

SOLICITATION ADDENDUM

Date: **11/9/2022**
Subject: **Mcare Section 715 Defense Counsel RFP**
Solicitation Number: **OGC-2022-21**
Due Date/Time: **November 22, 2022 @ 4:00 PM EST**
Addendum Number: **2**

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. The Small Diverse Business (SDB) Participation Summary Sheet states on page SDB-3 SDB Utilization Schedule that “Bidders/Offerors are not required to identify the specific SDB subcontractors within this SDB Utilization Schedule...”, however, on page 19 of the power point under New Forms and Processes, it states Letters of Commitment – SDB 3.1/VBE 3.1. I do not see the corresponding Letter of Commitment Forms anywhere within the Appendixes.

A.1. Page 19 of OGC-2022-21 Mcare Section 715 Defense Counsel RFP BDISBO Goal Setting Overview.pdf is incorrect and will be revised and re-posted. There is no Letter of Commitment required by proposers for this solicitation. SDB/VBE 3.1 is to be completed by self-performing SDB/VBE prime proposers only.

Q.2. For the SDB if we agree to meet the participation goal in full, do we only need to complete parts SDB-2 and SDB-3? And same for the VBE?

A.2. Vendors planning to meet the SDB/VBE goals in full must complete form SDB/VBE -1; SDB/VBE 3 and SDB/VBE 3.1 as applicable.

Q.3. Regarding the Technical Submittal requirements, do Appendix D, Appendix E and Appendix F constitute the entirety of the Technical Submittal requirements? In addition, can you please clarify what is meant by the redacted version of the Technical Submittal which is to be provided in Microsoft Office? Is there a separate Financial Capability form?

A.3. Please refer to Part II-1 of the RFP document to see what should be included in a firm’s technical submittal. It is also copy and pasted here:

II-1. Technical Submittal. Using the task descriptions in **Part IV** of this RFP and **Appendix D**, Statement of Qualifications/Technical Questionnaire, as your reference point, explain the Offeror’s experience, including experience of the personnel that will perform the work, and the



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service you will provide under this Engagement. Complete and submit **Appendix D**, Statement of Qualifications/Technical Questionnaire, **Appendix E**, Personnel Experience, and **Appendix F**, Project References, as part of your Technical Submittal. In addition, provide a narrative demonstrating the Offeror's knowledge of the engagement at issue as well as an analysis of the Offeror's plan of action consistent with the **Part I, Section I-4** and **Part IV** of the RFP. The Technical Submittal shall be submitted as a separate attachment, separated from the Cost, SDB Participation Submittal, VBE Participation Submittal, and Law Firm Diversity Submittal.

A redacted version of a firm's technical proposal does not need to be submitted as long as Appendix C – Trade Secret Confidential Proprietary Information Notice is filled out and submitted.

Q.4. With respect to Appendix F, are you looking for information relating to another medical malpractice insurance company that we do work for, or do you just want information pertaining to one specific case we have handled for that company?

A.4. You can provide information on both, but we would like information relating to another medical malpractice insurance company that a firm does work for, if applicable.

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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