

SOLICITATION ADDENDUM

Date: **8/1/2019**
Subject: **Complex Litigation & Litigation Consultants RFP**
Solicitation Number: **OGC-2019-10**
Due Date/Time: **August 15, 2019 @ 4:00 pm EST**
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. With regards to the rate card for this RFP, please confirm that within each position, i.e., Partner, Associate, Paralegal, you not only want the universal rate for that position, but for each position we are listing as a member of the team (personnel).

A.1. For purposes of this RFP, we only need the universal rate for each position, i.e., Partner, Associate, Paralegal, etc. We do not need the rate for each team member (personnel) you are planning on using on this engagement.

Q.2. It seems the link provided in the RFP document for the Small Diverse Business and Small Business Participation Letter of Intent does not work.

A.2. A new Appendix G – Small Diverse Business & Small Business Participation Submittal has been posted with the other RFP documents. If you are still unable to open the new Appendix G, please let me know and I will send it to you directly.

Q.3. With regards to the cost submittal form for this RFP, it asks for “Proposed Number of Hours Worked.” Do you have a set number of hours in mind that we should use here, distributed among the categories of attorneys? A previous RFP issued by the Commonwealth instructed us to distribute 1,000 hours in this column. Since no one knows exactly what hours may be required for a matter that might be assigned, it seems using a standard number would make it easier to compare each proposal.

A.3. For purposes of the cost submittal for this RFP, since the cost submittal is not considered for scoring purposes in this RFP, do not worry about providing a “proposed number of hours worked” in that column. The cost portion will be negotiated and discussed prior to each matter being assigned.



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DEPARTMENT OF GENERAL SERVICES
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Q.4. If we intend on presenting and applying for a particular area, i.e. “antitrust matters,” which also includes a “class action” element, should the Firm present separate credentials for “class actions?” Or, can the Firm address the “class action” element as it specifically relates to the practice area?

A.4. There is no right or wrong way to present your information for a particular area. You can address this whichever way you feel best and more appropriate to do so. If we need further clarifications because it does not seem clear to us which areas you are interesting in, we will reach out to your firm for clarifications.

Q.5. Can you please clarify the difference between numbers 3 and 5 on Appendix D? If the Firm plans to include Civil Rights, and Constitutional or General Litigation Practice Group descriptions in its response to number 3, should it repeat such information in its response to number 5?

A.5. Question number 5 differs in that you should provide a project reference for at least one identified client. You should answer each question in a way that you feel is as complete as possible, in order to best address each question set forth in Appendix D.

*** 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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