



## SOLICITATION ADDENDUM

Date: **4/13/2018**  
Subject: **Labor Counsel Legal Services**  
Solicitation Number: **OGC-2018-06**  
Due Date/Time: **April 27, 2018 @ 4:00 pm EST**  
Addendum Number: **1**

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To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals). |

**The Issuing Office received the following questions regarding the above-referenced RFP and provides the following responses.** |

**Q.1.** Based on recent history, how many hours has labor counsel worked on a monthly or annual basis?

**A.1.** Labor counsel has worked an average of 405 hours annually.

**Q.2.** Where are labor negotiations conducted? Grievance arbitrations?

**A.2.** Labor negotiations usually occur in the Harrisburg area. Arbitrations are site-specific (statewide).

**Q.3.** Do all proposed attorneys need to be barred in Pennsylvania?

**A.3.** Yes, all attorneys must be licensed to practice law in the Commonwealth of Pennsylvania.

**Q.4.** The RFP appears to end at Section IV. Can you please share with us Section V as referenced below?

**II-1. Cost Submittal.** The information requested in this **Part II, Section 4** shall constitute the Cost Submittal. The Cost Submittal – **Appendix B**, shall be placed in a separate sealed envelope within the sealed proposal, separated from the Technical, SDBSB and Law Firm Diversity Submittals. Offerors should **not** include any assumptions in their Cost Submittals. If the Offeror includes assumptions in its Cost Submittal, the Issuing Office may reject the proposal. Offerors should direct in writing to the Issuing Office pursuant to **Part I, Section I-8**, of this RFP any questions about whether a cost or other component is included or applies. All Offerors will then have the benefit of the Issuing Office’s written answer so that all proposals are submitted on the same basis.

Offerors may include alternate pricing proposals; however, only the information proposed in the Cost Submittal will be used to evaluate the Offeror's cost proposal. List any discount in hourly billing rates the offeror is willing to offer under this proposal. There are many ways in which a firm can supply lower rates, including, but not limited to: standard hourly rates subject to an agreed upon ceiling rate, standard hourly rates less an agreed upon percentage, flat rate proposals, blended rate proposals or other billing methods. The Commonwealth reserves the right to negotiate with each selected Offeror on the compensation structure of the contract.

The Commonwealth will pay reasonable, actual, ordinary, and necessary expenses for other specific materials required for and used solely in the fulfillment of the services as provided in the Standard Contract for Legal Services (**Part V of the RFP**). Provide information on how you propose to keep track of and charge for any expenses.

**A.4.** Part V – Contract for Legal Services is posted as a separate attachment to the solicitation in PA eMarketplace. It can be found under the document titled OGC-2018-06 Request for Proposals.

**Q.5.** “[...] Offerors shall submit one **complete and exact copy** of the entire proposal [...]”

Does the phrase “complete and exact copy” refer to submitting the four Submittal sections (Technical, Cost, SDBSB, and Law Firm Diversity) separately in that each section is submitted as a separate file on the flash drive, or does it refer to combining all four Submittal sections into one complete running document?

**A.5.** Offerors are free to combine all four submittal sections into one complete running document; however the Issuing Office’s preference is that “complete and exact copy” refers to submitting the four submittal sections (Technical, Cost, SDBSB and Law Firm Diversity) separately in that each section is submitted as a separate file on the flash drive.

**Q.6.** “Offerors shall submit one complete and exact copy of the entire proposal [...] on CD-ROM or Flash drive in **Microsoft Office or Microsoft Office-compatible format.**”

Does the phrase “Microsoft Office or Microsoft Office-compatible format” refer to submitting all documents pertaining to the Proposal (appendixes and exhibits included) in only Microsoft Word/Excel format? Our Firm has submitted several Proposals to the OGC and has included the narratives of each Submittal section in Word or Excel format, with our appendixes and exhibits as accompanying PDF files. Our question, then, is if the OGC considers PDF files to be a “Microsoft Office or Microsoft Office-compatible” format.

**A.6.** The Issuing Office considers PDF files to be a “Microsoft Office or Microsoft Office-compatible” format.

**\* If you asked a question, and do not see your question listed, please let me know right away so we can get you a response as soon as possible.**



**pennsylvania**

DEPARTMENT OF GENERAL SERVICES  
BUREAU OF PROCUREMENT

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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