

**COVID-19 MICROSITE PROGRAM
REQUEST FOR PROPOSALS (RFP)
APRIL 19, 2021**

About the Philadelphia Department of Public Health

The mission of the Philadelphia Department of Public Health (PDPH) is to protect and promote the health of all Philadelphians and to provide a safety net for the most vulnerable. PDPH is the City of Philadelphia’s lead public health agency responding to the coronavirus disease pandemic.

ABOUT COVID-19

Since first being discovered as a novel virus in 2019, COVID-19 has killed more than 560,000 individuals nationally, and more than 3,360 in Philadelphia.¹ In some of the hardest hit areas of the City, close to 20% of people tested had a positive result reported.² Concerningly, community transmission has continued to rise since February 2021 and several newer, more infectious international variants have been identified. 19% of Philadelphia residents have been fully vaccinated. General vaccine eligibility is scheduled to begin mid-April 2021, opening the way for the remaining 80% of Philadelphians to protect themselves and their families against COVID-19.

Suppression requires continued actions for protection against and containment of COVID-19 in vulnerable populations. Protection will require targeted vaccinations for populations expressing continued hesitancy and for those with barriers to receiving vaccinations offered through other providers. Containment will require an expansion of widespread COVID-19 testing, particularly among people who are at high risk for acquiring or transmitting the infection.

PDPH will continue efforts to reach people in populations with limited access to health care in their communities who might otherwise not be vaccinated or tested, and who: (1) have high risk of infection or who have contacts that are vulnerable to infection; (2) live or spend time in settings with elevated risk of disease transmission (e.g., congregate settings).

¹ <https://covid.cdc.gov/covid-data-tracker/#datatracker-home> AND <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/testing-and-data/#/>

² Over a two-week average, the zip code 19137 showed an 18.8% positive testing rate, although it had one of the lowest testing rates across the city for the same period. <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/testing-and-data/#/overview>

PURPOSE OF THIS RFP

Although COVID-19 vaccinations by private healthcare providers, pharmacies, clinics, hospitals, community service organizations, and mass vaccination events have succeeded in reaching many of the earliest priority groups, a far greater amount of non-priority groups have yet to be vaccinated. Misinformation, ongoing interruptions in vaccine distribution, as well as work schedules and transportation barriers all point to the need for intentional outreach in these populations.

Testing availability has increased throughout Philadelphia to include eighty-nine no-cost community testing locations in the city. However, many existing testing sites do not offer rapid, point-of-care testing to populations that would benefit most from testing accessibility. Similarly, contract tracing/investigation and resource support for those testing positive is diminished with the re-direction of resources to vaccines.

The Philadelphia zip codes listed below have been targeted for vaccinations and testing priority under the Program. Adjacent zip codes may be considered if no site in the priority areas are available, and if the proposed site adequately reaches underserved populations.

- 19115
- 19120
- 19121
- 19124
- 19131
- 19132
- 19135
- 19136
- 19141
- 19142
- 19148
- 19149
- 19151
- 19153
- 19154

This RFP seeks partners to establish easily accessible sites (micro-sites) in specific zip codes as detailed in the “required services” section below. PDPH is seeking proposals from qualified agencies and/or organizations to lease, furnish, maintain and secure up to 10 micro-sites in these zip codes.

PDPH is partnering with UAC, a local nonprofit organization, to solicit proposals for review by PDPH from qualified agencies and organizations to implement the COVID-19 Micro-Site Program (Program) to address these gaps.

Specific objectives for this RFP are divided into two phases – vaccination and testing

Vaccination

- Establish vaccine micro-sites in geographic areas and communities with low vaccination and testing rates
- Build a robust vaccine administration network across the City

Testing

- Transition established micro-sites' focus to provide no-cost rapid, point-of-care COVID-19 tests to anyone experiencing COVID-like illness or with a known or suspected exposure, performed by experienced PDPH staff
- Decrease transmission within these households and communities by offering on-site contact tracing and support for isolation and quarantine resources provided by PDPH staff

ABOUT THE COVID-19 MICRO-SITE PROGRAM

Required Services

Locations should be easily accessible, conveniently located within the zip codes (e.g. along existing commercial corridors), and easily identified by individuals seeking testing. PDPH's selection process will prioritize Provider(s) that have demonstrated strong community connections and successful outreach to Black or Brown communities, or those familiar with the needs of persons that are elderly, disabled or have limited mobility. At each of the sites, the Program requires selected Provider(s) to deliver at least the minimum required services listed below.

