

**RECOMMENDATION FOR LAW FIRM SELECTION**

**Date:** May 24, 2024

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

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

**CC:** Derek Riker  
Deputy Chief of Staff

**RE:** Evaluation of Proposals Submitted in Response to  
RFP OGC-2024-10 Specialized Financial Services Counsel  
Issued May 20, 2024

**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 firm is being recommended for award of a legal services contract:

Dilworth Paxson LLP

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 FIRM TO BEGIN WORK IMMEDIATELY \*\***

**PART II.**

A. PUBLIC NOTICE: Public notice of the RFP was posted on both the PA eMarketplace and the Office of General Counsel's website on **May 20, 2024**.

B. EVALUATION COMMITTEE: An evaluation committee was established consisting of agency representatives from **the Governor's Office of General Counsel**.

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C. ADDENDA TO THE RFP: Potential offerors were given the opportunity in accordance with Section I-7 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-8 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% and cost 25%**.

B. PROPOSALS: A total of **two (2)** proposals were received on or before the due date of **May 22, 2024**. 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. The Issuing Office evaluated and scored the cost proposals and combined the technical scores and cost scores.
4. INITIAL SCORING: The overall scoring for this procurement concluded as follows:

<i>Offeror</i>	<i>Technical Score</i>	<i>Cost Score</i>	<i>Overall Score</i>
Dilworth Paxson LLP	750.00	247.35	997.35
McNees Wallace & Nurick, LLC	716.77	250.00	966.77

5. 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 firm, as needed, prior to award being made.

6. CONTRACTOR RESPONSIBILITY: Dilworth Paxson LLP required to be disclosed or approved by the Commonwealth has been verified as a responsible contractor in

accordance with management directives, the Procurement Handbook and the Procurement Code, as applicable.

**PART IV.**

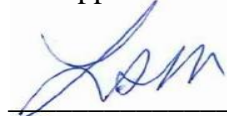
RECOMMENDATION: As the Issuing Officer, I recommend Dilworth Paxson LLP be awarded a contract for legal services. This recommendation selection is based upon the results of the evaluation and review of the proposals as summarized above. **The term of the contract will commence on the Effective Date and will end once the matter has been resolved.** The Governor's Office of General Counsel will allocate the legal services set forth in the resulting contract among the selected law firm. **Due to the urgent need for legal services, the Governor's Office of General Counsel is seeking Dilworth Paxson LLP to begin work immediately.**

**PART V.**

CONTRACTING OFFICER DETERMINATION AND AUTHORIZATION:

Based upon the results of the evaluation and the above recommendation, I have determined that Dilworth Paxson LLP is the best qualified law firm based on the evaluation factors set forth in the RFP and should be awarded a Contract for Legal Services.

I disapprove the recommendation.



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

5/24/2024

Date