

BigIdeasPHL

Small Contracts, Big Ideas

Post Archive

January 2017 – December 2017

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2017

2017 - 01

[CLOSED] Department of Prisons Electronic Medical Record Web Services - 2017-01-06 09:56 - scott.strickler@phila.gov

Introduction

City of Philadelphia Office of Innovation and Technology (OIT), on behalf of Department Prisons (PDP), is seeking proposals from qualified vendors to develop web service interfaces between eClinicalWorks' eClinicalWorks EHR (eCW), the City's Electronic Medical Record (EMR) system, and PDP's new Integrated Jail Management System (IJMS). This project supports the City's IJMS Project to replace PDP's legacy Jail Management System.

Objectives

The objective associated with this opportunity is to develop and implement web services to be transmitted over HTTPS for the five IJMS EMR messages using HL7 specifications and interface logic that exists in the current production IJMS. These include:

- ADT Inbound IJMS to eCW
- ACT Inbound IJMS to eCW
- ADT Outbound eCW to IJMS
- SIU Outbound eCW to IJMS
- ORU Outbound eCW to IJMS

The applicant will be expected to work with eCW and PDP to capture specific requirements associated with the messages above including but not limited to interface fields, transformations and business logic in a requirements document. These messages are currently functioning in support of the legacy IJMS, Lock&Track. The City already has resources aligned to reconfigure message endpoints for the new IJMS on the City's middleware platform. The City is seeking resources to develop the corresponding eCW-based interface engine for these messages.

Special Qualifications

eCW's system is hosted remotely on a platform under its control. To successfully accomplish the work described in this request, the applicant must be authorized by eCW to administrate this platform. The City is a customer of eCW, but the City cannot provide this authorization.

Scope of Work

Software Setup (One-Time Cost - Initial Implementation)

- Two (2) inbound to eCW interfaces (ACT and ADT inbound) and three (3) outbound from eCW interfaces (ADT, SIU and ORU outbound) - One Time Setup – Include breakdown of any subscriptions, licensing or other software costs.

Software Hosting (Recurring Annual Cost)

- Provide the recurring cost of hosting any software external to the eCW environment that will be invoked to host these services. Include breakdown of any subscriptions, licensing or other recurring software costs.

Professional Services (Requirements Analysis & Information Gathering)

- Provide the estimated hours, hourly rate, and subtotal for the initial consultation with City and eCW. The City will provide the necessary information to bring these parties together.
- Provide the estimated hours, hourly rate, and subtotal for consulting and coordination with eCW and the City for configuration and testing of configured interfaces and development of Operations Manual that provides eCW with information required to manage the solution.

Deliverables and Time Frame

1. Project kick off and Initial Consultation – Project Start + 1 week
 1. 1 hour call with City and eCW. Provide minutes.
2. Business Requirements Document – Project Start + 3 weeks
 1. Document comprising functional and technical requirements for the five eCW messages
3. Conditional Acceptance of Test results – Project Start + 10 weeks
 1. Milestone payment reflecting successful end-to-end testing of the messaging functionality
4. Final Acceptance of solution / Operations Manual – Project Start + 14 weeks
 1. Milestone payment reflecting successful post implementation review of recurring daily data feed and final approval of Operations Manual for web services authored by applicant

Instructions

Please post all questions about this opportunity in the comments section. The City will make an effort to respond to questions within one business day.

Your proposal should include a short description of your qualifications including written authorization from eCW to work on this project, experience with similar projects, an overview of your firm or organization and a brief description of your solution. You may include architectural diagrams of the proposed solution and URLs for any online examples you may have. Please provide a fixed-fee Not-To-Exceed price for this project. Please also include detailed breakdown reflecting: 1) an hourly rate and the number of hours associated with each required task, and other costs related to 2) subscriptions, 3) licensing and/or 4) cloud services if applicable.

Submissions should be sent to scott.strickler@phila.gov on or before Tuesday, January 31 at 12:00 pm EST. Late submissions will not be considered. Please limit the size of the proposal document to a maximum of 30 pages.

Terms and Conditions

If an applicant is selected to perform this work, he or she may be asked to enter into a contract with the City. Please see [Miscellaneous Purchase Order Terms.pdf](#) for the Terms and Conditions associated with this contract.

Q: I saw an advertisement for the RFP for the Department of Prisons Electronic Medical Record Web Services on Onvia and on this website: <http://bigideasphl.com/2017/01/06/department-of-prisons-electronic-medical-record-web-services/>. However, I do not see the RFP listed on <http://www.phila.gov/bidsonline/SSEBidOpportunities.aspx>. Could you please direct me to the site where I can download the documents?

A: The City does not plan to issue a formal RFP for this opportunity, as the projected value of the associated Professional Services contract is less than \$32,000. This allows the City to pursue a Miscellaneous Purchase Order (MPO) for the work required. To meet competitive requirements, the City still requires departments solicit multiple proposals, which is why you see the posting on BigIdeas. There are no additional documents other than the posting and the terms and conditions document.

SmartIMS (2017-01-11 00:21:28)

Hi Scott,

Thank you for the detailed opportunity description. We have a list of questions for you, please see them below. I apologize for the number of questions, but this information will help us provide a more detailed breakdown and accurate effort estimates.

Thank you,
Jennifer

RE: Scope of Work

- 1) Do we only need to provide a communication channel to send messages between IJMS and eCW?
- 2) Does the current prod IJMS system generate HL7 messages that can be imported by eCW?
- 3) If not, do we have to create HL7 messages (eCW Complaint format) by reading data from the IJMS System?

RE: Objectives - "The City is seeking resources to develop the corresponding eCW-based interface engine for these messages."

- 1) Considering that interface engines can do so much more than just provide communication between two different EMR systems; can you please clarify and/or confirm if you are only expecting the resources to develop the corresponding eCW-based interface between IJMS and eCW, for messaging? Or are there expectations for additional uses, such as - Converting the HL7 message from the IJMS format to an eCW compatible format, and/or Providing communication between two different EMR systems (SFTP/FTP/HTTPS/FILE READER/WEB API).

RE: Additional General Questions

- 1) How does the existing Legacy IJMS communicate with eCW?
- 2) Can you share sample messages, URLs, communication protocols and formats that are used in the existing Legacy Systems?
- 3) What is the complexity built into the existing system(s)?
- 4) Do we have to interface with any other external system for message translation?
- 5) Can we get a copy of the existing logic and the process for analysis?
- 6) Do we need to rely on any native components or software modules for the message translation?
- 7) What are the 'source' and 'target' message formats for the new interface engine that is to be built

for this initiative?

8) What is the current transaction volume?

9) On which platform does the existing Legacy System's business logic operate?

scott.strickler@phila.gov (2017-01-11 09:49:21)

Thank you for your interest! We'll try to get you at least a partial list of responses within 24 hours.

scott.strickler@phila.gov (2017-01-12 08:32:21)

1) Do we only need to provide a communication channel to send messages between IJMS and eCW? There is likely more to do than simply providing a channel. The City cannot provide detail about what happens at the eCW endpoint, but there may be tasks involving channel adapter configuration, transformation, etc. This information is proprietary to eCW. Applicants who receive the necessary authorization and access from eCW should be able to get this information.

2) Does the current prod IJMS system generate HL7 messages that can be imported by eCW?
Yes

3) If not, do we have to create HL7 messages (eCW Complaint format) by reading data from the IJMS System?

There are already resources aligned to configure messaging (for both inbound and outbound messages) on the City endpoint.

RE: Objectives - "The City is seeking resources to develop the corresponding eCW-based interface engine for these messages."

1) Considering that interface engines can do so much more than just provide communication between two different EMR systems; can you please clarify and/or confirm if you are only expecting the resources to develop the corresponding eCW-based interface between IJMS and eCW, for messaging? Or are there expectations for additional uses, such as - Converting the HL7 message from the IJMS format to an eCW compatible format, and/or Providing communication between two different EMR systems (SFTP/FTP/HTTPS/FILE READER/WEB API).

The City expects the applicant to develop the corresponding eCW-based interface between IJMS and eCW. While the format of messages inbound to eCW from IJMS will be HL7, the City cannot guarantee that no transformation/translation will be required for eCW to consume them, as the City does not have detailed information about how eCW's endpoint is configured.

RE: Additional General Questions

1) How does the existing Legacy IJMS communicate with eCW?

TCP/IP

2) Can you share sample messages, URLs, communication protocols and formats that are used in the existing Legacy Systems?

No

3) What is the complexity built into the existing system(s)?

Unknown

4) Do we have to interface with any other external system for message translation?

Unknown

5) Can we get a copy of the existing logic and the process for analysis?

No

6) Do we need to rely on any native components or software modules for the message translation?

Unknown

7) What are the 'source' and 'target' message formats for the new interface engine that is to be built for this initiative?

The messages are formatted per HL7 standards for ADT, SIU and ORU message types.

8) What is the current transaction volume?

The City is researching this and will report when we have facts to present.

9) On which platform does the existing Legacy System's business logic operate?

Lock&Track operates on OpenVMS with Oracle RDB

SmartIMS (2017-01-13 15:08:14)

Thank you for the responses to our questions!

SmartIMS (2017-01-27 12:12:00)

Hi Scott,

We have another question on this opportunity; this is in regard to the 'Deliverables and Time Frame' section listed above.

Deliverable #3 is for testing and it's 10 weeks out from the project start. Deliverable #4 is for final acceptance and Operations manual, but is only listed as 7 weeks out from the project start.

Can you clarify if that's an error and if so, what it should be?

