

# **Contracting with the City of Philadelphia**

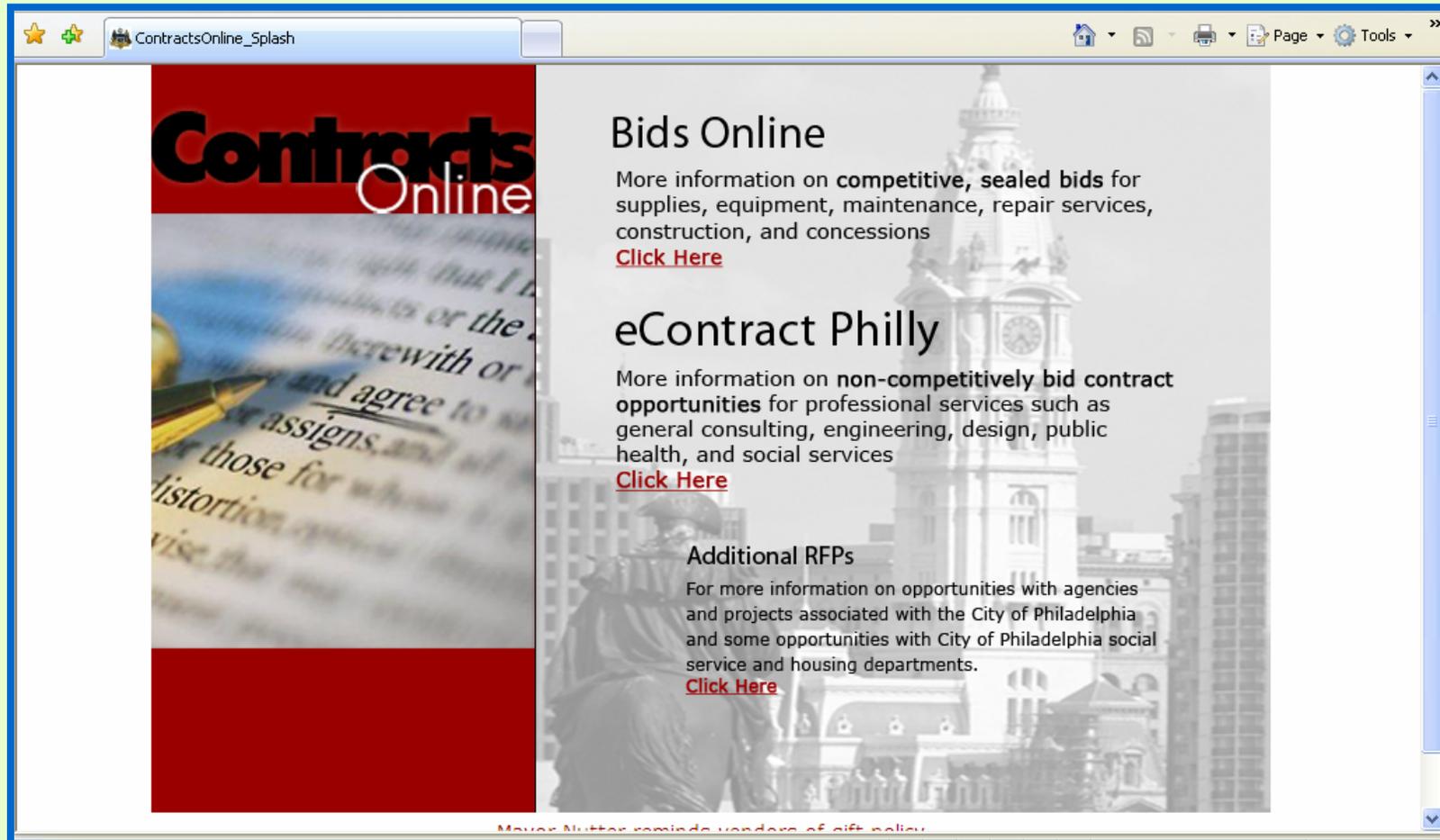
**Finance Department, Procurement Department**

**Tuesday, April 6, 2010**

## Objectives

Provide information on:

- How you can learn about new contract opportunities
- What kinds of contract opportunities the City of Philadelphia offers
- The application process for non-bid contract opportunities
- Eligibility requirements for non-bid contracts



The screenshot shows a browser window titled "ContractsOnline\_Splash". The page features a large red banner on the left with the text "Contracts Online" and an image of a document with a yellow pencil. The main content area has a background image of the Philadelphia City Hall. It contains three sections:

- Bids Online**: More information on **competitive, sealed bids** for supplies, equipment, maintenance, repair services, construction, and concessions. [Click Here](#)
- eContract Philly**: More information on **non-competitively bid contract opportunities** for professional services such as general consulting, engineering, design, public health, and social services. [Click Here](#)
- Additional RFPs**: For more information on opportunities with agencies and projects associated with the City of Philadelphia and some opportunities with City of Philadelphia social service and housing departments. [Click Here](#)

At the bottom of the page, there is a small line of text: "Mayor Nutter reminds readers of gift policy".

To find out more about competitively bid and non-competitively bid contract opportunities, go to [www.phila.gov/contracts](http://www.phila.gov/contracts)

## **Competitively Bid Contracts**

- Issued by the City's Procurement Department
- Subject to a sealed bid process and awarded to the lowest responsible bidder
- For supplies, equipment, construction, some maintenance & repair services.
- Bids Online - website

## **Non-Competitively Bid Contracts**

- Issued by departments throughout the City
- Not subject to sealed bid process and awarded based on a number of factors, including cost
- For professional services
- eContract Philly – website

# Procurement Department

The Procurement Department is the central purchasing and materials management agency for the City. Our goal is to acquire services, supplies, equipment and construction at the lowest price that meets our needs while ensuring an open and fair process.

## **Procurement Department** *Bid Announcement List*

- To be placed on the Bid Announcement List, vendors complete a Bid Announcement Application
- Registered vendors receive a Bid Announcement for the product or service in their areas of interest
- The Bid Announcement Application can be obtained from the Procurement Department's Public Information Unit or our website: [www.phila.gov/bids](http://www.phila.gov/bids)

## Types of Competitive Bids

### *Advertised Bids*

- Bids over \$30,000: Bid document can be downloaded from our website
- These bids require the submission of Bid Security and a Bid Processing Fee
- Some of these bids may require the mandatory participation of certified OEO vendors
- Awarded to the lowest responsive and responsible bidder

**Bids Online** is the Procurement Department's website where announcements for new competitively bid contract opportunities are posted.

