



**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

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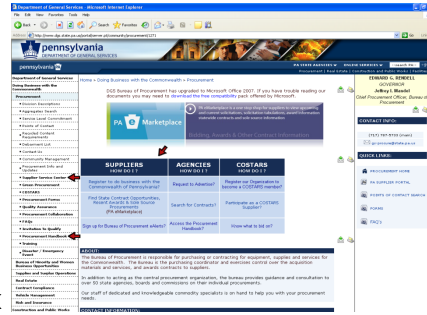
# SUPPLIER SUPPORT

[www.eMarketplace.state.pa.us](http://www.eMarketplace.state.pa.us)

Your Gateway to All Procurement Information

Links to:

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

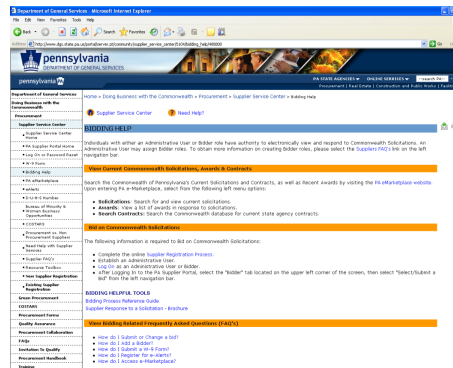


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# SUPPLIER DEVELOPMENT & SUPPORT

Supplier Service Center Resources

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



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## 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](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](http://www.pasupplierportal.state.pa.us)
- **e-Mail:** RA-PSC Supplier [Requests@pa.gov](mailto:Requests@pa.gov)

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

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## 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](mailto:jkiessling@pa.gov)

*\* Late submittals will not be accepted*

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# 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.

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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.


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## 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

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## 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.

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## 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

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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](mailto:jkiessling@pa.gov).

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## Questions & Answers

- Review of Questions
- Additional Questions



**ALL questions must be in email form...**

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## 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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thank  
you!

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