

APPENDIX J – 2019 – 01

SOLICITATION ADDENDUM

Date: **1/3/2019**
Subject: **Legal Consultant and Support Services**
Solicitation Number: **OGC-2018-15**
Due Date/Time: **January 18, 2019 @ 4:00pm**
Addendum Number: **4**

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. Page 25 of the Request for Proposals for Legal Consultant and Support Services lists the types of engagements envisioned as part of this RFP to include:

1. Litigation and investigative support services.
2. Auditing of contracts or general transactions.
3. Managed document review.
4. Hiring and managing of outside experts.
5. Managing and overseeing e-discovery or document mining.

Items 1, 2, and 3 could include the services provided by “outside experts.” So, the question is: “Can outside experts that provide services consistent with items 1, 2, & 3 submit proposals?”

A.1. OGC-2018-15 is open to outside experts.

Q.2. This looks very broad. [Proposer] provides environmental litigation support and other professional services to support attorneys when there are environmental issues. Would this be of interest where we should respond?

A.2. It is possible that the Commonwealth may find it necessary, from time to time, to engage an environmental consultant to:

1. Conduct a Phase 1 and/or Phase 11 site investigation for purchase; and
2. Assist in evaluating prospective costs of a remediation project or emergency response.

Q.3. [Proposer] routinely provides consulting support to legal counsel in our practice. For example, the State may be acquiring property and part of the transaction wants to protect their liabilities and complete an ASTM Phase I Environmental Assessment. Other services we work

with Counsel is remediation, either providing third party reviews of technical documents or assessing risk and associating risk to dollars for cleanup values. We also work with counsel regarding permitting for various types of projects. Please inform us if these types of services are of interest on the environmental side and if we should reply to your bid request?

A.3. It is possible that the Commonwealth may find it necessary, from time to time, to engage an environmental consultant to:

1. Conduct a Phase 1 and/or Phase 11 site investigation for purchase; and
2. Assist in evaluating prospective costs of a remediation project or emergency response.

Q.4. Can you kindly confirm whether law firms may reply to the RFP for support services or does the RFP preclude firms?

A.4. OGC-2018-15 is open to law firms.

Q.5. 11-3. D indicates D. Offerors must include a Letter of Intent (available at the following link: http://www.dgs.pa.gov/_layouts/download.aspx?SourceUrl=http://www.dgs.pa.gov/Documents/Procurement%20Forms/Small%20Diverse%20Business%20and%20Small%20Business%20Participation%20Submittal.xlsx). This link appears to take Offeror to RFP 1-2018-HR-LegalServices081718; however, the Link contains an error message. Can you clarify does the link provide a template for the Letter of Intent or should we design our own and incorporate the elements outlined on pages 13 and 14 of the RFP?

A.5. The link to the Small Diverse Business and Small Business Participation Submittal (which contains the forms for Letters of Intent) contained within Section II-3 of the RFP is incorrect. Please use Appendix G - Small Diverse Business and Small Business Participation Submittal (an excel document that automatically creates Letters of Intent) available on the eMarketplace advertisement.

Q.6. [Proposer] provides legal support services in the form of environmental consulting. This includes consulting and expert witness testimony. Is this a service that is of interest under this contract? Will you award multiple contracts under this contract for various service providers based on the State's need at that time?

- A.6.**
1. Yes, it is possible that these types of consulting or expert services are of interest in this solicitation; and
 2. Yes, the Commonwealth has reserved the right to award multiple contracts under this solicitation in the best interest of the Commonwealth

Q.7. Is there specific funds allocated to this RFP or on an as-needed basis?

A.7. OGC 2018-15 funds will be allocated on an as-needed basis.

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

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,

Name: Cheryl Spackman
Title: Issuing Officer
Phone: 717-787-1284
Email: cspackman@pa.gov