The screenshot shows a web browser window with the address <http://mbec.phila.gov/procurement/>. The page header includes the City of Philadelphia logo and the Procurement Department name, along with Commissioner William F. Gamble. The main content area is divided into sections: NOTICES, VISIT PROCUREMENT STAFF, LOCAL BUSINESS ENTITY CERTIFICATION (LBE), and MASTER BID SECURITY. The central feature is a table of active bids.

Pre-Qualify Date	Bid Opening Date	Bid Number	Bid Title <small>Acrobat Reader is required to view bids or forms</small>	Addendum
	5/31/2006	<a href="#">S6D01130</a>	Newsletter: Board of Pensions	<a href="#">1</a>
	5/31/2006	<a href="#">S7Z52200</a>	AMS Lab Gases	0
	6/1/2006	<a href="#">S7D01430</a>	Mailing Services: Disaster Recovery	0
	6/1/2006	<a href="#">S7D01470</a>	Emergency Plumbing Repair Abatement Program	<a href="#">1</a>
	6/1/2006	<a href="#">T5Z4955P</a>	Airport Facility Maintenance-PreQual	<a href="#">4</a>
	6/5/2006	<a href="#">T7F07020</a>	Bread, Breakfast Buns, Cakes & Pies	0
6/6/2006	6/20/2006	4014ELEC	Kitchen Ceiling Condensation Remediation, Curran-Fromhold Correctional Facility, 7901 State Rd., Phila. PA Est:>\$50,000. Mand.	0
6/6/2006	6/20/2006	4014CCON	Kitchen Ceiling Condensation Remediation, Curran -Fromhold Correctional Facility, 7901 State Rd., Phila. Pa. Est:\$300,000 - \$50	0
6/6/2006	6/20/2006	4014MECH	Kitchen Ceiling Condensation Remediation, Curran -Fromhold Correctional Facility, 7901 State Rd., Phila. Pa. Est:\$50,000/\$100,0	0
	6/8/2006	<a href="#">S7D01320</a>	Drug Abuse Resistance Education (D.A.R.E.) Training Aids	0
	6/13/2006	<a href="#">S6D02259</a>	Purchase of Pitney Bowes Mailing Machine Equipment	0

## **Types of Competitive Bids**

### *Small Order Purchases*

- Bids \$30,000 and under are made directly by departments
- Departments are required to send out a request for quote only to those vendors certified with our OEO office or those registered as a small business with the U.S. Small Business Administration

## **Types of Competitive Bids**

### *Public Works Bids*

- For construction and repair of city-owned facilities and streets
- Questionnaire and Financial Statement required by any contractor interested in submitting a bid
- Bid Announcements are posted on our website
- Contact the Procurement Department's Public Information Unit to obtain Specifications and Plans (fee required)
- List of qualified contractors available should your scope of work be required

## **Local Business Entity Certification**

- Vendor must have an office within the City
- Provides vendor with a 5% bid preference
- Must have a valid Business Privilege License for at least 18 months
- Must be current with the filing of Business Privilege Taxes
- For copy of current requirements contact the Procurement Department's Public Information Unit

## Public Information Unit

- Available for any questions related to competitive bids
- Public Information Unit can be reached at:
  - 215-686-4720
  - [Bid.info@phila.gov](mailto:Bid.info@phila.gov)
  - Front Counter in Room 170B of the Municipal Services Building

The screenshot shows a web browser window displaying the eContractPhilly website. The browser's address bar shows "City Of Philadelphia - Department of Finance (v2.4.26...". The website header features the "eContractPhilly" logo and a navigation menu with links for "About", "Instructions", "Disclosure/Eligibility", "Links", "Need Assistance?", and "Login/Register". A sidebar on the left contains a "Home" link and a "New Contract Opportunities" section with sub-links for "Login/Register", "Notice of Intent to Contract", "Amendments", "Contract Renewals", "Vendor Applications (for Executed Contracts)", and "Reports". The main content area displays a message: "This site requires Internet Explorer 5.0 or greater running on Microsoft Windows to ensure full functionality". Below this is a large blue-bordered box containing the "eContract Philly" logo and a description: "eContract Philly is an online interface to support the City in purchasing non-competitively bid services. This website serves as the gateway for the public and for vendors interested in applying for contract opportunities." Underneath, a section titled "On this site, you can:" lists several capabilities: "Search and apply for new non-bid contract opportunities available throughout City government", "Find out with whom the City intends to enter into contracts, including the rationale behind selecting that Applicant", "See the names and applications submitted by all applicants for non-bid contracts", "View renewal certifications for contracts", "See when contracts are amended (if above a certain level)", and "Have access to regular, public reports that summarize non-bid contract activity". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

**eContract Philly** supports the City in purchasing non-competitively bid services for all departments.

## **Examples of Non-Bid Contract Opportunities**

- Strategic planning
- Marketing / Communications
- Training
- Engineering
- Facilities management
- Information technology
- Design
- Telecommunications
- Community-based services
- Medical services
- Residential services
- Case management and social services
- Auditing / financial services
- Legal services
- General consulting

## List of Departments (not exhaustive)

- Streets Department
- Finance Department
- Department of Public Property
- Commerce Department
- Fire Department
- Police Department
- Law Department
- Division of Technology
- Records Department
- Water Department
- Revenue Department
- Recreation Department
- Managing Director's Office
- Department of Human Services
- Department of Public Health
- Office of Housing and Community Development
- Mayor's Office of Community Services
- Philadelphia Prisons System
- Department of Behavioral Health/Mental Retardation Services
- Office of Supportive Housing

## **New Non-Bid Contract Process**

After February 1, 2006, the City of Philadelphia began to:

- Advertise most new non-bid contracting opportunities on the City's website (some exemptions exist)
- Obtain certain disclosures from vendors applying for those contracting opportunities as part of the application process
- Announce award decisions on the City's website
- Enforce eligibility rules when awarding contracts
- Make all applications for the contract opportunity available to the public once the contract has been executed (signed)
- Produce reports summarizing contract planning and management throughout the year

# New Contract Opportunities



Click on link to view open contract opportunities

The screenshot shows the eContractPhilly website interface. At the top, there is a navigation bar with links: About, Instructions, Disclosure/Eligibility, Links, Need Assistance?, and Login/Register. Below this is the 'Opportunity List' section, which includes a search filter with dropdown menus for 'Departments' (set to ALL) and 'Service Type' (set to ALL), along with 'Search' and 'Clear Search' buttons. A message states 'Search criteria returns 132 items from a total of 132 opportunities'. Below this is a table of opportunities.