Considering that final acceptance would occur after testing we expect it would more likely be planned for 'project start +12 or +14 weeks'.

Can you clarify?

Thank you,
Jennifer

scott.strickler@phila.gov (2017-01-27 13:05:39)

Thanks for the good catch, Jennifer. The milestone deliverable date will be adjusted to "project start + 14 weeks."

SmartIMS (2017-01-27 16:58:57)

Great! Thank you Scott!

The Office of Complete Streets, as part of the Managing Director's Office of Transportation & Infrastructure Systems (oTIS) is seeking quotes for proposals to develop branding and other design materials a marketing strategy to ensure all eligible Philadelphia residents are aware of the City's Vision Zero efforts to reduce traffic related fatalities to zero by 2030. Almost 100 people die every year in traffic crashes within Philadelphia; four of ten are pedestrians. In addition, four children are injured every day in traffic crashes.

On November 7, 2016, Mayor James F. Kenney signed Executive Order 11-16, creating the Vision Zero Task Force. By doing so, the City of Philadelphia joins cities around the world in declaring that traffic crashes are not accidents; they are preventable incidents that can be systematically addressed.

Through an equitable approach to education, engineering, and enforcement, Vision Zero in Philadelphia will build on the City's on-going traffic safety efforts, with the ultimate goal of reducing all traffic-related fatalities and serious injuries to zero by 2030. The City of Philadelphia Vision Zero Task Force is tasked with:

- Establishing short-term and long-term data-driven strategies with measurable goals for achieving zero traffic-related fatalities and serious injuries;
- Determining best practices, identifying gaps, and supporting the development and implementation of a Vision Zero Action Plan;
- Engaging and educating the public around the issue of traffic safety.

The Office of Complete Streets is therefore seeking a company to create a visual identify for Vision Zero and develop a strategy that includes brand values and personality. This company will develop the implementation strategy around how to use the brand on various collaterals to raise awareness of Vision Zero and the need for all Philadelphians to join the effort.

Proposals must be under \$32,000, and firms should demonstrate how they will achieve the following:

1. Provide strategic guidance for marketing and advertisement strategy for Vision Zero, with a focus on creating a clear, understandable, and effective message to raise awareness of Vision Zero and the need to reduce traffic fatalities.
2. Create art design and copy for a variety of collateral materials to be used in promotional and public service announcement campaigns.
 1. Key pieces will include a logo (color and black/white) and tagline, PowerPoint template, letterhead, two-page hand out, informational postcard, poster, sticker, and print advertisement.
 2. Copy should be developed in collaboration with city staff and subject matter experts.
 3. Literature must be translated into Spanish and up to 4 other languages.
3. Create visual graphics and related components, including message copy, for social media outlets such as Facebook, Instagram, and/or Twitter.
4. Work collaboratively with oTIS' website developer to ensure the visual identity is incorporated in to the website design.
5. Provide all native art files, professionally organized, for future use.

All deliverables must be made available in both in its native format, as a PDF, and In Design format to the City. The cost of production is not be part of this request, and will be managed separately. All materials produced will become the property of the City.

Successful respondents should be able to meet the following proposed deadlines:

January 9, 2017

Notice of City's request for services distributed

January 18, 2017 5pm

Proposals due electronically to Kelley.yemen@phila.gov

January 25, 2017

Successful company notified

January 27, 2017

Meeting with Complete Streets

February 13, 2017

Drafts provided to Complete Streets

March 7, 2017

Final design work provided to Complete Streets

Complete Streets will provide all details about Vision Zero and any necessary information to assist with the planning and design of the campaign. Proposals are due by 5pm on January 18, 2017, and must be provided electronically to Kelley Yemen, Director of Complete Streets, City of Philadelphia Office of Complete Streets, at Kelley.Yemen@phila.gov. All questions must be submitted via email to Kelley Yemen by January 12th by 5pm. Responses will be provided to all questions via email on January 13th, 2017 by 5pm.

Proposals must include:

[Background Information](#)

- Name, address, and telephone number of firm;
- Description of Provider (corporation, sole proprietorship, partnership, consortium) and year formed;
- State if the firm is qualified to do business in the Commonwealth of Pennsylvania and the City of Philadelphia. Include all that apply: federal tax identification number, City of Philadelphia tax identification number, City of Philadelphia business license number.
- Name, title and business address of persons to whom communications respecting this activity should be directed, if different from above.

[Organizational Description and Experience](#)

Complete the following information:

- Provide a general statement describing the firm, its size, number of employees, hours of operation and primary business areas.

- Provide a description of the firm’s experience performing similar size/type projects for similar size/type clients. Include dates, locations and scale of these services. Provide contacts for 3 recent (within the last 3 years) clients for whom the firm has performed similar work.

Proposed Staffing & Schedule

- Describe the staffing plan for this project, and hiring plan if necessary. Please provide training and experience qualifications for each individual.
- Indicate the proposed timeline for completing the project for anticipated project tasks, including final completion, and any key dependencies.

Project Understanding & Statement of Qualifications

- All applicants must demonstrate their knowledge and understanding of the project.
- All applicants must explain why they are qualified to perform the work required.

Cost Proposal

Proposals must be under \$32,000.

Vision Zero: Website Development - 2017-01-09 18:23 - kelleyyemen

The Office of Complete Streets, as part of the Managing Director's Office of Transportation & Infrastructure Systems (oTIS) is seeking quotes for proposals to design a website to ensure all eligible Philadelphia residents are aware of the Vision Zero effort to reduce traffic related fatalities to zero. Almost 100 people die every year in traffic crashes within Philadelphia; four of ten are pedestrians. In addition, four children are injured every day in traffic crashes.

On November 7, 2016, Mayor James F. Kenney signed Executive Order 11-16, creating the Vision Zero Task Force. By doing so, the City of Philadelphia joins cities around the world in declaring that traffic crashes are not accidents; they are preventable incidents that can be systematically addressed.

Through an equitable approach to education, engineering, and enforcement, Vision Zero in Philadelphia will build on the City's traffic safety efforts, with the ultimate goal of reducing all traffic-related fatalities and serious injuries to zero by 2030.

The City of Philadelphia Vision Zero Task Force is tasked with:

- Establishing short-term and long-term data-driven strategies with measurable goals for achieving zero traffic-related fatalities and serious injuries;
- Determining best practices, identifying gaps, and supporting the development and implementation of a Vision Zero Action Plan;
- Engaging and educating the public around the issue of traffic safety.

The Office of Complete Streets is therefore seeking a company to use the branding previously developed to design and implement a website for this initiative and raise awareness of Vision Zero and the need for all Philadelphians to join the effort.

Proposals must be under \$32,000, and firms should demonstrate how they will achieve the following:

1. Provide an easily updateable website using wordpress, similar to other cities ([NYC](#), [San Francisco](#), [DC](#), [LA](#)), with a focus on creating a clear, understandable, and effective website to raise awareness of Vision Zero and the need to reduce traffic fatalities.
2. Web development work will include site design, site structure, development, and CMS training. No ongoing site maintenance is included in this project scope.
3. Website must be translated into Spanish and 4 other languages or use a translation widget
4. Work collaboratively with oTIS' Vision Zero branding designer to ensure the visual identity is incorporated in to the website design.

All deliverables must be made available in both the original format to the City. All materials produced will become the property of the City.

Successful respondents should be able to meet the following proposed deadlines:

January 9, 2017

Notice of City's request for services distributed

January 18, 2017 5pm

Proposals due electronically to Kelley.yemen@phila.gov

January 25, 2017

Successful company notified

January 27 , 2017

Meeting with Complete Streets

February 24, 2017

Drafts provided to Complete Streets

March 7, 2017

Final design work provided to Complete Streets

Complete Streets will provide all details about Vision Zero and any necessary information to assist with the planning and design of the campaign. Proposals are due by 5pm on January 18, 2017, and must be provided electronically to Kelley Yemen, Director of Complete Streets, City of Philadelphia Office of Complete Streets, at Kelley.Yemen@phila.gov . All questions must be submitted via email to Kelley Yemen by January 12th by 5pm. Responses will be provided to all questions via email on January 13th, 2017 by 5pm.

Proposals must include:

Background Information

- Name, address, and telephone number of firm;
- Description of Provider (corporation, sole proprietorship, partnership, consortium) and year formed;
- State if the firm is qualified to do business in the Commonwealth of Pennsylvania and the City of Philadelphia. Include all that apply: federal tax identification number, City of Philadelphia tax identification number, City of Philadelphia business license number.
- Name, title and business address of persons to whom communications respecting this activity should be directed, if different from above.

Organizational Description and Experience

Complete the following information:

- Provide a general statement describing the firm, its size, number of employees, hours of operation and primary business areas.
- Provide a description of the firm's experience performing similar size/type projects for similar size/type clients. Include dates, locations and scale of these services. Provide contacts for 3 recent (within the last 3 years) clients for whom the firm has performed similar work.

Proposed Staffing & Schedule

- Describe the staffing plan for this project, and hiring plan if necessary. Please provide training and experience qualifications for each individual.
- Indicate the proposed timeline for completing the project for anticipated project tasks, including final completion, and any key dependencies.

Project Understanding & Statement of Qualifications

- All applicants must demonstrate their knowledge and understanding of the project.
- All applicants must explain why they are qualified to perform the work required.

Cost Proposal

Proposals must be under \$32,000.

Ikulberda (2017-01-10 13:44:57)

Are the costs associated with the translations services to be picked up by the city or included in the final proposal costs?

