Instructions for Consent and Authorization Agreement– PHLContracts.phila.gov

Thank you for your interest in www.PHLContracts.phila.gov ("PHLContracts"), the eProcurement platform for the City of Philadelphia ("City") Procurement Department ("Department"). To submit quotes for opportunities listed on this website, you will need to register through PHLContracts. Click here for registration instructions.

In order to submit a responsive quote through PHLContracts, a vendor[1] must submit, prior to bid closing, a signed Consent and Authorization Agreement ("Agreement"). **Any quote submitted by a vendor who has failed to comply with this requirement may be deemed non-responsive and not considered by the City.**

Vendors may satisfy this requirement by attaching a scan of the Agreement (attached to these instructions) to their PHLContracts profile at time of registration—at least prior to the closing of the first bid to which the vendor intends to submit a quote. Vendors may also satisfy this requirement by including a scan of the completed signed Agreement as an attachment to their first submitted quote. **The City strongly encourages vendors to submit the Agreement by attaching it to the vendor's profile at the time of registration.** After the executed Agreement is uploaded to the vendor's profile, and remains in the vendor's profile, the Agreement will not need to be submitted on a quote by quote basis.

A. Instructions for Completing the Agreement
1) Please complete the Agreement by filling in all required information.
2) Please carefully review the City's signature requirements next to the signature line for the type of entity that applies to your company: corporation, Limited Liability Company, partnership, or sole proprietorship.
3) Sign the Agreement in conformance with the City's signature requirements as set forth on the signature page of the Agreement.

B. Instructions for Submitting Agreement as an Attachment to Your Vendor Profile (**Recommended**)
1) Attach a scan of the fully executed Agreement, including any attachments, to your vendor profile in PHLContracts. Go to **Maintain Organization > Maintain General Organization Information > Attachments Section > Upload**.

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[1] Referred to as "Company" in the Consent and Authorization Agreement

Attachments

No Attachments

File: [_____] Browse...

Description: [_____]

Upload

2) After uploading the attachment, the Seller Administrator must go to **Maintain Terms and Categories > Category: Consent and Authorization Agreement Confirmation >** select **Yes > Save & Exit.**

Category: Consent and Authorization Agreement Confirmation

Description: Confirmation by Seller Admin that he/she will upload Consent & Authorization to Bid Agreement　　**Category URL:**

http://www.phila.gov/procurement/Documents/Consent_Authorization.pdf

Please select exactly one category value

Select

☑ Seller Administrator agrees to upload Consent & Authorization to Bid Agreement following completion of Vendor registration

3) To confirm that your Consent Form has been accepted by the Department, the Seller Administrator of your organization can go to **Maintain Terms and Categories > Category: Consent and Authorization Agreement Received.** If this item is marked **"Yes"**, the vendor has Properly Submitted its Consent and Authorization Agreement.

Category: Consent and Authorization Agreement Received

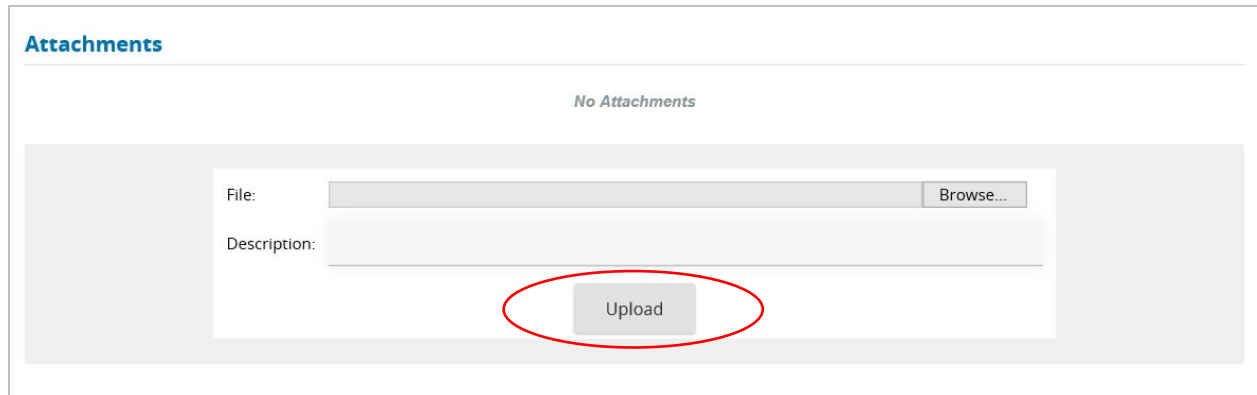**Description: Consent form submitted and verified by Procurement Department (Maintained by City of Philadelphia)**