Opportunity	Description	Dept/Agency	Service Type	Amount	Opening Date	Closing Date	Status
<a href="#">21091202173238</a>	Presently, the Board, with approximately \$3.6 billion in assets, seeks to engage a manager for a Global Inflation Linked Debt mandate.	PENSION BOARD	Investment Advisor-Manager	To be determined	12/04/2009	12/18/2009	Open
<a href="#">21091120174553</a>	Outdoor Lighting: Houston Playground at Wissahickon & Grakyn Lane. Design and document new field lighting for the combination softball/ soccer field.	MAYOR - CAPITAL PROGRAM OFFICE	Architect and Engineer Svcs	\$20,000.00 to \$27,000.00	12/01/2009	12/22/2009	Open
<a href="#">21091127092332</a>	The City of Philadelphia's Division of Technology (DOT) is seeking project management consulting services for	DIVISION OF TECHNOLOGY	Computer and Information Svcs	To be determined	11/28/2009	12/15/2009	Open

**The Opportunity list displays new notices of contract opportunity, Clicking on one of the opportunities will take you to a page with additional detail on that opportunity.**

The screenshot shows a web browser window displaying the eContractPhilly website. The browser's address bar shows "City Of Philadelphia - Department of Finance (v2.4.26...". The website header includes the eContractPhilly logo and navigation links: About, Instructions, Disclosure/Eligibility, Links, Need Assistance?, and Login/Register. A left sidebar contains links for Home, New Contract Opportunities, Login/Register, Notice of Intent to Contract, Amendments, Contract Renewals, Vendor Applications (for Executed Contracts), and Reports. The main content area is titled "Detailed Information for Opportunity: 21091120174553" and includes a warning to read all information and attachments before applying. It provides the following details:

- Opportunity Information:**
  - Opportunity Number: 21091120174553
  - Status: **Open**
  - Opportunity Details: [RFP - Houston Playground](#), [APPENDICES A,B-2,C,D,E,G](#), [APPENDIX B-1, MBEC](#), [APPENDIX F - Selection Criteria](#)
  - Last Modified: 11/25/2009 3:29:49 PM
  - Posting Date: 12/1/2009
  - Type of Service: Architect and Engineer Svcs
  - Closing Date: 12/22/2009 5:00:00 PM
  - Contracting Department: MAYOR - CAPITAL PROGRAM OFFICE
  - Amount: \$20,000.00 to \$27,000.00
  - Opportunity Description: Outdoor Lighting: Houston Playground at Wissahickon & Grakyn Lane. Design and document new field lighting for the combination softball/ soccer field.
- Primary Contact Information:**
  - Name: Eric Iffrig
  - Department: RECREATION
  - Location: One Parkway
  - Phone: (215)683-3655
  - Fax: (215)683-4499
  - Email:
- Secondary Contact Information:**
  - Name: Gary Knappick
  - Department: MAYOR - CAPITAL PROGRAM OFFICE
  - Location: OPB 11th floor
  - Phone: (215)683-4402
  - Fax: (215)683-4498
  - Email: gary.knappick@phila.gov

At the bottom of the main content area, there are two buttons: "Return to New Opportunity List" and "Apply for Contract". A footer note states: "The City reserves the right to add, delete or modify information pertaining to this Notice of Contract Opportunity at any time during the period the".

**Please review the Opportunity Details attachments for more information (including selection criteria) on the opportunity. The Opportunity Details page can be updated at any time, so make sure to check back often.**

**Click “Apply for Contract” to start an application. You will be asked to login to apply.**

## Registration

The screenshot shows a web browser window displaying the eContractPhilly website. The browser's address bar shows "City Of Philadelphia - Department of Finance (v2.4.26...". The website's header includes the "eContractPhilly" logo and a navigation menu with links for "About", "Instructions", "Disclosure/Eligibility", "Links", "Need Assistance?", and "Login/Register". The "Login/Register" link is selected. On the left side, there is a sidebar menu with options: "Home", "New Contract Opportunities", "Login/Register" (highlighted in red), "Notice of Intent to Contract", "Amendments", "Contract Renewals", "Vendor Applications (for Executed Contracts)", and "Reports". The main content area is titled "Login/Register" and contains a "Login" section with the following fields and buttons:

- E-mail address:
- Password (PIN):
- Buttons: "Login" and "Change Password (PIN)"

Below the login fields, there are three links: "Don't have an account yet? [Register now!](#)", "[Forgot your Password \(PIN\)?](#)", and "[Should I register?](#)". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

