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

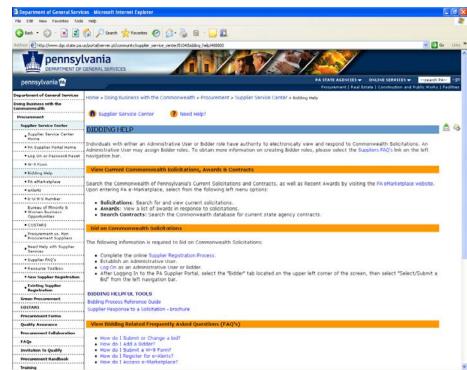


SUPPLIER DEVELOPMENT & SUPPORT

Supplier Service Center

Resources

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



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: <u>www.pasupplierportal.state.pa.us</u>
- 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

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

- 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
 - \checkmark 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 <u>ikiessling@pa.gov</u>.

Questions & Answers

Review of QuestionsAdditional 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

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

