

**RECOMMENDATION FOR LAW FIRM SELECTION**

**Date:** March 1, 2023

**To:** Laurie A. Malone  
Chief of Staff to the General Counsel

**From:** Jordan M. Kiessling  
Issuing Officer

**CC:** Shawn E. Smith  
Chief Counsel  
Department of General Services

**RE:** Evaluation of Proposals Submitted in Response to  
RFP OGC-2022-29 Issued November 30, 2022

**PART I.**

This RFP was issued pursuant to Executive Order 2015-2 dated January 20, 2015, and in accordance with Section 518 of the Commonwealth Procurement Code, 62 Pa.C.S. § 518, and Part III Chapter 8 of the Department of General Services (DGS) Procurement Handbook.

The Issuing Office designated to conduct this procurement has completed its evaluation. As further described below, the following law firms are being recommended for award of legal services contracts:

Campbell Durrant, P.C. (Primary Counsel)  
Eckert Seamans Cherin & Mellott, LLC (Conflict Counsel)

This memorandum also documents that all necessary steps were taken in conducting the procurement in accordance with the provisions of the Commonwealth Procurement Code. To the extent that written determinations are required under the Code for any of the following steps and no attached record exists, this memorandum shall serve as written confirmation that such step occurred.

**\*\* DUE TO THE URGENT NEED FOR LEGAL SERVICES, APPROVAL IS BEING SOUGHT FOR THE SELECTED LAW FIRMS TO BEGIN WORK IMMEDIATELY \*\***

**PART II.**

A. PUBLIC NOTICE: Public notice of the RFP was posted on both the DGS website and the Office of General Counsel's website on **November 30, 2022**.

**Recommendation for Law Firm Selection**  
**RFP OGC-2022-29 Issued November 30, 2022**  
**March 1, 2023**  
**Page 2 of 4**

B. EVALUATION COMMITTEE: An evaluation committee was established consisting of agency representatives from the **Governor’s Office of Administration, Department of General Services and the Governor’s Office of General Counsel.**

C. ADDENDA TO THE RFP: Potential offerors were given the opportunity in accordance with Section I-9 of the RFP to submit questions concerning the procurement to the Issuing Office. The official responses to the questions were incorporated into the RFP by addenda per Section I-10 of the RFP.

**PART III.**

A. CRITERIA: The relative importance of the major evaluation criteria established prior to opening the proposals consisted of **technical 75%, cost 25% and 100 law firm diversity bonus points.**

B. PROPOSALS: A total of **three (3)** proposals were received on or before the due date of **December 28, 2022.** No proposals were received late.

C. RESULTS:

1. The evaluation committee reported the following results of its evaluation to the Issuing Office:
2. As indicated in the Initial Scoring, all of the offeror’s technical submittals received at least **75%** of the available technical points required in order to be eligible to be considered for award.
3. **One (1) offeror** failed to meet the SDB/VBE participation goals set forth in this RFP and was therefore rejected as non-responsive.
4. The Issuing Office evaluated and scored the cost proposals and law firm diversity submittals and combined the technical scores, cost scores and law firm diversity scores.
5. INITIAL SCORING: The overall scoring for this procurement concluded as follows:

<i>Offeror</i>	<i>Technical Score</i>	<i>Cost Score</i>	<i>Law Firm Diversity</i>	<i>Overall Score</i>
Campbell Durrant, P.C.	750.00	250.00	15.00	1,015.00
Eckert Seamans Cherin & Mellott, LLC	673.58	240.21	10.00	923.79

6. FAIR AND REASONABLE COMPENSATION:

As provided in the RFP, and pursuant to Section 518 of the Procurement Code, fair and reasonable compensation was negotiated with the best qualified law firms, as needed, prior to awards being made.

7. SMALL DIVERSE BUSINESS/VETERAN BUSINESS ENTERPRISE COMMITMENTS:

Campbell Durrant, P.C. is committed to subcontracting with one (1) small diverse firm and veteran business enterprise, the Law Office of Nathaniel M. Holmes, LLC, for legal services over the entire engagement timeframe. Campbell Durrant, P.C. is committing **24%** of the total value of its offering to **the Law Office of Nathaniel M. Holmes, LLC.**

Eckert Seamans Cherin & Mellott, LLC is committed to subcontracting with one (1) small diverse business and (1) veteran business enterprise, when they are selected for a specific engagement. Eckert Seamans Cherin & Mellott, LLC is committing **24%** of the total value of its offering to a DGS verified Small Diverse Business and **3%** of the total value of its offering to a DGS verified Veteran Business Enterprise.

8. CONTRACTOR RESPONSIBILITY: Campbell Durrant, P.C., Eckert Seamans Cherin & Mellott, LLC and their respective subcontractors required to be disclosed or approved by the Commonwealth have been verified as responsible contractors in accordance with management directives, the Procurement Handbook and the Procurement Code, as applicable.

**PART IV.**

**RECOMMENDATION:** As the Issuing Officer, I recommend Campbell Durrant, P.C. be awarded a contract for legal services as primary counsel, and Eckert Seamans Cherin & Mellott, LLC be awarded a contract for legal services as conflict counsel. This recommendation selection is based upon the results of the evaluation and review of the proposals as summarized above. **The term of the contracts will be one year with two (2) additional one (1) year renewals.** The Office of Administration, in consultation with the Office of General Counsel, will allocate the legal services set forth in the resulting contracts among the selected law firms. **Due to the urgent need for legal services, the Office of Administration is seeking Campbell Durrant, P.C. and Eckert Seamans Cherin & Mellott, LLC to begin work immediately.**

**PART V.**

**CONTRACTING OFFICER DETERMINATION:**

Based upon the results of the evaluation and the above recommendation, I have determined that Campbell Durrant, P.C. and Eckert Seamans Cherin & Mellott, LLC are the best qualified law firms based on the evaluation factors set forth in the RFP.

I disapprove the recommendation.



03/01/2023

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**Laurie A. Malone**  
**Chief of Staff to the General Counsel**

Date

**PART VI.**

**AUTHORIZATION:**

Based upon the Contracting Officer's determination, I authorize the Issuing Office to make contract awards to Campbell Durrant, P.C. and Eckert Seamans Cherin & Mellott, LLC.

**GOVERNOR'S OFFICE OF ADMINISTRATION:**



03/03/2023

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**Keith Herbster**  
**Chief Counsel**

Date