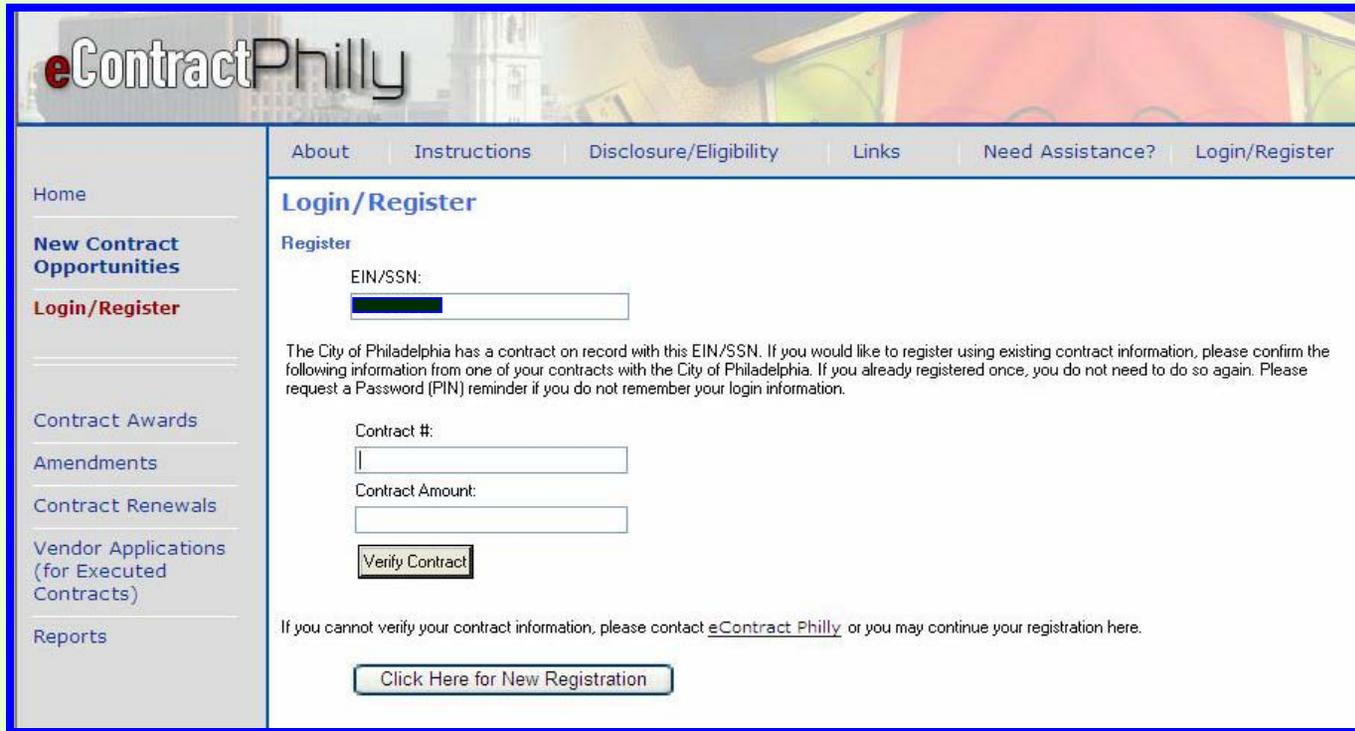
After you click the Apply for Contract button, you will be asked to login.

➤ If you are already registered with eContract Philly, enter your User ID and PIN.

➤ If you are not registered, you will need to do so by selecting “Register Now!”

## Registration

### Vendors with an Existing Professional Services Contract



The screenshot shows the eContractPhilly website interface. On the left is a navigation menu with links: Home, New Contract Opportunities, Login/Register, Contract Awards, Amendments, Contract Renewals, Vendor Applications (for Executed Contracts), and Reports. The top navigation bar includes: About, Instructions, Disclosure/Eligibility, Links, Need Assistance?, and Login/Register. The main content area is titled "Login/Register" and "Register". It features a form with the following fields: EIN/SSN (with a redacted input field), Contract # (with an empty input field), and Contract Amount (with an empty input field). Below these fields is a "Verify Contract" button. A text block explains that the system will recognize the organization's EIN and prompts the user to confirm contract information. At the bottom, there is a link: "Click Here for New Registration".

The system will recognize your organization's EIN as one that is associated with a current contract with the City of Philadelphia. The system will prompt you to enter information about a current contract (contract number and amount) for verification purposes. If you cannot remember your contract information, please contact [econcontractphilly@phila.gov](mailto:econcontractphilly@phila.gov) or 215-686-4914 for assistance.

## Finding Your Contract Information

Contract Number 0620035-01  
Original Contract Number 0620035

SS (bd) 1/6/06 Amd. 1  
City of Philadelphia  
Managing Director's Office

### STANDARD AMENDMENT AGREEMENT

THIS STANDARD AMENDMENT AGREEMENT ("Amendment Agreement") is made as of this 27<sup>th</sup> day of Jan, 2006, by and between the City of Philadelphia ("the City"), by and through its Managing Director's Office ("Department"), and [REDACTED] ("Provider"), a for partnership, with its principal place of business at [REDACTED]

CONFORMED

JAN 27 2006

### BACKGROUND

The City and Provider entered into a certain Contract, Contract Number 0620035, dated November 30th, 2005, which includes the General Provisions, the Provider Agreement and any and all exhibits and attachments thereto (collectively, the "Base Contract"), wherein Provider agreed to render various Services to the City in accordance therewith; and

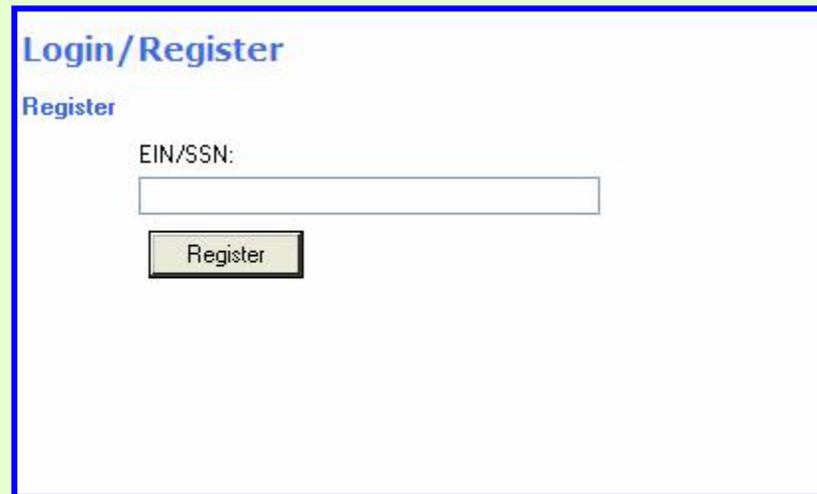
The City and Provider desire to enter into an amendment to the Base Contract, Contract Number 0620035-01, and it is necessary to increase the amount of compensation payable under the Base Contract by TWENTY-FIVE THOUSAND DOLLARS, in order for Provider to continue to render the Services and provide the Materials as specified under the Base Contract; and

The first page of your contract will have two places to find the information you need to register.