The due date for final designs in the 'Vision Zero: Visual Identify, Brand Strategy, and Materials Development' project is March 7, as well. If this site is to incorporate work from that project, are we to use draft versions of the graphic assets?

thanks

lk

REQUEST FOR PROPOSAL
Fundraising and Capital Campaign Development
For the Fairmount Water Works IC

DATE OF NOTICE: January 20, 2017
DEADLINE TO SUBMIT PROPOSAL: February 3, 2017
CONTRACT AMOUNT: Not to exceed \$32,000
CONTRACT DATE: February 15 – June 30, 2017

PROJECT DESCRIPTION:

PWD seeks an agency, firm, or business to perform the following tasks:

- Elevate the position of the IC as a premier environmental education destination and worthy recipient of private and public grant funding.
- Identify relevant grant opportunities and the writing and management of grant submittals.
- Implement and manage a donor tracking database that can be used for mailings, emails, social media and other communication mediums to continually engage donors and potential donors.
- Assist with the development of events related to funding and donor engagement'

Contract Scope:

The Department requires at least the services listed below, including the specific tasks and work activities described. Applicant's proposed scope of work should state how it will carry out each task, including the personnel/job titles responsible for completing the task. Applicants may propose additional or revised tasks and activities, but should explain why each is necessary to achieve the project objectives. Applicants should refer to the FWWIC website to gain an understanding of the programs and priorities. (<http://www.fairmountwaterworks.org/>). Applicants should also visit www.phillywatersheds.org to gain an understanding of PWD's current customer initiatives and communication strategies.

- Marketing Support and Initiatives.
- Prospect Development and
- Grant Support: Data and Materials,
- Fundraising Infrastructure and Oversight,

a. Fundraising infrastructure and management to provide stewardship of the two William Penn Foundation multi-year grants, and the recent grants from The Pew Center for Arts and Heritage, VWR Scientific Foundation, DEP and The McLean Contributionship and the development of new prospects for the FWW's capital priorities.

b. Grant Support via Data Management and Materials to include completion of the Cultural Data Project (CDP) data compilation for fiscal years 2014 and 2015 to capture data which includes salaries

and fringe, revenue, money contributions, program activity, attendance, website activity, admissions/ticketing prices, and staff & non-staff statistics. This work will include the management of programs such as Guidestar, the Philanthropy Network Common Grant Application, and other identified donor management programs.

c. Prospect Development to include the support and management of donor cultivation events and seasonal and annual appeal campaigns, reporting related to all donor appeal events for fundraising and tax purposes, building a robust email and social media campaign, management and updating of the Donor Perfect database.

d. Programmatic Support to include working to develop a strategy for funding priority capital and programming initiatives working with major funders in the region. These activities can include:

- Development of development campaign(s) and implementation of an effective communications strategy public engagement activities
- Conduct donor analysis for specific programs and projects
- Lead message development and brand consistency for specific programs and projects in grant applications and marketing

PLEASE SUBMIT:

- A proposal that outlines all relevant experience, skills and aptitudes.
- Please include a dollar amount to include the funding for the various services as outlined under the project scope

PLEASE SEND YOUR PROPOSAL BY FEBRUARY 3, 2017 TO:

Karen Young, Director

PWD – Fairmount Water Works Interpretive Center

640 Water Works Drive

Philadelphia, PA 19130

Phone: 215-685-0719

Fax: 215-685-0718

Email: Karen.Young@phila.gov

Reservation of Rights Statement

The City reserves the right to reject any or all proposals and re-issue the notice of contract opportunity at any time prior to execution of a final contract, issue a new notice of contract opportunity with terms or conditions substantially different from those set forth in this notice of contract opportunity, or cancel this notice of contract opportunity with or without issuing a new notice of contract opportunity.

This notice of contract opportunity is subject to the reservation of rights as outlined in the Reservation of Rights on the eContract Philly website. The applicant agrees to the Reservation of Rights by virtue of submitting its application to the City.

2017 - 02

CLOSED: Digital Outreach & Engagement for a New Water Bill Assistance Program - 2017-02-23 10:12 - paulfuga

DATE OF NOTICE: February 23, 2017

DEADLINE TO SUBMIT PROPOSAL: March 17, 2017

CONTRACT AMOUNT: Not to exceed \$32,000

CONTRACT START DATE: April 15, 2017

CONTRACT END DATE: June 30, 2017

PROJECT DESCRIPTION:

Philadelphia Water Department's (PWD) Public Affairs division is in search of digital engagement professionals to create and distribute digital media as part of the roll-out of a new customer assistance program. The program launches July 1, 2017. With this program, we anticipate approximately 60,000 more customers will be eligible for income based billing assistance. We need to create awareness of the program and to drive target customers to apply. The application for assistance can be filled out online, by mail, or in person with the help of area non-profit partners.

About the new program:

- Available to customers whose income falls at or below 150% of the Federal Poverty Level (FPL) and those with special hardships
- Provides consistent, affordable bills capped as a percentage of your income
- Customers do not need to be delinquent to apply for the program
- Applications go live July 1, 2017

Current use of email marketing, SMS and social media

- We use Facebook, Twitter and Instagram but have limited experience launching a comprehensive digital campaign
- We use Salesforce Marketing Cloud (Exact Target and Social Studio) for email and social media management but are open to using another platform
- We have an existing email list of 13,000 customers but do not know how many are likely eligible for income based assistance
- We do not have SMS capability

Current state of messaging and communication for the program

- Messaging and communications strategies for print and web are in development
- Transit ads and radio spots are being planned
- A web page will be live mid/late March to collect contact info (email and phone) of customers interested in receiving follow up as the program rolls out
- We want to use email, social media, and SMS to promote the program

Outcomes of the campaign could include:

- Driving traffic to the website for more information
- Driving customers to contact community partners for help preparing application materials
- Sharing digital content
- Sign up for updates or call back regarding program details as they become available
- Receiving feedback or questions

EXPECTATIONS OF WORK:

- Conduct a comprehensive kick-off and discovery session
- Validate goals, metrics, and review anticipated timelines
- Review current messaging and ad campaigns to inform and deliver an Integrated Digital Communications Plan document with implementation guidance
- Support implementation of the plan according to established timelines and aligned with defined goals
- Provide reporting and analysis of the digital campaign to evaluate success
- Participate in regular project updates
- Produce concepts for review with PWD Communications Staff
- Access to the technology for sending/distributing content via:
 - Email
 - SMS
 - Social Media

REQUIREMENTS:

- Collaborative approach to leverage existing resources within PWD. This may include graphic designers, social media admins and copywriters
- Work with PWD communications staff, create messages with compelling copy and imagery to resonate with target audiences
- Work with PWD Communications staff to create campaign specific, email and social media templates with visuals in mobile-friendly format
- Provide a strategy for A/B testing to refine outreach messaging and approach
- Provide performance reporting and actionable recommendations on message effectiveness

In addition:

- A passion for connecting customers and constituents to helpful resources
- A desire to help Philadelphia Water Department staff grow their capacity for digital engagement

TANGIBLE WORK PRODUCTS:

- Digital Engagement strategy that includes:
 - Content development
 - Distribution
 - Soft launch user testing
 - AB Testing
 - List management
 - Media in English and Spanish
 - Mobile

PLEASE SUBMIT:

A proposal that outlines your project approach including:

- Proposed phases for the engagement (timetable)
- An overview of the technology used to deliver messaging
- An overview of reporting capabilities and proposed success metrics
- All relevant experience, skills, and aptitudes
- Relevant digital portfolio or similar case studies
- Cost proposal

RESPONDING:

Please send your proposal by 5:00 p.m. on Friday, March 17, 2017 to:

paul.fugazzotto@phila.gov

Proposals may also be sent via postal service by March 13, 2017 to:

Paul Fugazzotto

Philadelphia Water Department – Public Affairs Division

1101 Market St. – 3rd Floor

Philadelphia, PA 19107

QUESTIONS:

Please post any questions as a comment below this solicitation so that additional information provided will be available for all to review. Any questions sent via email will be posted to the comment section.

Reservation of Rights Statement

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jessica.yang@govdelivery.com (2017-02-28 15:23:57)

Hello,

1) Can we access the approximately 60,000 more customers will be eligible for income based billing assistance? Does PA Water currently have their email/SMS information? Can we use this information to directly contact them via email/SMS?

2) Can you tell us a little more about the application launch plan and timeline. What happens after July 1? Is there a specified date for customers to apply by or in perpetuity?

a. New Web Page live March 31, 2017 (includes the ability to sign up with contact information)

b. Contract start date: April 15, 2017

c. Applications go live July 1, 2017

3) Can you describe more about the roll of the call back regarding program details as they become

available?

- 4) Who is the vendor/partners for traditional media outreach? Is there opportunity to integrate a digital call to action across print/broadcast? Is outreach in multiple languages? If yes, what are the languages?
- 5) What are the reporting requirements frequency?
- 6) What are the key performance indicators for success?

Thanks,

Paul Fugazzotto (2017-03-03 16:45:09)**Q: Can we access the approximately 60,000 more customers will be eligible for income based billing assistance? Does PA Water currently have their email/SMS information? Can we use this information to directly contact them via email/SMS?**

A: We have access to some contact information for the 10,000 customers already enrolled in our income based assistance programs. These customers are part of our target audience and may be contacted. We hope to reach the 50,000 delta through outreach efforts. Interested customers will be able to opt-in to information from the PWD through email, text, or through call-backs until the application is available on July 1.

We have approximately 13,000 additional contacts from another list of customers that have previously opted in to receive Philadelphia Water Department newsletters. These customers may also be contacted.

Q. Can you tell us a little more about the application launch plan and timeline. What happens after July 1? Is there a specified date for customers to apply by or in perpetuity?

