

COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE OF GENERAL COUNSEL

May 31, 2023

Jeffrey L. Zeitz, Esquire
Sand & Sidel, P.C.
113 South 21st Street
Philadelphia, Pennsylvania 19103
[REDACTED]

RE: RFP OGC-2022-28
Pennsylvania State System of Higher Education ("State System")
Project: Workers' Compensation Counsel (Eastern Region)

Dear Mr. Zeitz:

After evaluation of your proposal in response to RFP #OGC-2022-28 Workers' Compensation Counsel in the Eastern Region, by the Department of General Services, through the Office of General Counsel ("OGC"), I hereby appoint your firm, Sand & Sidel, P.C., the conflict firm ("Firm") to represent the Commonwealth of Pennsylvania and the State System, in the above-referenced matter. As per the terms of the contract, your firm will be subcontracting with the Law Office of Nathaniel M. Holmes, LLC throughout the duration of this engagement. This appointment will be governed by all terms and conditions of the Contract for Legal Services which will be routed for execution.

This letter sets forth: (1) information regarding the proposed engagement; (2) specific scope of work to be performed; and (3) compensation to be paid for these services.

1. Information regarding the proposed engagement

The purpose of this appointment is for the Firm to satisfy the need for workers' compensation defense counsel legal services for the Workers' Compensation program administered by the State System.

Please review the above-described information carefully to ensure there are no conflicts of interest posed in the proposed representation of the Commonwealth of Pennsylvania in connection with providing legal services. Should you require additional information to evaluate any potential conflicts prior to your acceptance of this appointment, please contact Derek Riker, Deputy Chief of Staff at [REDACTED]

2. Scope of Services

In this appointment, you will defend workers' compensation claims filed by employees against the Commonwealth-owned universities and the Office of the Chancellor. You will provide a full range of legal services from consultation services to mediation services to defense litigation at all levels of the appeal process. In performing these services, you will work with the State System's third-party workers' compensation claims administrator and the State System's workers' compensation coordinators at the universities and the Office of the Chancellor.

Subject to modification from time to time at the direction of the General Counsel, the Chief Counsel of the State System or his designee, you shall represent the State System in workers' compensation matters as set forth below:

- Provide counsel to defend claims against the State System assigned to them at all stages of workers' compensation proceedings, including the appeals process, as directed by the Chief Counsel of the State System or his designee.
- Work collaboratively with the claims adjuster working for the State System's third-party workers' compensation claims administrator, the workers' compensation coordinators representing the affected university and/or Office of the Chancellor when developing claims handling strategies and in the resolution of claims when appropriate.

The Firm may at any time, be called upon to provide specific services to the State System based on specific need, capacity, qualification, or such other circumstances as the State System shall determine. This engagement may include other general work as designated by the Chief Counsel of the State System or the Governor's Office of General Counsel.

3. Compensation

It is agreed upon by the Firm and all parties to this agreement consistent with its proposal for this engagement that the Firm shall be paid at the following rates: Partners will be billed at a rate of \$130.00 per hour; Associates will be billed at a rate of \$100.00 per hour; Paralegals will be billed at a rate of \$40.00 per hour.

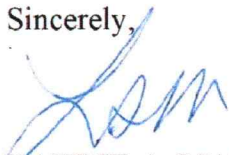
Upon your review of the proposed assignment, the scope of work, and the compensation, should the Firm be willing to accept this assignment, please execute this letter as indicated below and return the original by mail to the Pennsylvania State System of Higher Education, Office of Chief Counsel, 2300 Vartan Way, Suite 207, Harrisburg, PA, 17110, Attn: Jeffrey B. Hawkins, Chief Counsel, along with copies via email to [REDACTED] Officer, Jordan M. Kiessling at [REDACTED] that the Firm has completed a conflict-of-interest analysis and identified nothing to be reported prior to the acceptance of work on behalf of the Governor's Office of General Counsel. Should a conflict or potential conflict be identified at any time during the term of this engagement, the Firm is under a continuing obligation to disclose such matter, in writing, to the Governor's

Jeffrey L. Zeitz, Esquire
May 31, 2023
Page 3 of 3

Office of General Counsel in accordance with OGC's Conflict Waiver Procedure. Failure to sign and return your Firm's appointment letter within thirty (30) days will result in your Firm being dropped from this engagement.