## Registration

New Vendors Without an Existing Contract



The screenshot shows a web form titled "Login/Register" with a sub-section for "Register". It contains a text input field labeled "EIN/SSN:" and a "Register" button below it.

Login/Register

Register

EIN/SSN:

Register

**You must enter your EIN (or SSN) to register. After clicking Register, you will be asked to review and accept the Terms and Conditions for using the eContract Philly website.**

## Registration

**Vendor Information**

**\*Required Fields**

EIN/SSN:

\*Company Name:

\*Address 1:

Address 2:

\*City:  \*State: PA  \*Zip:  .

\*Phone: (  )  -

**Contact Information**

\*First Name:  \*Last Name:

\*Email:

\*Confirm Email:

\*Phone: (  )  -  Ext:

Fax: (  )  -

**After agreeing to the Terms and Conditions, you will be prompted to fill out the above fields. Click Register when completed.**

## Registration Confirmation

### Thank You

Your information has been recorded. An email with your Personal Identification Number (PIN) has been sent to your registered email account.

If you do not receive this email, please check with your mail administrator to ensure [econtractnoreply@phila.gov](mailto:econtractnoreply@phila.gov) is not being filtered as spam or junk mail.

If, after 24 hours, you still do not receive this email, please use the [Contact Us](#) link on the left menu.



**After clicking Register, you will receive a message like the one above that an email, confirming your registration and providing you with your system-generated password, will be sent automatically to the email account you gave.**

## Login

eContractPhilly

About | Instructions | Disclosure/Eligibility | Links | Need Assistance? | Login/Register

**Login/Register**

Home

**New Contract Opportunities**

**Login/Register**

Contract Awards

Amendments

Contract Renewals

Vendor Applications (for Executed Contracts)

Reports

E-mail address:

Password (PIN):

Login Change Password (PIN)

Don't have an account yet? [Register now!](#)

[Forgot your Password \(PIN\)?](#)

[Should I register?](#)

**After receiving your User ID and PIN, you will have to return to the Login page in order to login to be able to apply for any contract opportunity.**

## Vendor Record

### Vendor Record

Vendor: ABC Aid Society

The list below displays a summary of contract opportunities that you have applied for as well as any existing Professional Services Contracts (those that have been executed and those being prepared) you have with the City. Select an opportunity or contract to open its Detailed Information page.

[Current Applications](#)

[Professional Services Contracts](#)

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
<a href="#">2106100614132</a>	Facilities management of city owned Health Care centers	CITY COUNCIL	10/05/2006	12/30/2006	To be determined	Closed	11/12/2006
<a href="#">21060109133316</a>	Aids awareness training and prevention counseling	HEALTH	01/10/2006	09/11/2006	To be determined	Closed	Incomplete
<a href="#">21060117110808</a>	Develop a community-based public awareness program in the North Philadelphia community. It will conduct Community Educational programs to change cultural norms and increase public awareness of the health risks of tobacco use are required programs under the State Tobacco Grant.	HEALTH	01/01/2006	09/28/2006	To be determined	Closed	06/27/2006

When you login to your *Vendor Record*, you are automatically sent to the *Current Applications* list. Notice the Submission Date column which displays the date your application was submitted, whether the application remains incomplete, or whether you have withdrawn your application for some reason.

## **Required Elements of Online Application**

- Application form contains:
  - Document attachment for documents required by particular opportunity, such as proposal, budget, letter of intent, resumes
  - Disclosure Forms
    - Applicant Campaign Contribution
    - Applicant Use of Consultant
    - Consultant Campaign Contribution
    - Applicant Proposed Use of Subcontractor
    - City Employee Request
    - City Employee Advice

Vendor Application

Mary Staten  
 ABC Engineers  
 12345 Market Street  
 Philadelphia, PA 19102

After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21061128145940	Restore Philadelphia Corridors Activities in Central Germantown commercial area.	COMMERCE	11/29/2006 12:00:00 AM	2/14/2007 5:00:00 PM	\$0 to \$186,000.00	Open	

 Attach your proposal, budget and any other documents you are submitting as part of your contract application here

**Disclosure Forms**

Please select a disclosure form. A  indicates that you have entered information for that particular disclosure form. Once all forms are checked and your proposal submissions are attached, click on the  next to "Sign and Submit Application" to be able to submit your application.

-  Campaign Contribution Disclosure
-  Consultant Disclosure
-  Sub-Contractor Disclosure
-  City Employee Request Disclosure
-  City Employee Participation Advice Disclosure
-  Sign and Submit Application

The online application requires you to complete each area preceded by the "X" symbol and then sign and submit the information. Clicking on the "X" will take you to a page where you can complete the form.

## Vendor Attach Documents

Vendor: ABC Engineers  
Opportunity: 21061128145940

Closing Date: 02/14/2007  
Dept/Agency: COMMERCE

### Attach Documents to be submitted with your application

#### \* Required Fields

Word, Excel, MS Project, ZIP and Adobe PDF Documents are the only files that may be uploaded **(8MB limit per file)**. Click 'Add' after completing the required fields to attach the document to your application.

\*Upload File:

\*File Type: Proposal

\*File Description:

Documents	Type	Description
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**Clicking on the “X” next to the “Attach your proposal” section takes you to this page where you can attach your proposal, budget, work samples, etc. Click Browse to select the document you want to attach.**

**Vendor Attach Documents**

Vendor: ABC Engineers  
Opportunity: 21061128145940

Closing Date: 02/14/2007  
Dept/Agency: COMMERCE

**Attach Documents to be submitted with your application**  
*\* Required Fields*

Word, Excel, MS Project, ZIP and Adobe PDF Documents are the only files that may be uploaded (**8MB limit per file**). Click 'Add' after completing the required fields to attach the document to your application.

