

**LEGAL SERVICES SOLICITATION No.: S-PA100-14-P-0017**  
**QUESTIONS and ANSWERS #1**

On October 2, 2014, a pre-proposal conference was held to provide more information to interested offerors. The conference was not mandatory. Any firms that did not attend may still bid on this contract. Here is a link to a copy of the powerpoint used during the conference [presentation](#). The following questions were asked during the conference and the following answers provided:

**What is the nature of this “one time real estate transaction”? Can you provide details?**

The US government intends to purchase a residence for the US Ambassador to Asuncion.

**What is included in the “Preliminary Draft of the Sales Agreement” referenced in B.10 16)? It is not attached as stated.**

This document will be made available to the awarded firm. We apologize for the error in the solicitation that states it is attached.

**How should we fill out the “Hourly Rate” and “Ceiling Price” portion of the solicitation, part A.2?**

Your hourly rate should include all direct and indirect costs, insurance, overhead, general and administrative expense, and profit. There will be no separate price or billing permitted for administrative costs. Award will be based upon the hourly rate. Please provide an estimated ceiling price by multiplying your hourly rate by the maximum estimated hours to perform the work. The final ceiling price will be negotiated with the awarded firm.

**Has the property already been selected?**

No. The Embassy has identified preferred options. A final decision has not been made.

**Will the notary currently contracted by the Embassy perform a thorough background check of the property or should the winning firm conduct this background check?**

The notary will conduct a background check on multiple properties. Once a property is selected, the US Government will provide the winning legal firm the information to include all documents prepared by the notary for that property alone. It will not be necessary to perform another background check. It will be necessary for the winning firm to do a thorough review of all documents prepared by the notary for accuracy and to provide counsel and context to US government representatives, for that single property.

**As most of the work is reviewing documents prepared by the notary, it is important to know which documents should we expect to receive from the notary. Can you provide a list?**

Please refer to section B.10 which lists documents we are asking the notary to prepare.

**Is this a buy and build transaction or is there already a structure/house on the property?**

The intention is to buy a lot and a dwelling. It is possible that the Embassy may choose to purchase more than one lot in conjunction with the sale as a single transaction.

**Will there be any agreement between buyer and seller prior to the signing of the deed?**

Yes, please click this link for a reference template of the “Model Option Agreement”: {link}

**Will there be earnest money involved?**

Most likely yes. Please refer to the “Model Option Agreement” referred to above.

**As we don't know the other party in this transaction, what will happen if a conflict of interest arises?**

After award of the contract, the names of potential parties to the transaction will be provided to the winning firm. The firm must immediately inform the Embassy if there is a potential conflict and the award letter will be withdrawn and the next best-priced offeror will be contacted.

**Will the property be located in Asuncion?**

Yes.

**Does the US Government require counsel regarding zoning, adjacent construction, or other such matters?**

Yes. The purpose of this contract is for the firm to protect the interests of the US government, including matters about which the US government may be currently unaware.

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NOTHING FOLLOWS

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