PDPH and UAC reserve the right to contract with multiple Provider(s) for delivery of Program services. **PDPH favors a Provider(s) qualified to deliver the minimum required services as well as the preferred services listed below.** If an otherwise qualified Provider(s) cannot deliver the additional preferred services, the applicant may still be considered for a partial Award for qualified services. Awards may be further allocated amongst multiple Provider(s) to deliver additional preferred services. Applicants are encouraged to collaborate to fulfill required services.

Minimum Required Services

- 1). Locate fixed micro-sites for underserved populations across Philadelphia, such as vacant storefront or office spaces, in accordance with PDPH provided criteria
- 2). Negotiate and secure leases for micro-sites
- 3). Exit and terminate leases for micro-sites

Additional Preferred Services

- 1). Stand-up sites for staff and public's use, including set-up, transition and end-of-award breakdown
- 2). Provide ongoing operational and maintenance support to PDPH staff employed at sites
- 3). Provide ongoing security support to PDPH staff employed at sites

Roles and Responsibilities

Organization	Responsibilities
Provider(s) Organizations	<ul style="list-style-type: none"> • Provide services according to RFP criteria • Spend funds in accordance with grant awards • Serve as a positive ambassador for COVID-19 vaccination and testing • Submit monthly invoices to PDPH consistent with approved budget
Philadelphia Department of Public Health (PDPH)	<ul style="list-style-type: none"> • Provide funding • Review proposals and select Provider(s) • Provide clear instructions and criteria for site selection • Approve all potential testing locations prior to lease negotiation • Provide staff, equipment and protocols to perform COVID-19 vaccinations, testing and case investigation • Provide isolation and quarantine supports on site Review invoices and supporting documentation for approval
UAC, Inc.	<ul style="list-style-type: none"> • Award PDPH selected Provider(s) with funding • Enter into and administer contracts with Provider(s) • Pay Provider(s) upon receipt of PDPH approved documentation

Factors of Successful Provider(s)

Provider(s) will have:

- Experience acquiring/leasing and managing building facilities
- Connections to and experience with underserved and vulnerable populations
- Familiarity with the retail and transportation zones for best site placement within each of the identified zip codes

- the ability to assess spaces for accessibility and functionality for vaccinations, rapid testing and case investigation
- Familiarity with safety protocols and COVID-19 guidelines on social distancing;
- Flexibility to meet site criteria based on resource availability; and
- Agility to stand-up sites and all necessary sites supports within a condensed timeline.

Timeline and proposals process

- All applications must be submitted by Monday, May 10, 2021 to PDPH at https://philadph.formstack.com/forms/microsite_rfp. Applications from collaborating agencies and or organizations must be submitted in one complete package. Applications should include proposed timelines for identifying, leasing, and preparing sites upon award.
- Applications will be considered by a Review Committee of a diverse group of staff from across PDPH.
- The Program will notify applicants of a successful award in a timely manner with signature of acceptance by the successful applicant(s) within 30 days of notice of award.
- In general, PDPH expects awarded Provider(s) to have as many sites as possible, up to a maximum of 10, ready to open within 30 days of Notice of Award and entering into a written agreement with UAC for the provision of the services set forth in this RFP.

Contract amount and duration

Contract amounts will vary with the size and operations, maintenance, and security needs for each site. Contracts are subject to available funding and compliance with contract terms. The Provider(s) must submit for review and approval by PDPH monthly invoice(s), pursuant to the UAC Provider(s) Contract, detailing all services and/or products provided and the associated costs. If hourly rates are charged, such as for security or courier services, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service. Invoices shall conform to approved budget and shall not exceed awarded amount. Supporting documentation is required.

Contracts will generally be awarded for a duration of six (6) months (the “Term”) subject to evolving testing and capacity needs. UAC, upon notice by PDPH, may terminate or amend a contract to extend the Term for an additional six (6) months duration (the “Renewal Term”).

