

## CONTRACTING OPPORTUNITY DESCRIPTION AND APPLICATION FORM

Application  
Number:

33045

Title: Legal Services (General Litigation Matters)

Goods/Services  
to be Provided:

PGW seeks a vendor to provide legal services at the direction of PGW's General Counsel relating to general litigation matters, in addition to other legal matters pertaining to PGW as requested by PGW. Familiarity with PGW's operations is a plus and the Pennsylvania Tort Claims Act is required.

Posting Date: January 10, 2019

**Application Due Date: January 24, 2019**

Proposed Term: Upon execution – August 31, 2020, subject to up to three (3) one (1) year renewals at PGW's option.

Estimated  
Budget:

Not to exceed \$100,000 annually.

Rate Structure:

PGW typically requires adherence to the following rate structure:  
Not to exceed the lesser of 80% of applicant's standard hourly rates, or  
Two Hundred Twenty Five Dollars (\$225.00) per hour for partners with over five (5) years of experience;  
Two Hundred Dollars (\$200.00) for other partners;  
One Hundred and Seventy Dollars (\$170.00) per hour for associates with over five (5) years of experience;  
One Hundred and Fifty-Five Dollars (\$155.00) per hour for more junior associates; and  
One Hundred Twenty Five Dollars (\$125.00) for Law Clerks and/or Paralegals

Required  
Submissions:

Persons and entities who wish to provide the goods and/or services described above must (i) complete this application form and submit it to the street address listed below by 2:30 p.m. on the Due Date listed above and (ii) complete the attached disclosure form and include the completed form with their application.

## APPLICANT INFORMATION

Name	
Address	
City, State Zip	
Email Address	
Price (or pricing methodology) to provide described goods and/or services	Provide pricing for initial term and any renewal terms.
Relevant Experience (attach additional pages if necessary)	
Signature of Applicant (or authorized signatory)	

### Contact

Information: Renju M Kuruvilla, PGW Supply Chain Department, Renju.Kuruvilla@pgworks.com, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122, (215) 684-6909.

### Reservation of Rights

Vendor expressly acknowledges that any response to this contracting opportunity, including written documents and verbal communication, regardless of how marked, is not confidential and may be subject to public disclosure by PGW, or any authorized agent of PGW, including but not limited to disclosure under the Pennsylvania Right to Know Law. Any materials submitted or ideas elicited in response to this contracting opportunity shall be the sole and absolute property of PGW, with PGW having title. By responding to this contracting opportunity, Vendor expressly waives any right to designate its response or parts thereof confidential, proprietary, a trade secret, or otherwise exempt from disclosure under any circumstance. PGW reserves the right, at any time prior to execution of an agreement with the selected vendor, to exercise all or any of the following rights and options, which rights and options PGW may exercise to the extent that PGW, in its sole discretion, deems to be in its best interests:

- To negotiate unacceptable provisions incorporated within an otherwise acceptable application submitted in response to this contracting opportunity;
- To reject any application that in the sole discretion of PGW is not in the best interest of PGW;
- To negotiate with multiple applicants prior to or after a notice of award is issued;
- To cancel this contracting opportunity with or without issuing another contracting opportunity; and
- To request that some or all of the applicants modify applications or provide additional information following evaluation by PGW.

## PHILADELPHIA GAS WORKS

### **REQUIRED 17-1400 DISCLOSURE**

In accordance with the City of Philadelphia's contract reform legislation, codified as The Philadelphia Code Title 17 Chapter 17-1400, persons and entities who wish to provide goods and services to PGW must provide certain information about contributions they have made to elected City officials or candidates for City offices. Please note that, if selected, you will be required to update such disclosure during the term of your agreement with PGW and for one year thereafter.

Therefore, the following information must be provided to PGW:

1. Did you use any consultant with respect to this RFP or the contract at issue within the prior one year period? If so, you are required to list (in an attachment hereto) the following information for each such consultant: (i) name, (ii) business address, (iii) business phone number and (iv) amount paid or to be paid.

YES  NO

As used herein, the term "consultant" means any person or entity used to assist you in obtaining a contract through direct or indirect communication with the City, PGW, any City Agency or any officer or employee of any of them, if such communication is undertaken by the person or entity for payment.

2. Have you or any consultant disclosed above made any contributions of money or in-kind assistance within the prior two year period to (i) any candidate for nomination or election to any public office in Pennsylvania, (ii) any individual who holds any such office, (iii) any political committee or state party in Pennsylvania or (iv) any group, committee or association organized in support of any such candidate, office holder, political committee or state party in Pennsylvania? If so, you are required to list (in an attachment hereto) the date, amount and recipient of each such contribution.

YES  NO

For purposes hereof, (i) contributions made by a person's immediate family shall be deemed contributions made by that person and (ii) contributions made by an entity's affiliate or an officer, director, controlling shareholder or partner of an entity's or such entity's affiliate shall be deemed contributions made by that entity.

3. Do you intend to use any subcontractors on this contract? If so, you are required to list (in an attachment hereto) the following information for each such subcontractor: (i) name, (ii) business address, (iii) business phone number and (iv) amount or percentage to be paid.

YES  NO

4. Within the prior two year period, has any City or PGW officer or employee asked (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, to give money, services, or any other thing of value to any person or entity? If so, you are required to list (in an attachment

YES  NO

hereto) the following information for each such officer or employee:  
(i) name, (ii) title, (iii) date of request, (iv) amount requested and  
(iv) amount of any payment made in response to request (other than  
contributions listed under (2) above).

5. Within the prior two year period, has any City or PGW officer or employee directly or indirectly advised (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, that a particular person or entity could be used by you to satisfy any goals in this RFP or contract for the participation of minority, women, disabled or disadvantaged business enterprises? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee:  
(i) name, (ii) title, (iii) date of advice and (iv) name of person or entity they advised could be used to satisfy such goals.

The undersigned hereby certifies that the information provided herein is true and correct as of the date set forth below.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Entity: \_\_\_\_\_

Date: \_\_\_\_\_  
(Please Print)