



SOLICITATION ADDENDUM

Date: **7/9/2020**
Subject: **General Litigation & Emergency Counsel RFP**
Solicitation Number: **OGC-2020-07**
Due Date/Time: **July 23, 2020 @ 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. Can you please provide hyperlinks for the technical and cost scoring formulas? Those included on page 16 of the RFP do not appear to direct to the correct pages.

A.1. The hyperlink provided below includes the correct technical and cost scoring formulas. The other formulas listed on this page may not be applicable to this RFP.
https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx

Q.2. Can you please clarify how many references should be submitted? RFP Appendix D, Item 5 notes that the form should be completed “for at least one (1) identified client,” but is there a maximum number? Should references also be submitted for the proposed SDB and VBE firms?

A.2. At least one project reference is required. There is no limit to how many references you can submit. It is not required that you submit references for the proposed SDB and VBE firms, however you are certainly permitted to do so.

Q.3. Can you please confirm if we have the option to submit hard copies OR electronic copies, or would the OGC prefer that we submit both?

A.3. For purposes of this RFP, the Issuing Office will only be accepting electronic copies of proposals.

Q.4. Item I-11 on page 6 of the RFP states that “Offerors must also provide a redacted version of the Technical Submittal, including Financial Capability information, in Microsoft Office or Microsoft Office-compatible format.” However, the proposal submission requirements do not mention that it is required to submit financial reports unless requested by the State Inspector General (RFP page 26). Can you please clarify if and/or what financial information should be submitted with proposals and whether redacted technical proposals are required?

A.4. For purposes of an initial submission, no financial information is required. A redacted technical proposal is also not required. It is a requirement that you fill out Appendix C – Trade Secret/Confidential Proprietary Information Notice, if you feel there is any information in your firm’s proposal that constitutes as a trade secret or confidential proprietary information.

Q.5. If our firm currently has an active engagement with an agency as a result of a current General Litigation & Emergency Counsel contract, which will be expiring within the year, what would the impact be if we do not respond?

A.5. If your firm’s current General Litigation & Emergency Counsel contract will be expiring within the year, in order to continue to be considered for these types of services in the future, as well as continue current engagements, provided your firm is selected for award, you will need to respond to this RFP, OGC-2020-07 General Litigation & Emergency Counsel RFP.

Q.6. The RFP states that if your firm was already awarded a contract as a result of RFP OGC-2018-10 there is no need to further respond to this new solicitation. A similar statement was included in the 2018 RFP. We were selected as counsel from the 2017 RFP so did not need to respond to the 2018 RFP. Can you please advise if this approval still stands or we need to respond to the 2020 RFP?

A.6. If your firm responded to and was awarded a contract as a result of OGC-2016-22 General Litigation & Emergency Counsel RFP, your contract is set to expire within the year. Therefore, your firm will need to respond to the new OGC-2020-07 General Litigation & Emergency Counsel RFP, if you wish to continue to be considered for this type of work, provided your firm is selected for award.

*** 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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