A: Applications will be available on July 1 in perpetuity. Customers may apply at any time and will be required to recertify on an annual basis to maintain the program benefits.

Timeline:

March 3, 2017: Information posted to www.phila.gov/water/billhelp

March 31, 2017: Preliminary Program web page/microsite go-live

April - June: partner workshops

June Newspaper, Social Media

July Newspaper, Social

July Press Release, Editorials, SEPTA advertising,

July 1, 2017: applications available online, by mail and in person.

July - September: Press and Social Media

September - SEPTA Advertising

Q: Can you describe more about the role of the call back regarding program details as they become available?

A. We anticipate that some customers will prefer to receive information and/or request an application over the phone. These customers can opt in to get a call back once the application is available (July 1, 2017). It is not likely we will call interested customers prior to July 1.

Q. Who is the vendor/partners for traditional media outreach? Is there opportunity to integrate a digital call to action across print/broadcast?

A. For SEPTA advertising we're working with Intersection. Our print ads will be placed in the weekly and daily papers. Our outreach partners include other city agencies and non-profit organizations. Our Broadcast partners are TBD.

Q. Is outreach in multiple languages? If yes, what are the languages?

A: Yes; Spanish and English.

Q: What are the reporting requirements frequency?

A: Program reporting requirements are not available at this time.

The digital outreach reporting requirements will be developed as part of discovery with the selected vendor.

Q: What are the key performance indicators for success?

A:

Applications submitted

Successfully completed applications

Approved/enrolled applicants

Paul Fugazzotto (2017-03-08 10:08:07)**Q. The due date is listed as Friday, March 13th. Could you clarify whether the due date is Monday, March 13th or Friday, March 17th?**

A. The due date has been corrected to Friday, March 17.

Q. Have you worked with out-of-town agencies before, or are you hoping to work with a local firm (if possible?)

A. We have worked successfully with out of town agencies and are open to working with out of town agencies on this project.

2017 - 03

Philadelphia Water Department seeks "Strategic Communication & Implementation Consultant" - 2017-03-06 10:15 - Barbara_ScottPWD

REQUEST FOR PROPOSAL
Strategic Communication and Implementation
Fairmount Water Works - Interpretive Center

DATE OF NOTICE: March 6, 2017
DEADLINE TO SUBMIT PROPOSAL: March 20, 2017
CONTRACT AMOUNT: Not to exceed \$32,000
CONTRACT DATE: March 27, 2017 – June 30, 2017

PROJECT DESCRIPTION:

Project Details

PWD seeks an agency, firm, business or non-profit organization to assist us in our efforts to raising the profile of the FWWIC as an environment education destination and broaden our ability to educate our citizens on the stormwater/water quality connection. Respondents should be able to perform the following tasks:

- Elevate the position of the FWWIC as destination and historic attraction, via story connections to the FWWIC's exhibit upgrades, and innovative programming generated internally and externally with stakeholders and partners.
- Raise awareness, drive attendance to the FWWIC's ongoing programs including Schuylkill Soundings, Culture & Conversation and other adult programs, tours and special events. Adult programming to occur at least quarterly within the fiscal year.
- Introduce and interest tour operators to the FWWIC as a major and important destination in an effort to increase adult visitors. Connect FWWIC through cross-promotion and partner activities with planned events like the 2018 Centennial celebration of the Benjamin Franklin Parkway.
- Position the FWWIC as a "go to" destination among local and national visitor centers. Align FWWIC with city wide efforts to promote Philadelphia as a World Heritage site.
- Build and strengthen the FWWIC brand through strategic media placements and advertising. Recommend media strategies around PWD customer oriented initiative including bill affordability and rates, drinking water quality, hydrant abuse.
- Develop and implement comprehensive public information and media strategy around water quality issues and other topics as required.
- Coordinate meetings to identify critical topics, develop agendas based on key PWD issues/ needs, and manage meeting logistics and communication in regards to media strategies.

PLEASE SUBMIT:

- A proposal that outlines all relevant experience, skills and aptitudes.
 - Please include a dollar amount to include the funding for the various services as outlined under the project scope

PLEASE SEND YOUR PROPOSAL BY MARCH 20, 2017 TO:

Barbara Scott, Administrative Assistant

Philadelphia Water Department – Public Affairs Division

1101 Market St. – 3rd Floor ARAMARK Tower

Philadelphia, PA 19107

Phone: 215-685-6021

Fax: 215-685-6031

Email: Barbara.Scott@phila.gov

Reservation of Rights Statement

The City reserves the right to reject any or all proposals and re-issue the notice of contract opportunity at any time prior to execution of a final contract, issue a new notice of contract opportunity with terms or conditions substantially different from those set forth in this notice of contract opportunity, or cancel this notice of contract opportunity with or without issuing a new notice of contract opportunity.

This notice of contract opportunity is subject to the reservation of rights as outlined in the Reservation of Rights on the eContract Philly website. The applicant agrees to the Reservation of Rights by virtue of submitting its application to the City.

harrypottar (2017-03-28 10:43:08)

This is very nice [educational](#)

2017 - 04

Closed-Special Events Video - 2017-04-13 15:58 - olivia.gillison

Big Ideas PHL - Special Events Video RFP

Overview

The Office of Special Events is looking for a digital media partner (to include a videographer) to create a video highlighting various aspects of Philadelphia's special events community.

In 2014, 2015, and 2016, the City of Philadelphia, through the Office of Special Events, was recognized as a "World Festival & Event City" by the International Festival & Event Association (IFEA). The 2017 award submission process requires applicants to enter a short video highlighting the unique cultural and positive impact of events on local businesses & communities. The budget for this project is capped at \$5,000.

The proposed timeline of the project is as follows:

- RFP opens on April 13th, 2017
- Responses and questions are open through April 20th, 2017
- Selections for interviews will be made on April 21st, 2017
- Final selection will be made on May 1st, 2017
- Begin production on May 6th, 2017
- Final product due 12PM EST on June 30th, 2017

Format

We suggest that the final product include:

- Infographics / Overlays
- Footage from special events (dates and locations TBD)
- Historical documentation (video, pictures, etc.)

Responsibilities

Project Management Assistance

- Provide consulting services in the development stages of a video production project
- Work with staff to coordinate roles, responsibilities and expectations for the project
- Coordinate quality control of all development work and deliverables
- Ensure the project(s) stay on schedule and within scope and budget

Production and Direction

- Assist with development of timelines, storyboards and/or scripts
- Scout locations and schedule shoots
- Coordinate required personnel and technicians
- Secure "b-roll" footage from various sources as needed
- Conduct video shoots, providing all necessary equipment and qualified operators

Post-Production

- Provide post-production services to edit raw footage into the finished product, including rough cut and final editing, sound mixing and visual effects
- Provide supplemental graphics and audio as needed
- Deliver finished product(s) in desired formats

Submitting a Proposal

Interested parties should send a brief proposal to the attention of Olivia Gillison (olivia.gillison@phila.gov) & Natalie Faragalli (Natalie.Faragalli@phila.gov) no later than 12:00PM EST on Thursday, April 20th 2017, including:

- Information about the individual/company
- Relevant work samples
- Cost proposal
- Creative vision for the project

****The final product is due no later than 12:00PM EST on Friday, June 30th, 2017****

jillpmar (2017-04-17 12:45:51)

This sounds like a great project, but the budget is prohibitive. This is a \$15,000 to \$25,000 project. I don't know of any reliable shop, including my own, who could do it for this amount.

My recommendation is that you increase your budget, or decrease your expectations.

olivia.gillison (2017-04-17 16:11:28)

Thank you for your input however this is the budget that we have. Perhaps next time you will be able to bid on one of our projects.

olivia.gillison (2017-04-18 09:36:28)

We have received a question about this RFP - please see below.

Regarding the Special Events Video:

Q: Do you need the winning production company to video tape any events (If so, how many and how long is each event?) or instead, you will provide footage from past events? Or

A: We would expect the winning production company to gather footage from 8-10 events -length maybe only 15-45 min at each event- (TBD) and if need be we would also provide access to past events that we have.

Q: Do you need the winning production company to video tape soundbites and assemble them with previous event footage?

A: Yes, or combine over top of new event footage.

Q: How long do you need the highlights video to be?

A: The video is not to exceed 2:00 minutes in length.

olivia.gillison (2017-04-18 09:39:35)

We have received a question about this RFP – please see below.

Q: Will the Office of Special Events provide pictures/video from past events as well as statistics for infographics to be used in this video? Or is it up to the video agency to research stats and find historical media that can be used in the project.

A: We can provide access to B-Roll footage from previous events and the information that would be used to make the infographics in the video. Should the winning company want to do their own research as well, we would be happy to take those numbers/facts into consideration for inclusion.

olivia.gillison (2017-04-18 09:55:03)

We have received a question about this RFP – please see below.

Q1. Is the \$5,000 figure correct for the budget? I asked one of the local producers I regularly work with about this RFP and he said he was expecting another "0" on the end. So making sure \$5k is the cap.

A: Yes; \$5,000.00 is the absolute max for this budget, there is no wiggle room.

Q2. Are there elements of this RFP that can be billed additionally? For example, obtaining B-Roll from other vendors? This is something that could be hundreds to thousands of additional dollars. I can't imagine a company saying yes to this, unless the stipulation is that all B-roll obtained would be for free and comes with a proper licensing. Is that the correct assumption? If it is, could you explain these sources because I don't foresee anyone giving up licensing and footage for free unless the venues already have it.

