



**Pre-proposal Conference
PowerPoint Presentation
Underground Storage Tank
Indemnification Fund Outside
Counsel**

RFP OGC-2020-03

Issuing Officer: Jordan M. Kiessling

1



AGENDA

- Introductions
- Supplier Support
- RFP Requirements
- Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
- Background
- Questions and Answers

2

INTRODUCTIONS

- Department of General Services
 - Shawn E. Smith, Deputy Chief Counsel
 - Audrey Smith, Bureau of Diversity, Inclusion & Small Business Opportunities
 - Jordan M. Kiessling, Issuing Officer

- PA Department of Insurance
 - Amy G. Daubert, Chief Counsel
 - Richard J. Burgan, Director, Bureau of Special Funds

3

SUPPLIER SUPPORT

www.eMarketplace.state.pa.us

Your Gateway to All Procurement Information

Links to:

- Supplier Service Center
- PA e-Marketplace
- PA Supplier Portal
- Procurement Handbook



The screenshot shows the Pennsylvania eMarketplace website interface. It features a navigation menu on the left with categories like 'Home', 'About Us', 'Contact Us', and 'Help'. The main content area has a header with the 'PA Marketplace' logo and a search bar. Below the header, there are three prominent buttons: 'SUPPLIERS', 'AGENCIES', and 'COSTARS'. The 'SUPPLIERS' button is highlighted with a red arrow. The 'AGENCIES' button has a red arrow pointing to it from the right. The 'COSTARS' button has a red arrow pointing to it from the right. The website also displays a sidebar on the right with a 'Help' section and a 'Sign Up' button.

4

SUPPLIER DEVELOPMENT & SUPPORT

Supplier Service Center Resources

- **Frequently Asked Questions**
- **How to Register**
- **E-Alerts**
- **Reset Password**
- **Resource Toolbox**
 - **Brochures**
 - **Guides**



The screenshot shows the Pennsylvania Department of General Services' Supplier Service Center website. The page features a navigation menu on the left with categories like 'Registration', 'Bidding', and 'Help'. The main content area includes a 'BIDDING HELP' section with sub-sections for 'BIDDING INFORMATION', 'BIDDING HELPS, TOOLS', and 'BIDDING RESOURCES'. The 'BIDDING HELPS, TOOLS' section lists various guides and resources for bidders.

5

REGISTERING FOR E-ALERTS

- To register for eAlerts for upcoming OGC RFPs for Legal Services, go to the Supplier Service Center:
<http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Supplier%20Service%20Center/Pages/default.aspx>
- Click the e-Alerts link under Bidding:
http://www.dgs.internet.state.pa.us/EAlerts_V2/Login.aspx
- After registering, you'll be directed to the page where you can select one or more categories of materials, services and construction bidding to be informed about.
- Select the Services dropdown under Bureau of Procurement, then select the following category:
80120000-Legal Services. This segment includes outside counsel legal services such as advising clients regarding the law; preparing documents and legal instruments of all kinds for clients which require a familiarity with legal principles; and appearing for, preparing pleadings and other documents, and managing actions and proceedings on behalf of, clients before public tribunals. The firm or individual providing legal services must be a licensed attorney admitted to practice in Pennsylvania and before any identified tribunals. Executive agencies must receive approval from the Office of General Counsel before engaging outside counsel.

6

SUPPLIER DEVELOPMENT & SUPPORT

- Telephone - Toll Free: **877-435-7363**
- Telephone - Harrisburg: **717-346-2676**
- Web: www.pasupplierportal.state.pa.us

- e-Mail: RA-PSC Supplier Requests@pa.gov

- Vendor Registration Guide
- Bidding Reference Guide
- eAlerts
- W-9 Form

7

RFP REQUIREMENTS

The proposal shall consist of the following **five** separately attached submittals:

- Technical Submittal
- Cost Submittal
- SDB Participation Submittal
- VBE Participation Submittal
- Law Firm Diversity Submittal

8

RFP REQUIREMENTS

Electronic Submissions Due by Friday, April
24, 2020 @ 4:00 pm EST

ATTN: Jordan M. Kiessling
jkiessling@pa.gov

* Late submittals will not be accepted

9

TECHNICAL SUBMITTAL

Offeror's Technical Submittal

1. **Appendix A** - Proposal Cover Sheet
2. **Appendix C** – Trade Secret Notice
3. **Appendix D** – Statement of Qualifications/Technical Questionnaire
4. **Appendix E** – Personnel Experience by Key Position
5. **Appendix F** – Project References

* Please **DO NOT** include any **cost** information in your technical submittal response.

* You should include in your technical submittal, the SDB and VBE firms in which you are subcontracting with, their qualifications and what their roles will be for the engagement.

10

COST SUBMITTAL

Offeror's Cost Submittal

- **Appendix D** – Cost Submittal Form

* Law Firms should be advised that based on the formula used, a cost submittal that is more than double the lowest responsible bidder, risks receiving zero (0) points for cost.

11

SDB PARTICIPATION SUBMITTAL

- Offeror's SDB Participation Submittal
- **Appendix G** – Small Diverse Business Participation Summary Sheet and Attachments

12

VBA PARTICIPATION SUBMITTAL

- Offeror's VBE Participation Submittal
- **Appendix H** – Veteran Business Enterprise Participation Summary Sheet and Attachments

13

LAW FIRM DIVERSITY SUBMITTAL

Offeror's Law Firm Diversity Submittal

- **Appendix I** – Law Firm Diversity Submittal
- **Appendix J** – Workforce Breakdown Chart

- Any points received for the Law Firm Diversity criterion are bonus points in addition to the total points for this RFP.
- The maximum amount of bonus points available for this criterion is **10%** of the total points for this RFP.
- Each proposal will be scored for the Law Firm's commitment to diversity in both its internal and external practices.

14

MANDATORY REQUIREMENTS

- Proposal must be received by the proposal due date and time (Electronic Submission).
- Proposal Cover Sheet (Appendix A) must be properly signed by an authorized official that binds Offeror to the provisions contained in their proposal.
- Must obtain 75% of total available technical points to advance.
- Must contain an SDB Participation Submittal and additional required documentation.
- Must contain a VBE Participation Submittal and additional required documentation.

15

CRITERIA FOR SELECTION

- **Technical** = 75% of the total points
 - ✓ Understanding the Problem
 - ✓ Offeror's Qualifications
 - ✓ Proposed Personnel Qualifications
 - ✓ Soundness of Approach
- **Cost** = 25% of the total points
- **Law Firm Diversity** = 100 possible bonus points


16



Underground Storage Tank Indemnification Fund (“USTIF”) Outside Counsel

RFP Number:
OGC-2020-03

17



If an Offeror has any questions regarding the statement of work portion of this RFP as outlined in the RFP document, please reach out to the Issuing Officer with questions at jkiessling@pa.gov.

18

Questions & Answers

- Review of Questions
- Additional Questions



ALL questions must be in email form...

19

QUESTIONS & ANSWERS

- All questions and responses will be posted as an Addendum to the solicitation and can be found at the link below:

<http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=OGC-2020-03>

*** *All Commonwealth responses are not official until they are confirmed in writing and posted to the eMarketplace website as an Addendum to the solicitation.***

20



21