

The following sole source is being awarded, Pursuant to Section 515 of the Commonwealth Procurement Code, on behalf of the Pennsylvania Professional Liability Joint Underwriting Association. This request has been approved by the President of the Joint Underwriting Association, Susan SerSha.

Agency Name: Pennsylvania Professional Liability Joint Underwriting Association

Procurement Description: Corporate Legal Counsel

Estimated Cost: \$300,000

Initial Contract Term: 1 year with (2) additional 1-year renewals

Supplier Name: Duane Morris LLP

Statement of Work:

- Review applicable statutes and ensure the Joint Underwriting Association (JUA) remains in compliance, including maintaining all corporate records, recording minutes of all meetings, drafting the Plan of Operations, preparing and maintaining 401(k) documentation, and providing legal advice and counsel on human resources matters as they arise.
- Provide legal guidance regarding open meetings laws, including advising on voting procedures and the documentation of board resolutions.
- Perform such other related services as may be required from time to time.