A: No there aren't any elements that can be billed additionally. We can provide access to b-roll film of past events for inclusion in this video.

Q3. How many hours are you expecting for consulting and coordination?

A: This varies based upon the proposal submitted by the company. In years past there have been very few consultations (only 2-3 meetings) but it could be more.

Q4. Script-writing could take a substantial amount of time. Do you have anything already, or broad strokes?

A: No. We do not have any script written or outlined for this project.

Q5. Are you expecting to hire voiceover talent for the film, or who would be speaking? This is

additional, or are you expecting this to be paid in the \$5,000, too?

A: At this time, we are not expecting to hire voiceover talent for this video. Should any talent need to be hired, we would expect for it to be included in the \$5K budget.

Q6. Can you talk more about the technicians and operators you're thinking about? Are you expecting union labor to be hired, or can it be anyone qualified? Are you expecting to retain staff with expertise in boom operation, aerial photography, etc.? Again, these are high-dollar amounts that would not fit into a \$5k budget.

A: We are hiring a production company that would be able to handle all of the above if need be. There is no additional hiring once we select a vendor to work on this project.

Q7. How many events are you expecting the team to document between now and June 30? Could you provide a list of events, with their dates, times and locations? Shooting one or two events for -1- hour, is a lot different than 5 events for 8 hours each.

A: We would expect the winning production company to gather footage from 8-10 events -length maybe only 15-45 min at each event- (TBD) based on the proposal submitted.

If you want to see the past two years of videos that were done, please visit our youtube channel here: <https://www.youtube.com/channel/UC2J2PDya8uZHKdOnlERHNjQ>

olivia.gillison (2017-04-18 10:11:45)

We have received a question about this RFP – please see below.

Can you please provide feedback regarding the questions below...

Q1: Will the Office of Special Events identify the special events to be included in the video?

A: Yes. We would identify which events need to be covered for inclusion in the video.

Q2: Who is responsible for obtaining historical documentation (video, pictures,etc.)?

A: The Office of Special Events will provide access to this information/video footage.

Q3: Who is responsible for deciding which local businesses and communities will be featured?

A: The Office of Special Events would decide this, however if the winning company has suggestions we would take those into consideration as well.

Q4: Can you provide additional information regarding the infographics to be included in the final product? Do infographics need to be designed? If so, will information/facts/copy be provided?

A: The info/stats for the infographics would be determined/provided by our office, however if the winning company has suggestions we would take those into consideration as well. They would need to be designed by the winning production company.

olivia.gillison (2017-04-19 08:54:19)

We have received a question about this RFP – please see below.

Q1: How many events/dates do you think will need to be covered ? Know that its states TBD but we wanted to get an idea of amount of hours per event.

A: There will be approximately 8-10 events that need to be covered. Actual time spent at each of these events could be anywhere from 15-45 minutes. Just depends on how long it takes to get a good idea of what the event is like.

olivia.gillison (2017-04-19 10:55:10)

We have received a question about this RFP – please see below.

Q1. Do you anticipate any interviews for the 2 min video?

A: At this time, there might only be 1 interview for this project but it has not been confirmed.

Q2. What is your payment process for this project?

A: Payment is arranged through our procurement department once we have the proper forms and invoices, they would contact the winning company to go through the billing process.

[CLOSED] RFP Tool and Pilot - 2017-04-27 11:24 - christina.saggiomo@phila.gov

DEADLINE TO SUBMIT PROPOSAL: May 8th, 2017

CONTRACT AMOUNT: Not to exceed \$32,000

CONTRACT DATE: Approximately May 31st, 2017

PROJECT DESCRIPTION:

The City of Philadelphia's Office of the Chief Administrative Officer is seeking proposals from qualified designers, technologists, and problem solvers for a tool to assist City departments in writing and assembling Requests for Proposals (RFPs).

Over the last year, the Office of the Chief Administrative Officer (CAO) has rolled out several initiatives to modernize the City's Procurement practices and systems. This work includes: general process improvement, introduction of new technology, legislative updates, and stakeholder engagement. To complement this work, the City is exploring tools and approaches to assist City departments in the development of RFPs.

An effective solution would enable City employees to more easily and quickly write high quality RFPs. In order to accomplish those goals, the web-based solution must:

- Assist City employees in easily incorporating citywide RFP requirements
- Be a user-friendly and visually-appealing interface that aligns with the City of Philadelphia's digital standards where appropriate
- Employ modern best practices in design and development
- Comply with accessibility standards and use plain language
- Facilitate online collaboration among multiple stakeholders
- Be easily implemented to complement current City systems
- Allow for simple updates to keep the technology relevant over time

KEY DELIVERABLES:

- Incorporate and customize a web-based tool for RFP creation
- Guide a team of City stakeholders to incorporate best practices in RFP writing
- Pilot the RFP tool with a City department
- Develop a take-away document summarizing best practices, key lessons learned and future considerations

REQUIREMENTS:

- Experience working with other municipalities on best practices in procurement
- Experience working as part of a collaborative team
- Offering of a web-based tool for RFP creation with simple customization, implementation, and maintenance

PLEASE SUBMIT:

- Responses should include a proposal that outlines your project approach and all relevant experience and skills

- The proposal must identify all personnel that will perform work on the project
- Please include a budget for the work (not to exceed \$32,000) and any relevant work samples or case studies
- Proposal should not exceed 5 pages

RESPONDING:

Please send your proposal by 5:00 p.m. EST on Monday, May 8th to

Christina.saggiomo@phila.gov and Nicole.Mccormac@phila.gov

QUESTIONS:

Please post any questions as a comment below this solicitation so that additional information provided will be available for all to review. Any questions sent via email will be posted to the comment section.

kap4020@gmail.com (2017-04-28 07:37:03)

Something very helpful to us as we're writing our proposal is what's missing from <http://bigideasphl.com> and <http://www.phila.gov/procurement/PHLContracts/Pages/default.aspx> that isn't meeting your requirements.

Besides that, there's a lot of RFP solutions out there. What are they missing/what's wrong with them?

christina.saggiomo@phila.gov (2017-04-28 11:10:02)

Just to clarify, we are looking for an internal "web-based tool for RFP creation". This would be used by City employees to write new Requests for Proposals to then be posted on one of the City's existing systems.

2017 - 05

[CLOSED] UX/UI Improvements and Design Development for a Philadelphia Department of Revenue payment portal - 2017-05-31 15:26 - Rebecca Lopez Kriss

UX/UI Improvements and Design Development for a Philadelphia Department of Revenue payment portal

ISSUE DATE: May 31, 2017

DEADLINE TO SUBMIT PROPOSAL: June 21, 2017

CONTRACT AMOUNT: Not to exceed \$32,000

CONTRACT DATE: July 5, 2017 – September 29, 2017

The Philadelphia Department of Revenue seeks proposals for a redesign of the existing Philadelphia Beverage Tax Portal, found here: <https://secure.phila.gov/revenue/beveragetax/>. This portal will also undergo functionality improvements in FY18 that will require additional design support.

Background

Starting January 1, 2017, the City of Philadelphia imposed a 1.5-cents-per-ounce tax on the distribution of sweetened beverages, as well as syrups and concentrates used to make sweetened beverages. The Department of Revenue developed an online system to allow taxpayers to register for the Philadelphia Beverage Tax, file tax returns, amend previously filed tax returns, print records of tax returns, view balances, and connect to the City's online payment websites.

The site is used by about 500 users, most of which represent medium to large companies. However about a quarter of users are small business owners that may not use English as a first language.

Revenue invites respondents to gain familiarity with the current portal by creating their own login using the portal test site: <http://test-secure.phila.gov/revenue/beveragetax/>. Using the test site, respondents can also file simulated Beverage Tax returns. Please **do not** create test logins on the live site.

Scope of Services

The current registration portal is functional and currently in use. However, Revenue requires, a complete redesign of the portal, creating a more intuitive, streamlined, and easy user experience. The redesign will encompass improvements in these areas:

- Look and feel, consistent with standards set for <https://beta.phila.gov/>
- Organization of page elements
- Design and usability of forms
- Navigation or consolidation/rearrangement of user processes, as needed
- Plain language suggestions to improve copy and content, as needed

Beginning in July, the Department of Revenue will begin developing the next phase of the Beverage Tax Portal, which includes additional functionality such as a dashboard, administration screens, and additional forms. We anticipate 10 – 15 additional design components will need to be developed in this phase.

The redesign and design of new components will adhere to generally accepted UX/UI industry standards and practices, nonetheless the design must also follow these considerations:

- Incorporate user and stakeholder insights into the design development
- Follow standards set out by City of Philadelphia Office of Innovation and Technology and Office of Open Data and Digital Transformation, found here: <https://cityofphiladelphia.github.io/standards-docs/>
- Ensure the service will be accessible to people regardless of hardware, software, language, location, or physical ability through understanding of Section 508 compliance requirements; adhere to accessibility standards set by the American Disabilities Act (ADA). The following is one tool recommended to test site compliance: <http://wave.webaim.org/>
- Be mobile-friendly and compatible with common digital devices
- The firm should use standard (or free) fonts.

