Pre-proposal Conference
PowerPoint Presentation
General Litigation & Emergency
Counsel

RFP OGC-2020-07

Issuing Officer: Jordan M. Kiessling

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AGENDA

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

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

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SUPPLIER DEVELOPMENT & SUPPORT

Supplier Service Center

Resources

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

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Supplier Service Center Name	on the state of th	
• PA Supplier Portal Home	Individuals with either an Administrative User or Bidder role have authority to electronically view and respond to Commonwealth Solicitations. An	
Lian On or Parraned Basel	Administrative User may assign Bidder roles. To obtain more information on creating Bidder roles, please select the Suppliers FAC's link on the left nevication bar.	
* N-2 Farin	Transparant Con.	
• Bidding Help	View Current Commonwealth Edicitations, Amends & Contracts	
• PA effectabiles		
• eAlesti	Search the Commonwealth of Pennsylvania's Current Solicitations and Contracts, as well as Recent Awards by violing the FR effaningsace website. Upon entering PA e-Marketplace, select from the following left menu options:	
Bureau of Minosty b Women Surners Opportunities	* Selicitations: Search for and view current solicitations. * Asserts: View a list of available in response to solicitations. * Search Contractus Search for Commonwealth Assobases for current state agency contracts.	
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• Supplier FACEs	Compared the owner suggest registration Process. Straight an administrative User.	
• Recourse Techno	 Log 0s as an Administrative User or Bidder. 	
* New Supplier Registration	 After Logging In to the PA Suppose Portal, select the "Bolder" tab located on the upper set corner or the screen, then select "select/submit a Bid from the left newladion bair. 	
Existing Supplier Registration		
Green Procurement	BIDDING HELPFUL TOOLS BIDDING Propes Pelevines Quide	
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Procurement Forms	- Andrews - Andr	
Quality Assurance	View fédding Related Frequently Asked Questions (FAQ's)	
Procurement Cullaboration		
fAQ:	How do I Submit or Change a bid? How do I Add a Bidder?	
Invitation to Qualify	How do I Submit a W-9 Form?	
Procurement Handbook	How do I Register for e-Alerto? How do I Access e-Harkstolace?	
Training	How do I Access e-Harristpacer	

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.

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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 <u>Requests@pa.gov</u>

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

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

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RFP REQUIREMENTS

Electronic Submissions Due by Thursday, July 23, 2020 @ 4:00 pm EST

ATTN: Jordan M. Kiessling jkiessling@pa.gov

* Late submittals will not be accepted

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TECHNICAL SUBMITTAL

Offeror's Technical Submittal

- Appendix A Proposal Cover Sheet
- 2. **Appendix C –** Trade Secret Notice
- Appendix D Statement of Qualifications/Technical Questionnaire
- 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.

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COST SUBMITTAL

Offeror's Cost Submittal

• Appendix B – 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.

SDB PARTICIPATION SUBMITTAL

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

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VBA PARTICIPATION SUBMITTAL

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

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.

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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 a SDB Participation Submittal and additional required documentation.
- Must contain a VBE Participation Submittal and additional required documentation.

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

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General Litigation & Emergency Counsel

RFP Number: OGC-2020-07

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 ikiessling@pa.gov.

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Questions & Answers

➤ Review of Questions ➤ Additional Questions



ALL questions must be in email form...

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-2020-07

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

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