



Q & A for Special Legal Services for Salem Housing Authority

1. Is the insurance certificate to be provided by the successful bidder or at the time that the RFP response is submitted? I note that Salem is to be named as an added insured.

Answer: The Insurance Certificate should be submitted at the time of award and Salem Housing Authority as the Certificate Holder.

2. Is it sufficient to complete the subcontractor forms "N/A" with the principal's signature at the end if there is no subcontractor used to provide the legal services.

Answer: Yes. Please put the name of your company at the top of the form, sign and notarize.

3. Are we required to complete and sign the Model contract, and return it with the RFP response?

Answer: No. The contract will be signed by the Firm that is awarded the contract.

4. Is there a disclosure form regarding Iran and Russia/Belarus activities that SHA uses, or will a certification suffice for this item?

Answer: The forms on page 29-30 will suffice.