Deliverables

- **Phase 1: Planning, alignment, and requirements building**
 - Project plan with clear milestones and time for reviews
 - Heuristic evaluation of current site
 - (Based on evaluation) Design roadmap:
 - Requirements document that maps out improvements to be made and features to be added to the portal post heuristic evaluation
 - Revised site map/information architecture of portal that incorporates new features and improvements
 - Team alignment on type and number of wireframes to be designed (no more than 30)
- **Phase 2: UX Design**
 - 15 wireframes (draft 1)
 - Review draft 1 with Revenue leadership and IT team
 - 15 wireframes (draft 2)
 - Review draft 2 with Revenue leadership and IT team
 - Final wireframes with detailed annotations
- **Phase 3: Visual Design**
 - Compositions that apply visual design to wireframes (Must use City of Philadelphia Digital Standards)
 - 2 reviews of the visual design
 - Library of cut graphics and imagery and visual style guide that the IT team can use for development
- **Phase 4: Pass off**
 - Meet with the IT team to review all final deliverables, which would include final annotated wireframes and visual design compositions
 - Participate in 2 development reviews post pass off—ensuring that the development team is effectively implementing design

Final deliverables are required by September 29, 2017.

Submission Requirements

Respondents should gather the following materials into a single pdf and submit them electronically to Rebecca Lopez Kriss at rebecca.lopezkriss@phila.gov no later than midnight, Wednesday, June 21, 2017.

- **A Written Statement of Qualifications and Experience, and related work samples:** Describe the background, expertise and experience of the firm, demonstrating ability to provide the requested services. Please include the current number of employees at the firm. Please describe at least three successfully completed projects produced within the past 24 months that relate to the project type and services described above and include sample deliverables of those projects. Note, Revenue encourages the creation of economic opportunities for minority, women, and disabled-owned businesses in its projects, including professional services contracts such as are contemplated here. If respondents feel they can meet these criteria, they should note it in this section of their proposal.
- **Project Team Description and Proposed Budget:** Define team member roles including who will be the lead contact person and how the other team members will relate. Include resumes for all key staff to be assigned to the project. The budget should include any discounts offered for this engagement.
- **Timeline:** Please provide a detailed timeline of the project including the scope of services offered and breakdown of each task required to meet the September 29, 2017 project deadline. The expected start date of the project is July 5, 2017. The project team's ability to meet this timeline is critical.
- **References:** Please provide contact information for three individuals and their organizations for which the project team's firms have performed successful similar projects in the last 24 months. Revenue may contact these references to inquire about overall performance, work style, individual staff capabilities and project administration.

Selection Process

The Department of Revenue will coordinate the evaluation and selection process, which includes any other stakeholders. Revenue retains the right to reject any and all proposals.

Factors that will be considered in the evaluation include:

- Quality, depth of specific relevant experience, and qualifications of the firm;
- Quality, depth of specific relevant experience, and qualifications of the project staff;
- Value (quality of service for billing structure)

Following an initial review of all proposals submitted, a short-list of applicants may be asked to make an oral presentation, over the phone or in person, or submit additional information to members of the selection committee prior to selection.

Revenue intends to make a final selection by Friday, June 28, 2015.

Respondent's Guarantee

The Respondent guarantees the services will be satisfactory to Revenue, as required in this RFP. If Revenue is dissatisfied with the services, Revenue reserves the right to terminate any agreement for service resulting from this RFP at any time and be relieved of the obligation of continuing with any such

agreement. All monies due to contractor for satisfactory and acceptable work completed up to the date of termination of the agreement will be paid upon termination of agreement.

Statements and creative concepts generated in response to this RFP become the sole property of Revenue. Any pricing must remain valid for 90 days. Revenue reserves the right to adjust the specifications or scope of work stated in this RFP.

Questions and Submission Due Date

All questions related to this opportunity should be posted in the comment section of this listing.

Facsimile proposals will not be accepted. Late or incomplete proposals will not be considered.

Marco De Paulis (2017-06-07 14:24:05)

Hi Rebecca. We have a few questions for you to help nail down the scope and project approach if you don't mind. Please let me know if I need to add any more details:

What languages do we need to consider for this project for the non-English users?

What are your pain points with your current site? What aspects do you like?

Who are the stakeholders and departments that will be involved in the decision-making process and the project itself?

What percentage of traffic comes from mobile devices? Tablets?

Have you done any user testing on your site? If not, are you open to doing user testing?

Do you have corporate images/photography or do we need to budget for that?

Do you need to create landing pages frequently?

If during the design process you want to add another dashboard, new feature, or a round of design iterations, is there a budget for additional scope or will another feature need to be removed?

Can you elaborate on the additional needs mentioned here?: "Beginning in July, the Department of Revenue will begin developing the next phase of the Beverage Tax Portal, which includes additional functionality such as a dashboard, administration screens, and additional forms. We anticipate 10 – 15 additional design components will need to be developed in this phase."

What are you imagining will be on the dashboard?

What functionality will the admin screens need to have?

Are the new forms multi-step? Will any input fields be required besides text (i.e file/image upload, pdf generation, etc.)?

Are there any other functions or pages we need to consider in these new components?

Will we be doing anything with the payment processing site that comes after inputting your beverage info? Or does the portal we are working on only cover the beverage info portion?

For Phase 3, are you expecting all 15 or so wireframes to get design applications, or just enough full mockups to cover the content types (i.e dashboard, a form example, text-based page example, and UI elements)?

Thanks in advance!

Rebecca Lopez Kriss (2017-06-09 11:05:02)

We've received the following questions.

- What languages do we need to consider for this project for the non-English users?

Mandarin, Spanish, French, Vietnamese, Khmer, Portuguese

What are your pain points with your current site? What aspects do you like?

Poor navigation/organization, not mobile friendly, overall look and feel, does not adhere to accessibility standards

- Who are the stakeholders and departments that will be involved in the decision-making process and the project itself?

Department of Revenue, Office of Innovation Technology, Users

- What percentage of traffic comes from mobile devices? Tablets?

Unknown at this time

- Have you done any user testing on your site? If not, are you open to doing user testing?

We have performed limited user testing on the current site. Yes, we would like respondents to include user testing.

- Do you have corporate images/photography or do we need to budget for that?

We will provide images/photography as needed

- Do you need to create landing pages frequently?

No

- If during the design process you want to add another dashboard, new feature, or a round of design iterations, is there a budget for additional scope or will another feature need to be removed?

Our maximum budget is \$32,000.

- Can you elaborate on the additional needs mentioned here?: "Beginning in July, the Department of Revenue will begin developing the next phase of the Beverage Tax Portal, which includes additional functionality such as a dashboard, administration screens, and additional forms. We anticipate 10 – 15 additional design components will need to be developed in this phase."

Admin Dashboard (1 screen – many elements, unique functionality)

Admin Summary (1 screen - many elements, unique functionality)

User Settings (2 screens – many elements, standard website functionality)

Credit Allocation (2 screens – few elements, unique functionality)

Screen Redesigns (6-8 screens – redesigning already existing site elements, such as making one cluttered page into 2 cleaner pages -e.g. redesign entity selection screens (2 screens)

- What are you imagining will be on the dashboard?

User information/options for updates, list previous returns filed, list any outstanding balances, list upcoming due dates, a button to pay site, announcements (example site maintenance, changes to due dates), possibly connect to external sites that have other information

- What functionality will the admin screens need to have?

Ability to manage the account (including ability to add/delete users and assign roles, set communications preferences, ability to update user name and passwords and business information); ability to amend previous returns

- Are the new forms multi-step? Will any input fields be required besides text (i.e file/image upload, pdf generation, etc.)?

Yes, the initial registration is multi-step. No input besides text is required, but the site does generate pdfs of taxpayer returns.

- Are there any other functions or pages we need to consider in these new components?

Not at this time

- Will we be doing anything with the payment processing site that comes after inputting your beverage info? Or does the portal we are working on only cover the beverage info portion?

No, payment processing is handled by the City's existing payment site. The portal in question only covers the registration and filing of returns.

- For Phase 3, are you expecting all 15 or so wireframes to get design applications, or just enough full mockups to cover the content types (i.e dashboard, a form example, text-based page example, and UI elements)?

We will need all 15 or so wireframes to get design applications.

m@group-m.com (2017-06-13 17:14:03)

Currently the Bev Tax Page at <https://beta.phila.gov/> links to <http://www.phillybevtax.com/>.

The register button at <http://www.phillybevtax.com/> also links to the portal.

Is <http://www.phillybevtax.com/> being redesigned with the portal pages?

Rebecca Lopez Kriss (2017-06-16 10:09:06)

No, [phillybevtax.com](http://www.phillybevtax.com/) is not being redesigned, only the file and payment portal: <https://secure.phila.gov/revenue/beveragetax/>.

Thank you.

jillpmar (2017-06-15 10:58:26)

Are you looking for dynamic wireframes or flat schematics?

Should deliverables be html files with css stylesheets or photoshop files with assets?

Rebecca Lopez Kriss (2017-06-19 09:39:00)

We are looking for flat schematics, Photoshop files with assets.

jillpmar (2017-06-19 14:52:12)

Thx!

Rebecca Lopez Kriss (2017-06-15 15:13:57)

We received this question:

- Does the RFP include the redesign of the site www.phillybevtax.com or is the new design just for the Registration, File and Pay portal?

The new design is just for the Registration, File and Pay portal, found here:
<https://secure.phila.gov/revenue/beveragetax/>

You can use the test site to evaluate the current experience at: <http://test-secure.phila.gov/revenue/beveragetax/>

ychen (2017-06-16 09:35:45)

In our experience, some screens may require multiple states to be fully designed. e.g., one particular screen may require multiple wireframes to show mobile layout variations, or a screen with several forms may require multiple wireframes in order to fully show various empty, error, and populated states.

With regards to the limit of the final number of 30 wireframes, can you please describe your expectations on what constitutes a final wireframe?

