

Agency	Contact Information	What They Do
City Board of Ethics	215-686-9450 www.phila.gov/ethicsboard	<ul style="list-style-type: none"> ▪ Enforces: <ul style="list-style-type: none"> ○ City’s Public Integrity Laws (ex: ethics, campaign finance, lobbying laws and political activity restrictions) Aspects of disclosure requirements in Chapter 17-1400 ▪ Provides: <ul style="list-style-type: none"> ○ Advice on City’s Public Integrity Laws ○ Mandatory Ethics Training to all City staff and board/commission members ▪ Jurisdiction: all City officers/employees, board/commission members, and vendors
Office of the Inspector General	215-686-1770 oig@phila.gov	<ul style="list-style-type: none"> ▪ Investigates: fraud, corruption, misconduct by City employees and those doing business with City ▪ Jurisdiction: all City officers/employees, agencies, boards/commissions under Mayor and vendors ▪ Department Integrity Officers
Office of the Chief Integrity Officer	215-686-2178/2120 integrity@phila.gov	<ul style="list-style-type: none"> ▪ Promotes: honesty, integrity, and transparency in City government ▪ Main areas: <ul style="list-style-type: none"> ○ Gifts ○ Contracts ○ Vacant Land ○ Grants ○ Open Data ○ “Weird issues” – legal but might look bad ▪ Jurisdiction: all City officers/employees, agencies, boards/commissions under Mayor
Office of the City Controller	215-686-6680 controller@phila.gov	<ul style="list-style-type: none"> ▪ Conducts: <ul style="list-style-type: none"> ○ Financial and performance audits of City departments/functions, Five-year Fiscal Plan, and School District ○ Investigations into waste or fraud with City contracts or employees ▪ Jurisdiction: all City officers/employees, agencies, boards/commissions ▪ Approves all City expenditures ▪ Independently elected official

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<p>Chief Administrative Officer, Contract Legislation Unit</p>	<p>215-686-4914 econtractphilly@phila.gov</p>	<ul style="list-style-type: none"> ▪ Oversees: <ul style="list-style-type: none"> ○ Compliance with Chapter 17-1400 of the Philadelphia Code ○ Other provisions of Code and Mayoral Executive Orders/regulations related to professional service contracts ○ ACIS and eContract Philly website ○ Vendor Debarment process for professional services contracts ○ ACIS access and training ▪ Reviews: <ul style="list-style-type: none"> ○ Request for Proposals ○ Vendor disclosure forms ▪ Approves: All professional services RFPs before posting
<p>Procurement Department</p>	<p>215-686-4720 bid.info@phila.gov</p>	<ul style="list-style-type: none"> ▪ Oversees: <ul style="list-style-type: none"> ○ Bidding and contract execution process for supplies, equipment, non-professional services, public works, concessions, and Best Value contracts ○ Inventory control, surplus disposal, and contract inspection processes ○ Public advertisement of bids ○ Vendor Debarment process for “low-bid” contracts ▪ Reviews: bid specifications for contract types described above (may draft specs, as well) ▪ Approves: All contracts before final execution