

SOLICITATION ADDENDUM

Date: **2/19/2019**
Subject: **Legal Consultant and Support Services**
Solicitation Number: **OGC-2019-01**
Due Date/Time: **February 19, 2019 @ 4:00pm**
Addendum Number: **1**

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. The links on the solicitation website for Appendices G and J do not work. Will a copy of these documents be provided?

A.1. Yes, a copy of Appendices G and J will be provided, via email, to offerors who cannot open the documents. Please send an email requesting the appendices to Cheryl Spackman at cspackman@pa.gov and Jordan M. Kiessling at jkiessling@pa.gov.

Q.2. The embedded links in the RFP document do not work. Where can I find the Small Diverse Business and Small Business Participation Submittal Form and Letter of Intent documents (referenced in Section II-3, page 13)?

A.2. 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.3. Section II-3. B, page 13, states that a numerical percentage must be provided for a payment commitment to a Small Diverse Business or Small Business subcontractor. Since this solicitation is a limited multiple award for a variety of services (and individual projects with unique requirements), what assumptions should be made when developing the percentage?

A.3. The total and individual SDB and SB subcontracting commitments, as well as SDB or SB subcontracting partners, are business decisions that must be made by each Offeror. However, please note that both the total and individual SDB and SB subcontracting commitments become contractual obligations of the selected Offeror.

Q.4. What are the total available points for the overall solicitation?

A.4. 1,000 point, plus 100 bonus points for firm diversity as set further in Appendix H.

Q.5. What is the total available points for the technical criterion (Section III-4. A., page 16)?

A.5. 600 points.

Q.6. What are the total available points for the cost criterion (Section III-4. B, page 17)?

A.6. 200 points.

Q.7. The wide-range of engagement types listed in Section IV-1, page 25, will likely result in a wide-range of proposed positions/rates and ultimately costs. How does the Commonwealth plan to take this variability into consideration when evaluating and scoring the cost criterion?

A.7. The RFP provides for position-by-position rates, and estimated hours. Per the RFP, Offerors should respond by distributing a total of 1,000 hours per year among the positions set forth in the Offeror's technical proposal. As such, the cost proposal will be scored based upon the information submitted by the Offeror.

Q.8. Section III-4. A., page 16, states that the Offeror must provide the anticipated number of hours envisioned working on this engagement given the description of the scope of requested services. Since this solicitation is a limited multiple award for a variety of services, what assumptions should be made regarding the nature and quantity of projects to be procured through this vehicle?

A.8. No assumptions need be made regarding the nature and quantity of projects; rather, Offerors should identify the number of hours that they anticipate committing to the engagement, and may note any assumptions that they may make in their responses.

Q.9. What separately sealed submittal should the Trade Secret Confidential Proprietary Information Notice be included with?

A.9. Appendix C should be included with the Technical Submittal package.

Q.10. Appendix B – Cost Submittals states “For purposes of cost evaluation only, Offerors should fill out the matrix above distributing a total of 1000 hours per year among the proposed staffing positions consistent with the Offeror's technical submission.” Since this solicitation is a limited multiple award for a variety of services, what assumptions should be made regarding the distribution of the 1,000 hours?

A.10. Offerors should assume typical staffing for a professional level engagement.

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,

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