Rebecca Lopez Kriss (2017-06-19 09:41:28)

We believe after the vendor has performed a heuristic evaluation, they will have a sense of what/how many wireframes need to be designed, we put this in the phased approach. We recognize that not every page needs to be designed. What needs to be designed is the homepage, primary, secondary and tertiary template pages of the site (and whatever other template pages would exist on the site). And yes, we'll want various states as well as mobile versions, especially for the site navigation and any changes/differences between desktop and mobile.

Rebecca Lopez Kriss (2017-06-19 11:08:10)

We received this question.

- To clarify, this proposal must be submitted by 11:59 on Wednesday, the 21st, correct?

Yes, that is correct.

Ikulberda (2017-06-22 12:44:49)

I have a question about the decision date. Above, it reads, 'Revenue intends to make a final selection by Friday, June 28, 2015.' was that intended to be this Friday, June 23rd, or next Friday, June 30th?

2017 - 07

[CLOSED] Philly Free Streets Event Management - 2017-07-13 12:46 - charlotte.castle@phila.gov

INTRODUCTION

The City of Philadelphia's Office of Transportation and Infrastructure Systems ("oTIS") is seeking a qualified vendor to manage event planning, volunteer recruitment and training, implementation, and day-of operations of (1) Philly Free Streets program in fall 2017. Exact date to be shared later.

PROGRAM DESCRIPTION

Philly Free Streets is a people-powered initiative of the City of Philadelphia that temporarily closes streets to cars, inviting people to walk, bike, and play. Philly Free Streets is a family-friendly program that promotes active transportation (walking and biking), as well as healthy lifestyles and learning. Philly Free Streets' inaugural 2016 program welcomed over 30,000 participants who represented 42 of the city's 47 zip codes.

oTIS considers Philly Free Streets programs successful when they:

- Have clearly communicated impacts of the program to nearby residents/businesses in advance of program (i.e., traffic/parking impacts);
- Are a safe, family-friendly environment that are inclusive of Philadelphians of all ages, physical abilities, racial/ethnic, and socioeconomic backgrounds;
 - People of all ages/abilities feel comfortable walking/biking/strolling along the Philly Free Streets route;
- Highlight Philly Free Streets as a City of Philadelphia-led initiative, as well as its valued program sponsors;
- Highlight the health, social, and economic benefits of active-transportation (walking/biking);
- Have comprehensive directional, programmatic, and branding signage that is highly visible and strategically located;
- Have quality, free, family-friendly programming along the route;
- Have rest/info stations along the route, which may include food and water stations;
- Have informed, engaged, and satisfied volunteers
 - It is preferred that volunteers represent the City's diversity and that some volunteers speak Spanish.

SCOPE OF WORK

To ensure the Philly Free Streets 2017 program is successful, oTIS seeks support with:

- The recruitment and training of 60-80 volunteers (including bi-lingual (Spanish/English) volunteers), who may have day-of program responsibilities or assist in outreach prior to Philly Free Streets,
 - Ensuring volunteers are informed and exhibiting respect for themselves and others while representing the program,
 - Including, but not limited to, Management of transportation plan (to and from event footprint) for volunteers in conjunction with relevant City agencies,

- Ensuring day-of volunteers are greeted and met with needed materials, and
- Ensuring volunteers are supporting a friendly, family-friendly environment during program.
- Development of comprehensive route signage plan in advance of program, and
 - Ensuring proper installation and de-installation of route signage on day-of program;
- Development of route program activity and information station route plans in advance of program, and note that
 - There will be no more than (6) information stations along the route,
 - There will be no more than (4) program activity zones along the route;
- Ensuring program vendors whose program activity align with community interest and Philly Free Streets’ mission are informed by
 - Issuing site plans and disseminating critical information to program vendors in advance of the program,
 - Managing communications with program vendors’ needs on day-of program,
 - Ensuring proper event set-up and break-down on day-of program;
- Planning a ribbon cutting ceremony, and
 - Supporting needs of ribbon cutting ceremony on day-of program;
- Operations management support as needed along the route day of, which may include:
 - Volunteer check-in/out and shift change;
 - Programming provider check-in/out;
 - Distribution promotional items/prizes/goodie-bags;
 - Equipment setup and collection, including those related Sponsor/Volunteer services and or in-kind contributions day-of;
 - Planned pop-up appearances;
 - Providing status updates to City leadership;
 - Other operations as determined by the City/Fund.
- Documenting procedures and timeline of work, which will be used by City to develop program planning guidelines.

Other duties of a successful applicant may include:

- Creating organization materials, such as Gantt charts, as requested;
- Debriefing meeting, document steps
- Attending and participating in planning and operations meetings, as requested;
- Program vendor coordination, as requested;
- Creating a “run-of-show” leading up to and including the event and street reopening, as requested;
- Other duties as requested to support the planning and implementation of Philly Free Streets.

Attributes of a successful applicant include:

- Focus on cost-effectiveness and efficiency;
- Effective project management skills;
- Able to meet deadlines and milestones;
- Innovative;
- Collaborative;

- Strong communication skills;
- Detail-oriented.

SUBMISSION REQUIREMENTS

- **Background information**
 - Name, address, and telephone number of firm;
 - Description of provider (corporation, sole partnership, partnership, consortium) and year formed;
 - State if the firm is qualified to do business in the Commonwealth of Pennsylvania and the City of Philadelphia. Include all that apply: federal tax identification number, City of Philadelphia tax identification number, City of Philadelphia business license number;
 - Name, title, and business address of persons to whom communications respecting this activity should be directed, if different from above.
- **Organizational description and experience history**
 - A general statement describing the firm, its size, number of employees, hours of operations, and primary business areas;
 - A description of the firm’s experience performing similar size/type of projects for similar size/type of clients. Include dates, locations, and scales of these services.
- **Proposed staffing & schedule**
 - A description of the operation plan for this program, including:
 - Staffing needs, and
 - Sample event management plan for a Philly Free Streets-type program, demonstrating an understanding of executing a program of this scale
- All applicants that plan to use a subcontractor must provide a list of potential subcontractors that may be used by applicant if awarded;
- All applicants must explain why they are qualified to perform the work required.
- **Cost proposal**
 - Submissions must be for a fixed-fee (\$25,000).
- Cost proposals must be itemized based on category of service and task provided.
- **References**
 - Include contact information for a minimum of (2) references who can speak to the applicant’s experience with similar types of work as that described.

DEADLINE FOR SUBMISSION

Responses must be emailed as a single pdf by 5:00PM on Friday, July 28 to charlotte.castle@phila.gov.

PROPOSAL REVIEW AND SELECTION PROCESS

Successful applicants should be able to meet the following proposed deadlines:

DATE

Notice of City’s request for services distributed

July 28, 2017; 5PM

Proposals due electronically to charlotte.castle@phila.gov

August 4, 2017

Successful applicant notified

August 11, 2017

Meeting with oTIS; commence work

[CLOSED] Philly Free Streets Digital Content Support - 2017-07-13 12:51 - charlotte.castle@phila.gov

The Mayor's Fund for Philadelphia and the City of Philadelphia's Office of Transportation and Infrastructure Systems ("OTIS") seek a qualified vendor to manage digital content for one Philly Free Streets program.

For more information on this opportunity, visit the Mayor's Fund site: <http://www.mayorsfundphila.org/rfp-free-streets-digital-content/>.

Note that, because this opportunity is facilitated through the Mayor's Fund, the submission process will be different from Big Ideas PHL's.

2017 - 10

[CLOSED] Philly Free Streets Evaluation Support - 2017-10-04 15:09 - charlotte.castle@phila.gov

The Mayor's Fund for Philadelphia and the City of Philadelphia's Office of Transportation and Infrastructure Systems ("OTIS") seek a qualified vendor to manage evaluation of the Saturday, Oct. 28, Philly Free Streets program.

For more information on this opportunity, visit the Mayor's Fund site:

<http://www.mayorsfundphila.org/rfp-philly-free-streets-evaluation/>

Note that, because this opportunity is facilitated through the Mayor's Fund, the submission process will be different from Big Ideas PHL's.

2017 - 11

[CLOSED] RFI for a Treasury Management System - 2017-11-09 16:21 - GayleR

The City of Philadelphia (“City”) is embarking on an initiative to modernize its administrative business processes and related legacy technology systems that currently support its business operations. As part of this initiative, **the City intends to procure a new [Treasury Management System \(TMS\)](#)**. The City, through its Office of Innovation and Technology (OIT) on behalf of the City Treasurer’s Office (CTO), has issued this Request for Information (RFI) in order to solicit statements of interest, capabilities, and Rough Order of Magnitude (ROM) cost estimates from all Respondents interested in, and capable of, providing commercial off-the-shelf (COTS) software as part of the City’s solution.

Follow the links below for more information on the opportunity:

[CTO Treasury Management System FRI](#)

[Question Template for CTO TMS](#)

Responses to the RFI must be submitted by **December 15, 2017** before **5:00 PM** (Local Philadelphia Time). Email responses to jon.malcarney@phila.gov and gayle.ruggeri@phila.gov.

Email all questions no later than 5:00 pm, Local Philadelphia Time, **on November 22, 2017** to jon.malcarney@phila.gov and gayle.ruggeri@phila.gov.

Responses to questions will be posted in the comments section on or before December 1, 2017.

[CLOSED] RFP: Graphic design services for the PHL Participatory Design Lab - 2017-11-27 14:17 - liana.dragoman

Issued by

The Mayor's Fund for Philadelphia on behalf of The City of Philadelphia, Office of Open Data and Digital Transformation

Proposals must be received no later than 5:00pm Philadelphia, PA, local time, on Friday December 15, 2017. A pdf version of the proposal must be emailed to: mayorsfund@phila.gov and liana.dragoman@phila.gov

Introduction: Statement of purpose

The Mayor's Fund for Philadelphia and the Office of Open Data and Digital Transformation (ODDT) seek a qualified graphic designer to provide design services for the PHL Participatory Design Lab.