\* Upload File:

\* File Type: Proposal

\* File Description:

Documents

**Choose file**

Look in: Proposals

- Budget
- Proposal
- References

File name: Proposal

Files of type: All Files (\*.\*)

**When you click *Browse*, a separate window will appear so that you can look for and choose the documents you want to attach as part of the application. Click *Open* once you have found the documents you want to attach.**

**Vendor Attach Documents**

Vendor: ABC Engineers  
Opportunity: 21061128145340

Closing Date: 02/14/2007  
Dept/Agency: COMMERCE

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**Attach Documents to be submitted with your application**

*\* Required Fields*

Word, Excel, MS Project, ZIP and Adobe PDF Documents are the only files that may be uploaded (**8MB limit per file**). Click 'Add' after completing the required fields to attach the document to your application.

*\* Upload File:*

*\* File Type:*

*\* File Description:*

Documents	Type	Description
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**After you click *Open* to choose which document you would like to attach, be sure to fill out File Type and File Description before clicking *Add* to complete the attachments.**

### Vendor Application

Mary Staten  
 ABC Engineers  
 12345 Market Street  
 Philadelphia, PA 19102

After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21061128145940	Restore Philadelphia Corridors Activities in Central Germantown commercial area.	COMMERCE	11/29/2006 12:00:00 AM	2/14/2007 5:00:00 PM	\$0 to \$186,000.00	Open	

Attach your proposal, budget and any other documents you are submitting as part of your contract application here

#### Disclosure Forms

Please select a disclosure form. A  indicates that you have entered information for that particular disclosure form. Once all forms are checked and your proposal submissions are attached, click on the  next to "Sign and Submit Application" to be able to submit your application.

- Campaign Contribution Disclosure
- Consultant Disclosure
- Sub-Contractor Disclosure
- City Employee Request Disclosure
- City Employee Participation Advice Disclosure
- Sign and Submit Application

After adding your documents, the red “X” next to the attachment area will become a blue check.

To start filling out the required disclosure forms, click on one of the red “X” symbols directly next to the disclosure form. The following pages show each disclosure form sequentially.

### Vendor Contribution Disclosure

Vendor: ABC Engineers  
Opportunity: 21060321152724

Closing Date: 04/30/2006  
Dept/Agency: O E S S

#### Contribution Disclosure Information

**\* Required fields**

\* Is the Applicant an individual or business?  Individual  Business

[Back to Application](#)

This is the entry point for you to disclose any campaign contributions given in the two years prior to the application deadline. First, you must choose whether the application is being submitted by an individual or a business. Depending on the answer, one of two sets of questions regarding contributions will appear. Note that “Business” includes non-profit organizations.

## What is a Contribution?

- Contribution is defined as the provision of money, in-kind assistance, discounts, forbearance or any other valuable thing to any of the following:
  - a candidate for nomination or election to any local or state public office in the Commonwealth of Pennsylvania;
  - an incumbent in any local or state public office in the Commonwealth;
  - a political committee or state party in the Commonwealth; or
  - a group, committee or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth
- This includes contributions to political action committees (PACS)
- Required to report contributions made in the two years prior to application deadline

## Types of Contributions

- Direct contributions to candidate or incumbent
- Contributions not given directly but made with the intent that the contribution would benefit the candidate or incumbent
- Solicitation of contributions, including the hosting of or solicitation at fundraising events
- Contributions not given directly but otherwise provided to candidate or incumbent (e.g. as an “intermediary”)

## Eligibility Restrictions

- Individuals
  - If contributed over \$2,600 in one calendar year to a candidate for City office or to an incumbent, not eligible for a non-bid contract over \$10,000 during the candidate's or incumbent's term of office.
- Businesses
  - If contributed over \$10,600 in one calendar year to a candidate for City office or to an incumbent, not eligible for a non-bid contract over \$25,000 during that candidate's or incumbent's term of office.
- Attribution Rules
  - Certain contributions, while not directly made by an individual or business, are required to be disclosed and are counted as part of that individual's or business' contributions.
  - Attribution rules differ for individuals and businesses
- Detailed disclosure/eligibility information can be found on the eContract Philly homepage. It is critical to review this information prior to applying for any non-bid contract opportunity.

ABC General Consultant Firm  
 1515 Market  
 Philadelphia, PA 19102

**After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below submit your application.**

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status
21090428122440	Subrogation & Claims Services	FINANCE	4/27/2009 12:00:00 AM	5/30/2009 5:00:00 PM	To be determined	Open

**✘ Attach your proposal, budget and any other documents you are submitting as part of your contract application here**

**Disclosure Forms**

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the ✘ next to "Sign and Submit Application" to be able to submit your application.

✓ **Campaign Contribution Disclosure**  
*(May contain information submitted on a previous disclosure)*

**If you or the organization you represent have ever disclosed contributions on a prior disclosure form, you may see a checkmark next to the Campaign Contribution Disclosure form. This means that information for that disclosure form was carried forward from a prior disclosure. It is your responsibility to ensure the accuracy thoroughness of the information before signing and submitting your application.**

## Vendor Contribution Disclosure

Vendor: ABC Engineers  
Opportunity: 21060124095955

Closing Date: 02/14/2006  
Dept/Agency: STREETS

### Contribution Disclosure Information

**\* Required fields**

- \* Is the Applicant an individual or business?  Individual  Business
- \* Have you, the Applicant made any [contributions](#)?  Yes  No
- \* Have you, the Applicant, [solicited](#) or served as an [intermediary](#) for any [contributions](#)?  Yes  No
- \* Has a member of your [immediate family](#) made any [contributions](#) over and above \$2,500?  Yes  No
- \* Has a member of your [immediate family](#) [solicited](#) or served as an [intermediary](#) for [contributions](#) over and above \$2,500?  Yes  No

[Back to Application](#)

**Contribution Questions  
for Individuals**

### Contribution Disclosure Information

#### \* Required fields

- \* Is the Applicant an individual or business?  Individual  Business
- \* Has the Applicant made any contributions?  Yes  No
- \* Has the Applicant solicited or served as an intermediary for any contributions?  Yes  No
- \* For for-profit Applicant only: Has an officer, director, controlling shareholder, or partner of the Applicant made any contributions?  Yes  No
- \* For for-profit Applicant only: Has an officer, director, controlling shareholder, or partner of the Applicant solicited or served as an intermediary for any contributions?  Yes  No
- \* Has an affiliate of the Applicant made any contributions?  Yes  No
- \* Has an affiliate of the Applicant solicited or served as an intermediary for any contributions?  Yes  No
- \* Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the Applicant made any contributions?  Yes  No
- \* Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the Applicant solicited or served as an intermediary for any contributions?  Yes  No
- \* Has the Applicant or an affiliate of the Applicant reimbursed another individual or business for a contribution that the individual or business has made?  Yes  No
- \* Has an officer, director, controlling shareholder, or partner of a for-profit Applicant , reimbursed another individual or business for a contribution that the individual or business has made?  Yes  No
- \* Has a political committee controlled by the Applicant or by an affiliate of the Applicant made any contributions?  Yes  No
- \* Has a political committee controlled by an officer, director, controlling shareholder, or partner of the for-profit Applicant , or of a for-profit affiliate of the Applicant , made any contributions?  Yes  No

### Contribution Questions for Businesses

Back to Application

If you answer **YES** to any of the contribution questions, you must complete the required information shown below.

