



Kristen Repyneck Dennis

Email: [REDACTED]

June 12, 2023

Via Email: [REDACTED]

Via Mail
Pennsylvania State System of Higher Education
Office of Chief Counsel
Attn: Jeffrey B. Hawkins, Chief Counsel
2300 Vartan Way, Suite 207
Harrisburg, PA 17110

RE: **RFP OGC-2023-03**
Immigration Counsel to the State System

Dear Ms. Malone, Mr. Hawkins, and Ms. Kiessling:

We were delighted to receive your June 7, 2023, letter appointing Goldblum, Pollins & Dennis, PC to represent the Commonwealth and the State System in immigration matters.

Enclosed please find our executed letter accepting the proposed assignment, scope of work, and compensation outlined. I confirm that the Firm has completed the required conflict-of-interest analysis and identified nothing to be reported.

On behalf of the Firm, we are glad to assist the Commonwealth and the State System with your immigration needs and look forward to continuing working with you on these important matters.

Should anything further be required, please contact me.

Very truly yours,

Goldblum, Pollins & Dennis, PC

A handwritten signature in blue ink that reads 'Kristen Repyneck Dennis'.

Kristen Repyneck Dennis

Enclosures



COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE OF GENERAL COUNSEL

June 7, 2023

Kristen Repyneck Dennis, Esquire
Goldblum, Pollins & Dennis, PC
101 Greenwood Avenue, Suite 630
Jenkintown, Pennsylvania 19046
[REDACTED] [REDACTED]

RE: RFP OGC-2023-03
Pennsylvania State System of Higher Education ("State System")
Project: Immigration Counsel

Dear Ms. Dennis:

After evaluation of your proposal in response to RFP #OGC-2023-03 Immigration Counsel, by the Department of General Services, through the Office of General Counsel ("OGC"), I hereby appoint your firm, Goldblum, Pollins & Dennis, PC, the firm ("Firm") to represent the Commonwealth of Pennsylvania and the State System, in the above-referenced matter. This appointment will be governed by all terms and conditions of the Contract for Legal Services which will be routed for execution.

This letter sets forth: (1) information regarding the proposed engagement; (2) specific scope of work to be performed; and (3) compensation to be paid for these services.

1. Information regarding the proposed engagement

The purpose of this appointment is for the Firm to satisfy a need for legal services related to immigration matters for the Commonwealth-owned universities and the Office of the Chancellor.

Please review the above-described information carefully to ensure there are no conflicts of interest posed in the proposed representation of the Commonwealth of Pennsylvania in connection with providing legal services. Should you require additional information to evaluate any potential conflicts prior to your acceptance of this appointment, please contact Derek Riker, Deputy Chief of Staff at [REDACTED]

2. Scope of Services

In this appointment, the Firm will represent the Commonwealth of Pennsylvania, specifically the State System, with respect to all immigration matters for the Commonwealth-owned universities and the Office of the Chancellor. Duties and responsibilities include, but in no way are limited to the following:

- a. Advising on and preparing required submissions for permanent/special recruitment, outstanding/researcher/professor, including portability letters at employer's discretion.
- b. Advising and preparing required submissions in all aspects of the non-immigrant process (H1B, H-4, TN and O visas, including upgrading of non-immigrant to immigrant status).
- c. Attending meetings as requested.
- d. Providing advice on other immigration matters that may arise at universities and the Office of the Chancellor
- e. Providing trainings to clients as identified by counsel for the clients.
- f. Assisting on other matters necessary or incidental to the immigration operations of the System and its component institutions.

The Firm may at any time, be called upon to provide specific services to the State System based on specific need, capacity, qualification, or such other circumstances as the State System shall determine. This engagement may include other general work as designated by the Chief Counsel of the State System or the Governor's Office of General Counsel.

3. Compensation

It is agreed upon by the Firm and all parties to this agreement consistent with its proposal for this engagement that the Firm shall be paid the rates as outlined in the attached cost submittal.

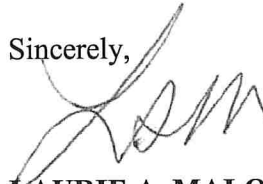
Upon your review of the proposed assignment, the scope of work, and the compensation, should the Firm be willing to accept this assignment, please execute this letter as indicated below and return the original by mail to the Pennsylvania State System of Higher Education, Office of Chief Counsel, 2300 Vartan Way, Suite 207, Harrisburg, PA, 17110, Attn: Jeffrey B. Hawkins, Chief Counsel, along with copies via email to [REDACTED], and the Issuing Officer, Jordan M. Kiessling at [REDACTED]. By signature hereto, you are acknowledging that the Firm has completed a conflict-of-interest analysis and identified nothing to be reported prior to the acceptance of work on behalf of the Governor's Office of General Counsel. Should a conflict or potential conflict be identified at any time during the term of this engagement, the

Kristen Repyneck Dennis, Esquire
June 7, 2023
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Firm is under a continuing obligation to disclose such matter, in writing, to the Governor's Office of General Counsel in accordance with OGC's Conflict Waiver Procedure. Failure to sign and return your Firm's appointment letter within thirty (30) days will result in your Firm being dropped from this engagement.

Due to the urgent need for legal services, approval has been granted for the Firm to begin work immediately. We look forward to working with you on these important matters for the Commonwealth of Pennsylvania.

Sincerely,



LAURIE A. MALONE

Chief of Staff to the General Counsel

Accepted on Behalf of the Firm:

By: Kristen R. Dennis 06/12/2023
Date

Kristen R. Dennis, Partner
(Title)

cc: Theron R. Perez, First Deputy General Counsel, Office of General Counsel
Derek Riker, Deputy Chief of Staff, Office of General Counsel
Jeffrey B. Hawkins, Chief Counsel, PA State System of Higher Education
Jordan M. Kiessling, Senior Legal Analyst, Office of General Counsel
Alicia C. Rizzi, Legal Office Administrator, Office of General Counsel