☑ Yes, Vendor has Properly Submitted Consent & Authorization to Bid Agreement

C. <u>Instructions for Submitting Agreement as an Attachment to Your First Quote</u> **(Alternative to B)**

1) Attach a scan of the fully executed Agreement, including any attachments, along with the first Quote your organization submits through PHLContracts. To attach documents to your Quote, go to the "Attachments" tab of your Quote. Clearly mark the document as "**Consent and Authorization Agreement" along with your vendor name**.

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The Seller Administrator should—as soon as possible—also attach a scan of the fully executed Agreement, including any attachments, to the vendor's profile in PHLContracts.

2) Go to **Maintain Organization > Maintain General Organization Information > Attachments Section > Upload** Agreement

4) After uploading the attachment, the Seller Administrator must go to **Maintain Terms and Categories > Category: Category: Consent and Authorization Agreement Confirmation > Yes > Save & Exit.**

To verify your Consent Form has been accepted by the Department, the Seller Administrator of your organization can go to **Maintain Terms and Categories > Category: Consent and Authorization Agreement Received** and verify that **Yes, Vendor has Properly Submitted Consent to Bid.** If **Yes** is selected, the Department has accepted the uploaded Agreement.

If you have questions regarding this requirement, please contact Procurement Customer Service at PHLContracts@phila.gov or 215-686-4720 or 215-686-4755 or email phlcontracts@phila.gov.

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Consent and Authorization Agreement
PHLContracts.phila.gov

Full legal name of Company: _____

Address: _____

_____

_____

I represent and warrant that I am authorized to enter into this Consent and Authorization Agreement ("Agreement") on behalf of the company identified above ("Company"). On behalf of Company I represent and warrant that Company has full power and authority to enter into and perform this Agreement. Company agrees as follows:

Company's access to and use of PHLContracts is provided on an "as is" and "as available" basis, and Company is fully and solely responsible for its use of PHLContracts and for any results or consequences of such use. The City of Philadelphia (the "City") makes no warranty or representation, express or implied, with respect to the quality, content, accuracy, completeness, freedom from computer virus, or non-infringement of proprietary rights of PHLContracts.

Company will designate a Seller Administrator. The Seller Administrator will be responsible for the management of Company's account including providing and updating any information required by PHLContracts and creating, managing, and deleting roles for Company's users of PHLContracts.

Company will keep all passwords confidential and will immediately notify the City of any actual or suspected unauthorized use of Company's user accounts, passwords, or PHLContracts.

Company will use a secure browser to access PHLContracts.

The Company will restrict the creation and use of accounts on PHLContracts to individuals authorized to enter into binding agreements on behalf of the Company.

Any individual using Company's account on PHLContracts to submit a quote is authorized by the Company to do so, and the Company shall be bound by any quote submitted through its accounts on PHLContracts.

The Company consents to conduct transactions electronically, including the submission of quotes using the method of submission provided by PHLContracts. A quote submitted through PHLContracts binds the Company to the terms of the quote as if the quote had been signed by a duly authorized representative of the Company.

Delivery of an executed Agreement by electronic scan is as effective as executing and delivering a printed copy of Agreement with an original signature.

This signature page must be attached to a completed Agreement.

<u>If Company is a corporation</u>, date and sign the Agreement here with original signature, in ink, by (a) President or Vice President of the corporation and (b) Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer of the corporation. If the Agreement is not signed by the President or Vice President and Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, attach a duly certified corporate resolution authorizing the person signing in place of such officers to execute this Agreement for the corporation.

This __day of _____, 20__

_____
(Company Name)

_____
(Signature of President or Vice President)

_____
(Type or print name)

_____
(Type or print title)

_____
(Signature of Secretary, Asst. Secretary, Treasurer, or Asst. Treasurer)

_____
(Type or print name)

_____
(Type or print title)

<u>If Company is a limited liability company, partnership, or sole proprietorship</u>,
date and sign the Agreement here with original signatures, in ink.

This __day of _____, 20__

_____
(Company Name)

_____
(Signature of Partner or Owner or other duly authorized signer)

_____
(Type or print name)

_____
(Type or print title)