Department overview

The Mayor's Fund for Philadelphia (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect Mayoral priorities and seek to improve the quality of life for all Philadelphians. The Fund will serve as the fiscal administrator for this contract opportunity. The Office of Open Data and Digital Transformation will serve as the project manager for this effort on behalf of the Fund.

The Office of Open Data and Digital Transformation (ODDT) believes in a City government that understands the needs of its people and empowers them through dignified, accessible, and effective services. ODDT's approach is two-fold: 1) Help departments publish open data; and 2) Collaborate with departments, the public, and other stakeholders—employing human-centered design methods—to create services that support the success and well-being of all Philadelphians.

Project background

In July 2017, the Mayor's Fund for Philadelphia and the City of Philadelphia were awarded a [Knight Cities Challenge \(KCC\) award](#) from the John S. and James L. Knight Foundation. The Knight Cities Challenge seeks ideas that help make cities more vibrant places to live and work, focusing on three drivers of city success: keeping and attracting talent, expanding opportunity, and creating a culture of civic engagement.

The award will fund a project titled the PHL Participatory Design Lab, spearheaded by the Office of Open Data and Digital Transformation (ODDT) and the Mayor's Office of Policy, Legislation, and Intergovernmental Affairs. The goal of the PHL Participatory Design Lab is to employ service design and social science methods to improve the experiences of the public when interacting with the Office of Homeless Services (OHS) intake system and with the Department of Revenue's Owner-Occupied Payment Agreement (OOPA), which is a foreclosure prevention program. While OHS and Revenue vary in mission, service offerings, and populations served, they both address the needs of people who sit at different points along the housing crisis spectrum. The team will use cross-agency learnings to inform more holistic service improvement efforts.

The PHL Participatory Design Lab team will work with those who advocate for, deliver, and use services to co-design solutions that meet their needs, preferences, and behaviors. Interventions will have a

greater chance of implementation success because they'll be designed, prototyped, and rolled out in collaboration with a host of stakeholders across government and Philadelphia.

General disclaimer of the City

This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City.

Scope of work

ODDT is looking for a graphic designer to create the look and feel that builds off of the [City of Philadelphia's digital standards](#) for the PHL Participatory Design Lab, and who can work with us for several weeks in December 2017 and/or January 2018. The PHL Participatory Design Lab team will translate the look and feel that the graphic designer develops into project reports, social media postings, presentations, and other informational materials. We'd like the output of your design work to feel human, thoughtful, and leading-edge. Please note this is not a full-time position; it's a contract role that supports the PHL Participatory Design Lab. Hours are flexible.

Responsibilities include:

- Work with the PHL Participatory Design Lab team to develop initial brand concepts that could include color schemes, typography, photographic styles, and graphics.
- Iterate on the look and feel for at least two review cycles.
- Finalize the brand elements and pass off assets and source files to team.
- Train the team on brand usage through meetings and a brand style guideline.

Deliverables:

- Three mood boards or initial concepts
- One finalized look and feel with source files
- Brand guidelines
- Design review and pass off meetings

Monitoring & security

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia and the Mayor's Fund for Philadelphia, and with all security policies and requirements of the City.

Insurance requirements

As a contractor of the Mayor's Fund for Philadelphia, the selected applicant will be required to maintain insurance. Specific policies and minimum limit(s) will be commensurate with the scope of work to be performed, and will be determined with the Graphic Designer once selected. The Graphic Designer may be required to provide proof of insurance at the Fund's discretion.

Submission requirements

To apply for this contract opportunity, applicants must submit the following:

- Resume
- Portfolio
- Brief proposal that includes 1) estimated project cost (Please note: Our budget for this project is between \$4,000 and \$6,000); 2) your availability for December 2017 and January 2018; and 3) a high-level project plan with approach, timing, milestones, and deliverable review processes.

Strong candidates will have:

- A portfolio that demonstrates your ability to create thoughtful, creative branding
- A personal interest in social impact design
- Effective methods for managing and delivering on time

Minimum Requirements:

- Three years of professional work experience in graphic design

Deadline for submission

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time, on Friday December 15, 2017. A pdf version of the proposal must be emailed to: mayorsfund@phila.gov and liana.dragoman@phila.gov

Post any questions as a comment below this solicitation on bigideasphl.com so that additional information will be available for all potential submitters to review. Any questions sent via email will be directed back to the comments section on bigideasphl.com.

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[Closed] RFI - Call Accounting Software Solution - 2017-12-11 17:08 - GayleR

The City of Philadelphia ("City") is embarking on a significant initiative to modernize its administrative business processes and related legacy technology systems that currently support its business operations. As part of this initiative, **the City intends to procure a new [Call Accounting Software System](#)**. The City, through its Office of Innovation and Technology (OIT) has issued this Request for Information (RFI) in order to solicit statements of interest, capabilities, and Rough Order of Magnitude (ROM) cost estimates from all Respondents interested in, and capable of, providing commercial off-the-shelf (COTS) software as part of the City's solution.

Follow the links below for more information on the opportunity:

[Call Accounting Software System RFI](#)

[Question Template](#)

Responses to the RFI must be submitted **by February 9, 2018, before 5:00 PM** (Local Philadelphia Time). Email responses to Timothy.Brown@phila.gov and gayle.ruggeri@phila.gov.

Email all questions no later than 5:00 pm, Local Philadelphia Time, **on January 5, 2018** to Timothy.Brown@phila.gov and gayle.ruggeri@phila.gov.

Responses to questions will be posted in the comments section **on January 22, 2018**.

[Responses to Questions for the Call Accounting System RFI](#)

GayleR (2018-01-24 08:07:34)

Responses to Questions for the Call Accounting System RFI have been posted.

Angela JENKINS-LESTER (2018-12-06 06:25:01)

Touching base on status of RFI evaluation,potential next steps and timeline of activities.

GayleR (2018-12-06 07:52:19)

Nothing to report at this time.

[CLOSED] Philadelphia Water Department Seeks Creative Ideas for Implementing Stormwater Management on Private Property - 2017-12-14 14:33 - averylivengood

The Philadelphia Water Department (PWD) has launched an open call for information and ideas to accelerate implementation of green stormwater infrastructure (GSI) projects on privately-owned land.

In 2011, the City of Philadelphia adopted the *Green City, Clean Waters* plan, an ambitious initiative to manage stormwater runoff from more than 30% of impervious surfaces in the City's combined sewer service area using green stormwater infrastructure (GSI). Over half of the impervious surface cover in Philadelphia's combined sewer service area is located on private property, meaning participation and involvement from the private sector is an essential piece of the *Green City, Clean Waters* plan.

In order to stimulate private investment in GSI, PWD developed two incentives program for private property owners and GSI contractors: the Stormwater Management Incentives Program (SMIP) and the Greened Acre Retrofit Program (GARP). These programs contributed significantly to meeting PWD's five-year targets for *Green City, Clean Waters*, producing more than 230 greened acres. "SMIP and GARP have performed beyond our expectations, and we are very pleased with the quality and number of projects coming out of these programs," reports Marc Cammarata, Deputy Commissioner for Planning & Environmental Services at PWD. "Now we are starting to look further ahead, to understand what we can do to catalyze even more activity in this space."

PWD has launched a Request for Information, to invite ideas to accelerate the implementation of private stormwater retrofits through modifications to its existing incentives programs or the introduction of an alternative GSI delivery program. The RFI is open to anyone with a solution to the challenge. PWD welcomes ideas from entrepreneurs, landscape architects, engineers, contractors, non-profit organizations, and others with an interest in green stormwater infrastructure. Responses are due by **February 9, 2018**, at 5:00 PM EST.

An information session will be held on **January 10, 2018**, starting at 9:00 AM, at the Philadelphia Water Department, 1101 Market Street, 5th Floor, Conference Room 5A, Philadelphia, PA 19107.

[Click here](#) to download the RFI.

Summary documents from the January 10th Information Session are now available.

[InformationSession Presentation](#)

[InformationSession SummaryOfQ&A](#)

[SMIP & GARP Grant Awardess 2018.01.11](#)

Click [here](#) to download a copy of the sign-in sheet.

Avery Livengood (2018-01-08 11:39:33)

The following question was submitted by email:

Q: I'm not able to attend the information session on Wednesday--will the information provided be available?

A: A copy of the presentation and a summary of the Q&A from the Information Session will made available online, at <http://www.phila.gov/rfp>. The materials will be uploaded and available approximately one week following the Information Session.

jneukrug (2018-01-11 08:59:17)

Hi Avery,

Thank you for leading yesterday. Will the sign-in list be made available here?

Regards

Avery Livengood (2018-01-11 10:41:41)

Yes, the sign-in list will be made available both on BigIdeasPHL.com and on the City's RFP website in the next few days.

Avery Livengood (2018-01-31 16:19:23)

The following question was submitted by email:

Q: Are our responses to this RFI going to be posted publicly? It sounded like from your presentation [at the Information Session] that it was just going to be reference material for PWD to use internally, but I was told that maybe it is required to be public since it's an official RFI.

A: PWD does not plan to post responses to the RFI publicly, nor share them with other respondents. Our intended use of the responses is solely to inform internal decision-making and, potentially, future contract opportunities. However, please note that PWD is subject to state and local public disclosure laws, and as such, cannot ensure the confidentiality of any information submitted in your response.