Due to the urgent need for legal services, approval has been granted for the Firm to begin work immediately. We look forward to working with you on these important matters for the Commonwealth of Pennsylvania.

Sincerely,



LAURIE A. MALONE

Chief of Staff to the General Counsel

Accepted on Behalf of the Firm:

By:

Jeffrey L. Zeitz 6-13-23
Date

Vice President
(Title)

cc: Theron R. Perez, First Deputy General Counsel, Office of General Counsel
Derek Riker, Deputy Chief of Staff, Office of General Counsel
Jeffrey B. Hawkins, Chief Counsel, PA State System of Higher Education
Nathaniel M. Holmes, Esquire, The Law Office of Nathaniel M. Holmes, LLC
Jordan M. Kiessling, Senior Legal Analyst, Office of General Counsel
Alicia C. Rizzi, Legal Office Administrator, Office of General Counsel



COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE OF GENERAL COUNSEL

May 31, 2023

Nathaniel M. Holmes, Esquire
Law Office of Nathaniel M. Holmes LLC
PO Box 4128
Harrisburg, Pennsylvania 17111
[REDACTED]

RE: RFP OGC-2022-28
Pennsylvania State System of Higher Education ("State System")
Project: Workers' Compensation Counsel (Eastern Region)

Dear Mr. Holmes:

After evaluation of your proposal in response to RFP #OGC-2022-28 Workers' Compensation Counsel in the Eastern Region, by the Department of General Services, through the Office of General Counsel ("OGC"), I hereby appoint your firm, The Law Office of Nathaniel M. Holmes, LLC, the primary firm ("Firm") to represent the Commonwealth of Pennsylvania and the State System, in the above-referenced matter. This appointment will be governed by all terms and conditions of the Contract for Legal Services which will be routed for execution.

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3. Compensation

It is agreed upon by the Firm and all parties to this agreement consistent with its proposal for this engagement that the Firm shall be paid at the following rates: Attorneys will be billed at a rate of \$105.00 per hour and Paralegals will be billed at a rate of \$60.00 per hour.

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Nathaniel M. Holmes, Esquire

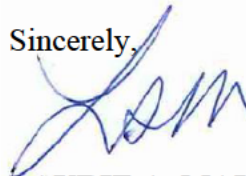
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Sincerely,



LAURIE A. MALONE

Chief of Staff to the General Counsel

Accepted on Behalf of the Firm:

By: *Nathaniel Holmes* 6/6/23
Date

Owner
(Title)

cc: Theron R. Perez, First Deputy General Counsel, Office of General Counsel
Derek Riker, Deputy Chief of Staff, Office of General Counsel
Jeffrey B. Hawkins, Chief Counsel, PA State System of Higher Education
Jordan M. Kiessling, Senior Legal Analyst, Office of General Counsel
Alicia C. Rizzi, Legal Office Administrator, Office of General Counsel



COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE OF GENERAL COUNSEL

May 31, 2023

Nathaniel M. Holmes, Esquire
Law Office of Nathaniel M. Holmes LLC
PO Box 4128
Harrisburg, Pennsylvania 17111
[REDACTED]

RE: RFP OGC-2022-28
Pennsylvania State System of Higher Education ("State System")
Project: Workers' Compensation Counsel (Western Region)

Dear Mr. Holmes:

After evaluation of your proposal in response to RFP #OGC-2022-28 Workers' Compensation Counsel in the Western Region, by the Department of General Services, through the Office of General Counsel ("OGC"), I hereby appoint your firm, The Law Office of Nathaniel M. Holmes, LLC, the primary firm ("Firm") to represent the Commonwealth of Pennsylvania and the State System, in the above-referenced matter. This appointment will be governed by all terms and conditions of the Contract for Legal Services which will be routed for execution.

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