

**RECOMMENDATION FOR LAW FIRM SELECTION**

**Date:** June 1, 2023

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

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

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

**RE:** Evaluation of Proposals Submitted in Response to  
RFP OGC-2022-28 Workers' Compensation Counsel (Eastern Region)  
Issued November 23, 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:

Law Offices of Nathaniel M. Holmes, LLC (Primary Counsel)  
Sand & Saidel, P.C. (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 23, 2022.**

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B. EVALUATION COMMITTEE: An evaluation committee was established consisting of agency representatives from the **Pennsylvania State System of Higher Education, 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 **five (5)** proposals were received on or before the due date of **December 20, 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. All of the offerors either met the SDB/VBE participation goals set forth in this RFP, or submitted a valid good faith efforts waiver request.
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>
Ahmad Zaffarese, LLC	676.84	180.53	80.00	937.37
Berman Voss	707.70	173.33	20.00	901.03
Law Offices of Nathaniel M. Holmes, LLC	750.00	250.00	85.00	1,085.00

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Rawle & Henderson, LLP	716.16	124.00	10.00	850.16
Sand & Saidel, P.C.	711.68	233.33	10.00	955.01

**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:**

The Law Office of Nathaniel M. Holmes, LLC is self-performing as a DGS verified small diverse and veteran owned business enterprise.

Sand & Saidel, 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. Sand & Saidel, P.C. is committing 20% of the total value of its offering to the Law Office of Nathaniel M. Holmes, LLC.

**8. CONTRACTOR RESPONSIBILITY:** The Law Office of Nathaniel M. Holmes, LLC and Sand & Saidel, P.C. 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.**

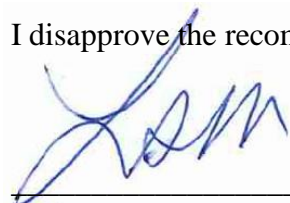
**RECOMMENDATION:** As the Issuing Officer, I recommend The Law Office of Nathaniel M. Holmes, LLC be awarded a contract for legal services as primary counsel, and Sand & Saidel, P.C. be awarded a contract for legal services as conflict counsel. This recommendation selection is based upon the results 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 State System of Higher Education, 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 State System of Higher Education is seeking The Law Office of Nathaniel M. Holmes, LLC and Sand & Saidel, P.C. to begin work immediately.**

**PART V.**

**CONTRACTING OFFICER DETERMINATION:**

Based upon the results of the evaluation and the above recommendation, I have determined that The Law Office of Nathaniel M. Holmes, LLC and Sand & Saidel, P.C. are the best qualified law firms based on the evaluation factors set forth in the RFP.

I disapprove the recommendation.



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

6/1/2023

Date

**PART VI.**

**AUTHORIZATION:**

Based upon the Contracting Officer's determination, I authorize the Issuing Office to make contract awards to The Law Office of Nathaniel M. Holmes, LLC and Sand & Saidel, P.C.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION:**

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**Jeffrey B. Hawkins**  
**Chief Counsel**

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

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

**RE:** Evaluation of Proposals Submitted in Response to  
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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:

Law Offices of Nathaniel M. Holmes, LLC

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.

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Law Offices of Nathaniel M. Holmes, LLC	750.00	250.00	85.00	1,085.00
Rawle & Henderson, LLP	716.16	124.00	10.00	850.16
Sand & Saidel, P.C.	710.19	233.33	10.00	953.52
Thomson, Rhodes & Cowie, P.C.	722.63	232.67	10.00	965.30

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 firm, as needed, prior to award being made.

7. SMALL DIVERSE BUSINESS/VETERAN BUSINESS ENTERPRISE COMMITMENTS:

The Law Office of Nathaniel M. Holmes, LLC is self-performing as a DGS verified small diverse and veteran owned business enterprise.

8. CONTRACTOR RESPONSIBILITY: The Law Office of Nathaniel M. Holmes, LLC 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 The Law Office of Nathaniel M. Holmes, LLC 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 State System of Higher Education, in consultation with the 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 State System of Higher Education is seeking The Law Office of Nathaniel M. Holmes to begin work immediately.**

**PART V.**

CONTRACTING OFFICER DETERMINATION:

Based upon the results of the evaluation and the above recommendation, I have determined that The Law Office of Nathaniel M. Holmes, LLC is the best qualified law firm based on the evaluation factors set forth in the RFP.

I disapprove the recommendation.

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

6/1/2023

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Date

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**PART VI.**

**AUTHORIZATION:**

Based upon the Contracting Officer's determination, I authorize the Issuing Office to make a contract award to The Law Office of Nathaniel M. Holmes, LLC.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION:**

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**Jeffrey B. Hawkins**  
**Chief Counsel**

Date