



**Pre-proposal Conference  
PowerPoint Presentation  
Workers' Compensation  
Security Fund Outside Counsel**

**RFP OGC-2020-13**

**Issuing Officer: Jordan M. Kiessling**

# 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](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**

The screenshot shows the Pennsylvania Department of General Services website. The main content area features a banner for the PA e-Marketplace with the text: "PA eMarketplace is a one stop shop for suppliers to view upcoming and current solicitations, solicitation tabulations, award information statewide contracts and sole source information." Below this is a table with three columns: SUPPLIERS HOW DO IT?, AGENCIES HOW DO IT?, and COSTARS HOW DO IT?. Red arrows point from the list items in the left sidebar to the corresponding rows in the table.

SUPPLIERS HOW DO IT ?	AGENCIES HOW DO IT ?	COSTARS HOW DO IT ?
Register to do business with the Commonwealth of Pennsylvania?	Request to Advertise?	Register our Organization to become a COSTARS member?
Find State Contract Opportunities, Recent Awards & Sole Source Procurements (PA eMarketplace)	Search for Contracts?	Participate as a COSTARS Supplier?
Sign up for Bureau of Procurement eAlerts?	Access the Procurement Handbook?	Know what to bid on?

On the left sidebar, the following items are listed with red arrows pointing to the table rows:

- Supplier Service Center (points to the first row)
- Green Procurement (points to the second row)
- EDI/STARS (points to the second row)
- Procurement Forms (points to the second row)
- Quality Assurance (points to the second row)
- Procurement Collaboration (points to the second row)
- FAQs (points to the third row)
- Invitations to Bid (points to the third row)
- Procurement Handbook (points to the third row)
- Training (points to the third row)

# 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 browser window title is "Department of General Services - Microsoft Internet Explorer". The address bar shows the URL: "http://www.dgs.state.pa.us/portal/server.pt?community=supplier\_service\_center?ID=455&lang\_help=48800". The website header includes the Pennsylvania Department of General Services logo and navigation links for "PA STATE AGENCIES", "ONLINE SERVICES", and "Inreach Page". The main content area is titled "BIDDING HELP" and provides information for suppliers, including links to view current solicitations, awards, and contracts, and instructions on how to bid on Commonwealth solicitations. The left sidebar contains a navigation menu with categories such as "Doing Business with the Commonwealth", "Procurement", "Supplier Service Center", "Bidding Help", "PA e-Marketplace", "Bureau of Minority & Women Business Opportunities", "COSTARS", "New Supplier Registration", "Existing Supplier", "Green Procurement", "COSTARS", "Procurement Forms", "Quality Assurance", "Procurement Collaboration", "FAQ", and "Training".

# 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.

# 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**

# 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

# RFP REQUIREMENTS

Electronic Submissions Due by Tuesday,  
November 24, 2020 @ 4:00 pm EST

ATTN: Jordan M. Kiessling  
[jkiessling@pa.gov](mailto:jkiessling@pa.gov)

\* *Late submittals will not be accepted*



# 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.

# 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

# 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.

# 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.

# CRITERIA FOR SELECTION


- **Technical** = 75% of the total points
  - ✓ Understanding the Problem
  - ✓ Contractor Prior Experience
  - ✓ Personnel & Qualifications
  - ✓ Soundness of Approach
- **Cost** = 25% of the total points
- **Law Firm Diversity** = 100 possible bonus points



# **Workers' Compensation Security Fund Outside Counsel**

**RFP Number:  
OGC-2020-13**





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).

# 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-2020-13](http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=OGC-2020-13)

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



thank  
thank  
you!