section II C calls for a GC Southern California office. Should our Attachment F to the PSA include proposed RFP alternative language or would KHS prefer it be submitted differently?
 - a. **All proposals must meet all requirements of the RFP for consideration of award.**
 - b. **For clarification, Attachment A, Section II. C does not require the GC maintain a Southern California office, simply that the GC maintain its principal offices in California.**
 - c. **Proposers may identify areas within the standard KHS PSA that they cannot agree to and provide alternative language; however as noted by Section II, Item 11.3, failure to agree to the PSA may result in disqualification of a proposal.**