



Title IX Counsel

RFP OGC-2020-15

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

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?

ABOUT:
The Bureau of Procurement is responsible for purchasing or contracting for equipment, supplies and services for the Commonwealth. The Bureau is the purchasing coordinator and exercises control over the acquisition materials and services, and awards contracts to suppliers.
In addition to acting as the central procurement organization, the bureau provides guidance and consultation to over 50 state agencies, boards and commissions on their individual procurements.
Our staff of dedicated and knowledgeable commodity specialists is on hand to help you with your procurement needs.

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=4555&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 contains the following information:

- View Current Commonwealth Solicitations, Awards & Contracts:** Search the Commonwealth of Pennsylvania's Current Solicitations and Contracts, as well as Recent Awards by visiting the PA eMarketplace website. Upon entering PA e-Marketplace, select from the following left menu options:
 - Solicitations:** Search for and view current solicitations.
 - Awards:** View a list of awards in response to solicitations.
 - Search Contracts:** Search the Commonwealth database for current state agency contracts.
- Bid on Commonwealth Solicitations:** The following information is required to bid on Commonwealth Solicitations:
 - Complete the online [Supplier Registration Process](#).
 - Establish an Administrative User.
 - Log On as an Administrative User or Bidder.
 - After Logging In to the PA Supplier Portal, select the "Bidder" tab located on the upper left corner of the screen, then select "Select/Submit a Bid" from the left navigation bar.
- BIDDING HELPFUL TOOLS:**
 - [Bidding Process Reference Guide](#)
 - [Supplier Response to a Solicitation - brochure](#)
- View Bidding Related Frequently Asked Questions (FAQ's):**
 - How do I Submit or Change a bid?
 - How do I Add a Bidder?
 - How do I Submit a W-9 Form?
 - How do I Register for e-Alerts?
 - How do I Access e-Marketplace?

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.

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
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- **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 Friday,
December 18, 2020 @ 4:00 pm EST

ATTN: Jordan M. Kiessling
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 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.

SDB PARTICIPATION SUBMITTAL

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

VBE 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



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**RFP Number:
OGC-2020-15**



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.

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-2020-15](http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=OGC-2020-15)

*** 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!