

RECOMMENDATION FOR LAW FIRM SELECTION

Date: February 11, 2025

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-2024-21 Criminal Law Counsel (Areas 1, 2, 3 &6)
Issued November 6, 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 legal services contract:

Myers, Brier & Kelly, 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 **November 6, 2024**.

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

Recommendation for Law Firm Selection
RFP OGC-2024-21 Issued November 6, 2024
February 11, 2025
Page 2 of 3

C. ADDENDA TO THE RFP: Potential offerors were given the opportunity in accordance with Section I-8 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-9 of the RFP.

PART III.

A. CRITERIA: The relative importance of the major evaluation criteria established prior to opening the proposals consisted of **technical 100%**.

B. PROPOSALS: A total of **one (1)** proposal was received in Areas 1, 2, 3 and 6 on or before the due date of **November 26, 2024**. No proposals were received in Areas 4 and 5. 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, the offeror's technical submittal received at least **75%** of the available technical points required in order to be eligible to be considered for award.
3. INITIAL SCORING: The overall scoring for this procurement concluded as follows:

<i>Offeror</i>	<i>Technical Score</i>	<i>Overall Score</i>
Myers, Brier & Kelly, LLP	961.00	961.00

4. CONTRACTOR RESPONSIBILITY: Myers, Brier & Kelly, 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.

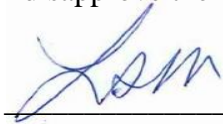
RECOMMENDATION: As the Issuing Officer, I recommend Myers, Brier & Kelly, LLP be awarded a contract for legal services. This recommendation selection is based upon the results of the evaluation and review of the proposal as summarized above. **The term of the contract will be one year with two (2) additional one (1) year renewals.** 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 Myers, Brier & Kelly, 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 Myers, Brier & Kelly, 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

2/11/2025

Date