**Contribution Disclosure Information**

\* **Required fields**

\* Is the Applicant an individual or business?  Individual  Business

\* Have you, the Applicant made any contributions?  Yes  No

\* Name of Contributor:

\* Relationship to Applicant:

\* Name of Recipient:

\* Date of Contribution:  (mm/dd/yyyy)

\* Amount of Contribution:  (###.##)

A drop-down menu provides distinct categories for ***Relationship to Applicant.***

Affiliate

Affiliate

Applicant

Consultant

Controlled political committee

Controlling Shareholder

Director

Family Member

Officer

Other

Parent

Partner

Reimbursed Contributor

Solicited Contributor

Subsidiary

### Vendor Consultant Disclosure

Vendor: ABC Engineers  
 Opportunity: 21060321152724

Closing Date: 04/30/2006  
 Dept/Agency: O E S S

#### Consultant Disclosure Information

**\*Required Fields**

Check here to certify if no consultant(s) was used in the year prior to the application deadline for this contract opportunity. (Click 'Add' after checking this box)

List all consultant(s) used in the year prior to the application deadline for this contract opportunity. Please be sure to refer to the definition of Consultant before completing this form.

\*Consultant Name:

\*Address 1:

Address 2:

\*City:

\*State:   \*Zip:  -

\*Phone:   -

\* Amount Paid or to be Paid:  (###.##)

Name	Address	City	State	Zip	Phone	Amount Paid
------	---------	------	-------	-----	-------	-------------

**You must certify that you did not use a consultant or enter information on the consultant used in the required fields. Review the definition of consultant prior to completing this disclosure form by clicking on the underlined “consultant.” Click *Add* to enter your response.**

### Vendor Application

Mary Staten  
 ABC Engineers  
 12345 Market Street  
 Philadelphia, PA 19102

After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21061128145940	Restore Philadelphia Corridors Activities in Central Germantown commercial area.	COMMERCE	11/29/2006 12:00:00 AM	2/14/2007 5:00:00 PM	\$0 to \$186,000.00	Open	

Attach your proposal, budget and any other documents you are submitting as part of your contract application here

#### Disclosure Forms

Please select a disclosure form. A  indicates that you have entered information for that particular disclosure form. Once all forms are checked and your proposal submissions are attached, click on the  next to "Sign and Submit Application" to be able to submit your application.

- Campaign Contribution Disclosure
- Consultant Disclosure - **Consultant Contribution Data Missing**
- Sub-Contractor Disclosure
- City Employee Request Disclosure
- City Employee Participation Advice Disclosure
- Sign and Submit Application

If you disclose that you used a consultant but did not submit contribution information for that consultant, you will receive a notification on the main application page that this information is missing. Until you submit the consultant contribution information, you will not be able to submit your application.

### Consultant Contribution Disclosure

Vendor: ABC Engineers  
Opportunity: 21060321152724

Closing Date: 04/30/2006  
Dept/Agency: O E S S

#### Contribution Disclosure Information for Consultant: **Winston Rogers**

**\* Required fields**

\* Is the Consultant an individual or business?  Individual  Business

[Back to Consultant Disclosure](#)

**This is the entry point for you to disclose, on behalf of a consultant, any campaign contributions your consultant has given in the two years prior to the application deadline.**

**If you disclose the use of a consultant, you are required to disclose contribution information for that consultant.**

### Vendor Subcontractor Disclosure

Vendor: ABC Engineers  
 Opportunity: 21060321152724

Closing Date: 04/30/2006  
 Dept/Agency: O E S S

#### Subcontractor Disclosure Information

**\*Required Fields**

Check here if no subcontractor(s) are to be used. (Click 'Add' after checking this box)

List all subcontractor(s) you are planning to use if awarded this contract.

\*Name: Robertson Auditors

\*Address 1: 251 Lyons Street

Address 2:

\*City: Philadelphia

\*State: PA   \*Zip: 19111

\*Phone: ( 215 ) 555 - 1212

\*Amount to be Paid: (###.##)

\*or Percentage to be Paid: 10

Add Cancel

Name	Address	City	State	Zip	Phone	Amount Paid	Percent Paid
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**You must certify that you are not planning on using a subcontractor or enter information on the subcontractor you plan to use. Click *Add* to enter your response.**

### Vendor City Employee Request Disclosure

Vendor: ABC Engineers  
 Opportunity: 21060321152724

Closing Date: 04/30/2006  
 Dept/Agency: O E S S

#### City Employee or Officer Request Disclosure Information

**\*Required Fields**

Check here if no City employee or officer asked you, the Applicant, any officer, director or management employee of the Applicant, or any person representing the Applicant to give money, services, or any other thing of value (other than contributions) during the two years prior to the application deadline for this contract opportunity. (Click 'Add' after checking this box)

\*Name of Employee:

\*Title of Employee:

\* Money, Service or Thing of Value Requested:

\* Money, Service, or Thing of Value Given: (if none, write 'none')

\*Date Requested:  (mm/dd/yyyy)

Date of Payment:  (mm/dd/yyyy)

Name	Title	Money, Service, or Value Requested	Money, Service, or Value Given	Req. Date	Payment Date
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**You must certify that no requests were made or enter information in the required fields. Click *Add* to enter your response.**

