



Glossary of Terms for Sellers/Vendors

PHLContracts Term - New	Previous/Old Term	Definition
Best Value Procurement	Best Value Procurement	Allows the Procurement Department to award contracts based on factors other than price, such as past performance, budget, schedule, workforce diversity, and meeting or exceeding M/W/DSBE goals.
Bid	Bid	Solicitation by the City for various contract opportunities.
Bid Amendment	Bid Addendum	A change to a bid solicitation after initial posting. Formerly known as addendum.
Bid Bond	Bid Bond	An acceptable bond issued by a surety company authorized to do business as a surety in the Commonwealth of Pennsylvania, and conditioned upon the awarded bidder's execution of a contract in accordance with the terms and conditions of the invitation to bid, and receipt of acceptable performance bond or payment bond, if required. Such surety bond is solely for the protection of the City of Philadelphia.
Bid Opening Date	Bid Opening Date	Deadline for submitting quotes.
Bid Pre-qualification	Bid Pre-qualification	All Public Works vendors and in some instances, SS&E vendors, must be pre-qualified on a bid-by-bid basis.
Bid Specifications	Bid Specifications	Each bid invitation contains specifications that define the scope of work being purchased.
Business Enterprise	Business Enterprise	Corporation, limited liability company, partnership, individual, sole proprietorship, joint stock company, joint venture, professional association, or any other legal entity.
Change Order - Public Works	Contract Amendment	Change Orders on public works contracts are still used to make contract scope changes before a contract is officially amended. However, in PHLContracts, any change to a contract is called a Change Order, whether the change is minor (e.g. uploading an attachment to a contract in "Sent" status, or major (e.g. renewing a contract; changing contract scope; increasing the contract limit).
Change Order - SS&E	Contract Amendment	Change to the original PHLContracts purchase order for time, money, and/or scope. In PHLContracts, any change to a contract is called a Change Order, whether the change is minor (e.g. uploading an attachment to a contract in "Sent" status, or major (e.g. renewing a contract; changing contract scope; increasing the contract limit).
Change Order - SS&E or Public Works	Contract Modification	A written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provisions of any contract accomplished by mutual action of the parties to the contract.
Concessions	Concessions	Concession Agreements with the City of Philadelphia offer vendors the opportunity to provide goods and/or services on City property.



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Construction	Construction	The process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any public real property. The term does not include the routine operation or maintenance of existing structures, buildings or real property.
Contractor	Contractor	A person that has entered into a contract with a Commonwealth agency.
Go-ahead agreements (Public Works only)	Go-ahead agreements (Public Works only)	Company has agreed with the City of Philadelphia to begin work in advance of full conformance of contract on a mutually agreed start date. No payments can be made until the contract is fully conformed and the Purchase Order issued. Company agrees to furnish all labor, materials, tools, equipment and services necessary to perform and complete the work in strict and exact accordance with all Drawings, Specifications, Standard and Special Contract Requirements, and (any) addenda.
Goods & Services (SS&E)	Goods & Services (SS&E)	The Services, Supplies and Equipment Division (SS&E) centrally purchases commodities required by City departments to provide their services to the public.
Invitation to Bid (ITB)	Invitation and Bid	Includes all documents, including those either attached or incorporated by reference, used for soliciting quotes.
Local Business Entity (LBE)	Local Business	Business certified as located in the City of Philadelphia. To learn more about becoming an LBE, click here.
Low Bid Procurement	Low Bid Procurement	Requires the Procurement Department to award to the lowest responsive and responsible bidder.
Master Blanket Purchase Orders (MBPO)	Contract	Contract between the City and the seller which covers a stated period of time and stated set of deliverables.
Minority Business Enterprise (MBE)	Minority Business Enterprise (MBE)	Business enterprise (1) that is owned, operated, and controlled by one or more minority group members who have at least 51% ownership and (2) in which the minority group members have operational and managerial control, interest in capital, and earnings commensurate with their percentage of ownership.
Notice to Proceed (NTP)	Notice to Proceed (NTP)	A notice from the City to the Seller authorizing the Seller to commence work under the Contract.
Payment Bond	Payment Bond	An acceptable bond issued by a surety company authorized to do business as a surety in the Commonwealth of Pennsylvania, and provided by a contractor solely for the protection of the City of Philadelphia, and conditioned upon the faithful payment of subcontractors on the contract in accordance with the terms, requirements, plans, specifications, and conditions of the contract.



