

**ADDENDUM NO. 01**  
**TO REQUEST FOR QUALIFICATIONS**  
**BOARD OF COMMISSIONERS' LEGAL SERVICES**

**DATED NOVEMBER 10, 2023**

This Addendum No. 1 ("Addendum") to the Request for Qualifications ("RFQ") for services in connection with Board of Commissioners' Legal Services, JMAA Project No. 001-24 at Jackson-Medgar Wiley Evers International Airport (JAN) as of this, 10th day of November 2023.

1. Defined Terms. Capitalized terms used but not defined in the Addendum have the respective meanings given in the RFQ.
2. Questions and Answers. The following questions were submitted by Respondents before the Deadline for Questions which was Wednesday, November 8, 2023, at 4:00 p.m. (CST).

- a. The RSQ has established a 0% DBE goal (p6/Part 1.3) but the evaluation criteria listed on p 16 (Part 4.1.3) indicate that 20% of evaluation points will be based on Minority Planned Participation - can you clarify which is accurate? If there is no DBE component, can you indicate specifically what we will be evaluated on under this component?

Answer: Respondents may submit (i) intentions to partner with Minority-Owned firms for the given project (ii) information about the Respondent's Diversity and Inclusion initiative programs, (iii) the Respondent company's ownership status and/or (iv) other information specific to the Respondent's plan to utilize minority participation.

- b. The submission instructions on p7 indicate that the responses may be submitted electronically (presumably through the procurement website) OR hand/mail delivery, but p8 information seems to require hard copy/paper submission along with a USB flash drive with a PDF copy of the response. **Please advise whether we can submit solely on the website versus delivering hard copies.**

Answer: Respondents may submit Statements of Qualifications electronically, by hand, or by mail. If the Respondent chooses to submit electronically, the Respondent is asked to either (i) submit a PDF file via jmaabids.com or (ii) submit a PDF file via email to ewilliams@jmaa.com. Respondents choosing to send electronically will not be required to deliver hard copies. All responses to the RFQ must be received by the Deadline, Friday, November 17, 2023, at 4:00 p.m. (CST).

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3. Acknowledgement of Addendum. Per the General Requirement of the RFQ. Respondents must acknowledge receipt of this, and any other Addendum issued in support of this RFQ utilizing the Acknowledgement of Receipt of Addendum form provided in this Addendum as **Attachment 1**. Submit completed Acknowledgement of Receipt of Addendum forms, for each Addendum issued with Statement of Qualifications.

JACKSON MUNICIPAL AIRPORT AUTHORITY

Date: November 10, 2023



Eric Williams  
Director of Procurement

**ATTACHMENT 1**  
**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**  
**ADDENDUM NO. 1**  
**ISSUE DATE: NOVEMBER 10, 2023**  
**REQUEST FOR QUALIFICATIONS**  
**BOARD OF COMMISSIONERS' LEGAL SERVICES**  
**JMAA PROJECT NO. 001-24**

By signing this document, I \_\_\_\_\_, acknowledge this receipt of the above-mentioned addendum and that it shall be included with the Request for Bid submitted for consideration for the above-mentioned Bid.

Name of Firm \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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