### Vendor City Employee Participation Advice Disclosure

Vendor: ABC Engineers  
 Opportunity: 21060321152724

Closing Date: 04/30/2006  
 Dept/Agency: O E S S

#### City Employee or Officer Advice Disclosure Information

**\* Required Fields**

Check here if no City Employee or officer gave you, the Applicant, any officer, director or management employee of the Applicant, or any person representing the Applicant advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract for the participation of minority, women, disabled or disadvantaged business enterprises during the two years prior to the application deadline for this contract opportunity. (Click 'Add' after checking this box)

\* Name of Employee or Officer:

\* Title of Employee or Officer:

\* Date of Advice:  (mm/dd/yyyy)

\* Individual or Business Recommended to satisfy participation goals:

Name of City Employee or Officer	Title	Date of Advice	Recommended Individual/Business	
Brent Myers	Compliance Officer	01/25/2006	Robertson Auditors	<a href="#">Edit</a> <a href="#">Remove</a>

**You must certify that no advice was received or enter information in the required fields. Click *Add* to enter your response.**

## Vendor Application

Mary Staten  
 ABC Engineers  
 12345 Market Street  
 Philadelphia, PA 19102

**After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.**

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21061128145940	Restore Philadelphia Corridors Activities in Central Germantown commercial area.	COMMERCE	11/29/2006 12:00:00 AM	2/14/2007 5:00:00 PM	\$0 to \$186,000.00	Open	

✓ Attach your proposal, budget and any other documents you are submitting as part of your contract application here

### Disclosure Forms

Please select a disclosure form. A ✓ indicates that you have entered information for that particular disclosure form. Once all forms are checked and your proposal submissions are attached, click on the ✗ next to "Sign and Submit Application" to be able to submit your application.

- ✓ Campaign Contribution Disclosure
- ✓ Consultant Disclosure
- ✓ Sub-Contractor Disclosure
- ✓ City Employee Request Disclosure
- ✓ City Employee Participation Advice Disclosure
- ✗ Sign and Submit Application

**Once you have attached your response documents and completed your disclosure forms (all indicated by blue checkmarks), you can click on the red "X" next to sign and submit whenever you are ready to submit your application. Your application will not be considered until it has been signed and submitted.**

### Vendor Application

Mary Staten  
 ABC Engineers  
 12345 Market Street  
 Philadelphia, PA 19102

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21061128145940	Restore Philadelphia Corridors Activities in Central Germantown commercial area.	COMMERCE	11/29/2006 12:00:00 AM	2/14/2007 5:00:00 PM	\$0 to \$186,000.00	Open	

#### Vendor Signature on Application

In order for an application to be considered valid, it must be properly signed by the applicant. **Applications that are not signed will be rejected.** By typing your name and title in the signature space below, you, as the applicant, signify your intent to sign this application. **Someone other than the proper signatory may not type in another's signature.** The signatory hereby declares and certifies themselves to be the applicant, declares and certifies that they are properly authorized to execute this application, and represents and covenants that all of the information and disclosures provided to the best of their knowledge are true and contain no material misstatements or omissions. Breach of such representation and covenant may render any subsequent contract voidable, and entitle the City to all rights and remedies provided by law or equity.

If application is being submitted by an INDIVIDUAL, PARTNERSHIP, LIMITED LIABILITY COMPANY OR MANAGED LIMITED LIABILITY COMPANY, sign the application here:

Signature of Owner/Partner/Member/Manager

If application is being submitted by a CORPORATION, sign the application here, with signatures by (a) President or Vice-President of the corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the corporation. If the application is not signed by the above mentioned, you hereby certify that you are authorized pursuant to a certified corporate resolution to sign in place of such officers.

President/Vice President

Secretary/Asst. Secretary/Treasurer/Assistant Treasurer

Authorized Signatory




**Make sure to sign and submit your application. Signing your application does not require any special software or functionality. Again, your application will not be considered until it has been signed and submitted.**

## Vendor Record

### Vendor: ABC Aid Society

The list below displays a summary of contract opportunities that you have applied for as well as any existing Professional Services Contracts (those that have been executed and those being prepared) you have with the City. Select an opportunity or contract to open its Detailed Information page.

[Current Applications](#)

[Professional Services Contracts](#)

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
<a href="#">2106100614132</a>	Facilities management of city owned Health Care centers	CITY COUNCIL	10/05/2006	12/30/2006	To be determined	Closed	11/12/2006
<a href="#">21060109133316</a>	Aids awareness training and prevention counseling	HEALTH	01/10/2006	09/11/2006	To be determined	Closed	Incomplete
<a href="#">21060117110808</a>	Develop a community-based public awareness program in the North Philadelphia community. It will conduct Community Educational programs to change cultural norms and increase public awareness of the health risks of tobacco use are required programs under the State Tobacco Grant.	HEALTH	01/01/2006	09/28/2006	To be determined	Closed	06/27/2006

**Check your *Vendor Record* to see your application submission date. The list will also show whether an application you have started is still incomplete.**

## Helpful Hints

- **Missing Password?**
  - Check your junk mail or Spam folder
- **Can't print or open the opportunity documents?**
  - Use the printer icon in the document window. Don't use File>Print.
  - Make sure you are using a PC with Internet Explorer 5.0 or greater
- **Don't have a blue check next to your forms?**
  - Remember you have to click *Add* for the system to capture your information
- **Unsure whether the application was sent successfully?**
  - Check for an email confirming the receipt of your application
  - Check the Submitted Date column on the main application page to see when you submitted your application
- **Should you attend the pre-bid/pre-proposal meeting if offered on an RFP?**
  - Yes! This is an excellent way to get your questions answered about an RFP and meet other potential applicants (especially if you are considering being a sub-contractor on an opportunity).

## What happens next?

- The Department will consider all applications, including disclosure forms
- The Department will make an award decision and post a notice of intent to contract in the *Notice of Intent to Contract* list on the eContract Philly website
- Once the contract has been executed, all applications and the accompanying disclosure forms (including those of applicants not selected for the contract opportunity) will be posted on the eContract Philly website

## If You Have Any Questions:

Please e-mail us at:  
[econtractphilly@phila.gov](mailto:econtractphilly@phila.gov)

or

Call us at:  
215-686-4914