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Performance Bond	Performance Bond	An acceptable bond issued by a surety company authorized to do business as a surety in the Commonwealth of Pennsylvania, and provided by a contractor solely for the protection of the City of Philadelphia, and conditioned upon the faithful performance of the contract in accordance with the terms, requirements, plans, specifications, and conditions of the contract.
PHLContracts	N/A	The Procurement Department's web-based system to increase competition and transparency for the vendor community as well as improve controls and value for all stakeholders.
Public Works	Public Works	Public Works bids are for the construction, reconstruction, alteration, repair or improvement of a public building, property, street, bridge, highway, or sewer.
Public Works Bid Plans and Specifications	Public Works Bid Plans and Specifications	Public Works bids must be publicly advertised. Basic information on upcoming Public Works bids can be found on PHLContracts, www.phlcontracts.phila.gov .
Purchase Order	Purchase Order	Written authorization for a contractor to proceed to furnish supplies, materials, equipment, or services in accordance with the invitation to bid, request for proposals, request for quotes, or work request and the awarded bidder's or vendor's bid, proposal, quote, or firm and unconditional offer. A purchase order constitutes the City's legal and binding acceptance of a bidder's or vendor's offer made through its bid, proposal, quote or firm and unconditional offer. A Purchase Order IS NOT a Master Blanket Purchase Order (MBPO)
Purchasing	Purchasing	The buying, renting, leasing, or otherwise obtaining or acquiring any supplies, materials, equipment, or services. "Purchasing" includes all functions that pertain to the obtaining or acquiring of any supplies, materials, equipment, or services, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.
Quote	Bid	A firm and unconditional offer in response to an invitation to bid unless otherwise noted in a specific bid.



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Request for Information (RFI)	Request for Information (RFI)	A mechanism to allow for a buyer to gain a better understanding of project and/or contract requirements where product requirements, specifications, and purchase options cannot be clearly defined or are unknown. RFIs are for exploratory purposes only and do not lead to a contract and may not lead to a subsequent solicitation.
Request for Proposals (RFP)	Request for Proposals (RFP)	Includes all documents, including those either attached or incorporated by reference, used for soliciting proposals.
Responsible Seller	Responsible Bidder	A seller that possesses the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance.
Responsive Quote	Responsive Bid	A quote or proposal that conforms in all material respects to the requirements and criteria in the invitation to bid or request for proposals. Sometimes referred to as Responsive Proposal.
Sealed Bid	Sealed Bid	A bid whose contents are not disclosed until the bid opening time. Quotes submitted in response to sealed bid opportunities are now submitted electronically through PHLContracts in which all Quotes are kept confidential until the bid opening time.
Sellers	Bidders	Vendors and/or contractors, interchangeable with term vendors in PHLContracts. Formerly known as bidders.
Sent	Conformed	Once a contract is fully approved by the City, it is "conformed". PHLContracts classifies "conformed" contracts as contracts in "Sent" status. Both terms are still in use.
Services	Services	The furnishing of labor, time, or effort by a contractor not involving the delivery of specific supplies, materials, equipment or other end product other than drawings, specifications, or reports that are merely incidental to the required performance. "Services" includes utility services, and those services formerly provided by public utilities such as electrical, telephone, water services. "Services" does not include building, altering, repairing, improving, maintaining, or demolishing a City building or City of Philadelphia real property.
Special Services	Special Services	The Special Services Unit provides various functions to other City agencies that include Advertising, Inspections and Asset Management.



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Specifications	Specifications	The description of the physical or functional characteristics or requirements or the nature of a supply, material, equipment, or service item, and may include a description of any requirement for inspecting, testing, or preparing a supply, material, equipment, or service item for delivery.
Supplies	Supplies	Any property, including but not limited to, equipment, materials, and leases of and installment purchases of tangible or intangible personal property. "Supplies" does not include buildings, real property, and leases of buildings or real property.
Type Code	N/A	Type of Bid or Contract in PHLContracts
Vendor	Vendor	A business enterprise that submits a proposal, quote, or firm and unconditional offer in response to a request for proposals, request for quotes, or work request. Interchangeable with "sellers and/or contractors".
Women's Business Enterprise (WBE)	Women's Business Enterprise (WBE)	A business enterprise: (1) that is owned, operated, and controlled by 1 or more women who have 51% ownership; (2) in which the women have operational and managerial control, interest in capital, and earnings commensurate with their percentage of ownership.