

**RECOMMENDATION FOR LAW FIRM SELECTION**

**Date:** May 24, 2021

**To:** Gregory G. Schwab  
General Counsel

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

**CC:** Mary W. Fox  
Assistant Chief Counsel  
Department of General Services

**RE:** Evaluation of Proposals Submitted in Response to  
RFP OGC-2021-03 Issued February 3, 2021

**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:

Clark Hill PLC  
Dilworth Paxson LLP  
Grant & Eisenhofer P.A./Tucker Law Group  
Pietragallo Gordon Alfano Bosick & Raspanti, LLP  
Schnader Harrison Segal & Lewis, 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 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 **February 3, 2021.**

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B. EVALUATION COMMITTEE: An evaluation committee was established consisting of agency representatives from the **Department of State, Department of Corrections, Pennsylvania State Police, Department of Environmental Protection, 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-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 75%, cost 25% and 100 law firm diversity bonus points.**

B. PROPOSALS: A total of **ten (10)** proposals were received on or before the due date of **March 5, 2021.** No law firms responded by stating that they would not be submitting a proposal. 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, **one (1) offeror’s** technical submission did not receive at least **75%** of the available technical points required to be eligible to be considered for award.
3. **Four (4) Offeror’s** failed to meet the SDB and VBE Participation Goals set forth in this RFP and were 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>Price Score</i>	<i>Law Firm Diversity</i>	<i>Overall Score</i>
Clark Hill PLC	700.60	178.83	10.00	889.43
Dilworth Paxson LLP	738.19	250.00	15.00	1,003.19

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Grant & Eisenhofer P.A./Tucker Law Group	750.00	170.15	20.00	940.15
Pietragallo Gordon Alfano Bosick & Raspanti, LLP	748.75	188.78	5.00	942.53
Schnader Harrison Segal & Lewis, LLP	736.50	149.49	30.00	915.99
<b><i>Law Firms NOT Meeting 75% Technical Threshold</i></b>				
Mette Evans & Woodside, P.C.	N/Q	N/Q	N/Q	N/Q

**6. SMALL DIVERSE BUSINESS/SMALL BUSINESS & VETERAN BUSINESS ENTERPRISE COMMITMENTS:**

Clark Hill PLC is committed to subcontracting with one (1) small diverse firm, Sargent’s Court Reporting Service, for legal services over the entire engagement timeframe. Clark Hill PLC is committing **15%** of the total value of its offering to **Sargent’s Court Reporting Service**. Clark Hill PLC is committed to subcontracting with one (1) veteran business enterprise, Federal Hearings and Appeals Services, Inc., for legal services over the entire engagement timeframe. Clark Hill PLC is committing **3%** of the total value of its offering to **Federal Hearings and Appeals Services, Inc.**

Dilworth Paxson LLP is committed to subcontracting with one (1) small diverse and veteran owned firm, the Law Office of Nathaniel M. Holmes, LLC, for legal services over the entire engagement timeframe. Dilworth Paxson LLP is committing **15%** of the total value of its offering to **the Law Office of Nathaniel M. Holmes, LLC**.

Grant & Eisenhofer P.A. is committed to subcontracting with one (1) small diverse firm, Tucker Law Group, for legal services over the entire engagement timeframe. Grant & Eisenhofer P.A. is committing **50%** of the total value of its offering to **Tucker Law Group**. Grant & Eisenhofer P.A. is committed to subcontracting with one (1) veteran business enterprise, Environmental Design, Inc., for legal services over the entire engagement timeframe. Grant & Eisenhofer P.A. is committing **3%** of the total value of its offering to **Environmental Design, Inc.**

Pietragallo Gordon Alfano Bosick & Raspanti, LLP is committed to subcontracting with one (1) small diverse firm, Griesing Law, LLC, for legal services over the entire engagement timeframe. Pietragallo Gordon Alfano Bosick & Raspanti, LLP is committing **15%** of the total value of its offering to **Griesing Law, LLC**. Pietragallo Gordon Alfano Bosick & Raspanti, LLP is committed to subcontracting with one (1) veteran business enterprise, Dutch Ridge Consulting Group LLC, for legal services over the entire engagement timeframe. Pietragallo Gordon Alfano Bosick & Raspanti, LLP is committing **3%** of the total value of its offering to **Dutch Ridge Consulting Group LLC**.

Schnader Harrison Segal & Lewis, LLP is committed to subcontracting with one (1) small diverse firm, Wong Fleming, P.C., for legal services over the entire engagement timeframe. Schnader Harrison Segal & Lewis, LLP is committing **15%** of the total value of its offering to **Wong Fleming, P.C.** Schnader Harrison Segal & Lewis, LLP is committed to subcontracting with one (1) veteran business enterprise, Federal Hearings and Appeals Services, Inc., for legal services over the entire engagement timeframe. Schnader Harrison Segal & Lewis, LLP is committing **3%** of the total value of its offering to **Federal Hearings and Appeals Services, Inc.**

7. **CONTRACTOR RESPONSIBILITY:** Clark Hill PLC, Dilworth Paxson LLP, Grant & Eisenhofer P.A./Tucker Law Group, Pietragallo Gordon Alfano Bosick & Raspanti, LLP, Schnader Harrison Segal & Lewis, LLP 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.**

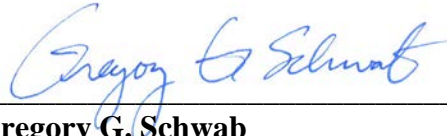
**RECOMMENDATION:** As the Issuing Officer, I recommend Clark Hill PLC, Dilworth Paxson LLP, Grant & Eisenhofer P.A./Tucker Law Group, Pietragallo Gordon Alfano Bosick & Raspanti, LLP and Schnader Harrison Segal & Lewis, LLP be awarded a contract for legal services. This recommendation selection is based upon the results of the evaluation and review of the proposals as summarized above. **The term of the contract will be one year with two (2) additional one (1) year renewals.** 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 General Counsel is seeking Clark Hill PLC, Dilworth Paxson LLP, Grant & Eisenhofer P.A./Tucker Law Group, Pietragallo Gordon Alfano Bosick & Raspanti, LLP and Schnader Harrison Segal & Lewis, LLP to begin work immediately.**

**PART V.**

**CONTRACTING OFFICER DETERMINATION/AUTHORIZATION:**

Based upon the results of the evaluation and the above recommendation, I have determined that Clark Hill PLC, Dilworth Paxson LLP, Grant & Eisenhofer P.A./Tucker Law Group, Pietragallo Gordon Alfano Bosick & Raspanti, LLP and Schnader Harrison Segal & Lewis, LLP are the best qualified law firms based on the evaluation factors set forth in the RFP and I authorize the Issuing Office to make contract awards to these firms.

I disapprove the recommendation.



5/24/2021

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**Gregory G. Schwab**  
**General Counsel**

Date