PROGRAM REQUIREMENTS

PDPH requires at least the services listed below, including the specific tasks and work activities described. Applicants may propose other tasks and activities in conjunction with these minimum required services, such as wraparound services, but should explain why each is necessary and aligns with the Program's overall goals.

A. VACCINATIONS MINIMUM REQUIRED SERVICES

DELIVERABLE 1: IDENTIFY MICROSITE(S) AND EXECUTE LEASES

I. Identify Micro-Site Location(s)

Provider(s) will be expected to identify up to ten immediately available locations for sites. PDPH will be responsible for setting the hours of operation to ensure that services are provided during evenings, nights, and/or weekends. PDPH anticipates having between four and ten staff present per site and conducting multiple procedures per hour per site. Safety of site and staff should be considered when determining locations. Only fixed sites (i.e., not mobile) are eligible for funding.

Each site must meet the following minimum requirements:

- Location is in a priority or priority adjacent zip code above
- Assures protection of staff and patients from COVID-19 transmission by symptomatic and asymptomatic individuals; this may include walls or barriers as outlined in PDPH's COVID-19 guidance
- Minimum 5,000 – 10,000 square feet of open space and sufficient infrastructure for operations, including space for individual consultations in line with social distancing and capacity requirements. Sites with dedicated space to accommodate post-vaccination monitoring and waiting to receive testing or testing results are preferred
- On-site gender-neutral restroom for staff use
- Minimum one room which guarantees privacy for case investigations
- Adequately support all site furnishings
- Easily accessible and convenient to the community, with street and or lot parking for staff and visitors, and within .25 miles of transit options
- ADA accessible

II. Execute Leases

Provider(s) must initiate, negotiate, and execute leases for micro-site locations, ideally in six-month installments. PDPH must provide official approval of any identified locations prior to initiation of the leasing process in writing. Sites conforming to ventilation standards

as required by PDPH are preferred.³ Leases must conform to appropriate city, state, and federal regulations for commercial leasing as required by the City of Philadelphia Department of Licenses and Inspections.

B. VACCINATIONS PREFERRED ADDITIONAL SERVICES

DELIVERABLE 2: STAND UP MICRO-SITES

1. Set-Up and Outfit Microsites

PDPH aims to begin vaccinations at micro-sites on July 1, 2021. Provider(s) should ensure each site is “turnkey ready” and fully operational for PDPH staff, including initiation of any necessary utility services and business grade Internet connection of not less than 50mbps (100 mbps preferred). Where available, Provider(s) should provision Wi-Fi 802.11n 2.4ghz and/or 5 ghz secured by no less than WPA2 services at all locations. All electrical outlets should be grounded to accommodate high consumption devices.

Required Micro-Site Furnishings

Provider(s) should source and obtain necessary furnishings for each site. Furnishings are determined by areas within a site, as generally detailed below. Areas may differ based on site layout.

Entrance/Exit

- Weather-resistant tent for walk-up or outdoor lines
- 1-2 retail-grade waterproof floormats
- 1 waste basket

Registration booth /Table

- Desk/table/booth to accommodate two (2) PDPH staff with six-foot distance between each
- 2 Office-grade chairs for PDPH staff
- Plexiglass or other transparent barrier between staff and patients seeking to register
- 1 Hand sanitization stand

Waiting Area

- 10-12 chairs capable of being frequently sanitized
- 2 waste baskets
- Pamphlet and/or flyer display case

Case Investigation (CI)Room

- Can also serve supply room needs, but primary function must be for CI
- 2-3 chairs
- 1 desk or table
- 1 waste basket
- 1 hand sanitization stand

Procedure Areas

³ Available at <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/>. In the event that a potential site does not meet standards, Provider(s) must include a ventilation improvement plan incorporating the Center for Disease Control’s tools for increased ventilation as appropriate to the site, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>

- Areas may be physical rooms or may be open space separated by privacy screening
- 3 privacy screens if open space
- 2-3 chairs capable of being frequently sanitized per area
- 1 table/desk per area
- 1 waste basket

Supply Area

- If not also combined with CI room, supply area may be combined with staff break area
- 2-3 heavy duty shelving units

Staff Break Area

- 1-2 8' round or 8' rectangular tables
- 4 - 6 chairs
- 1 locker cabinet or multiple locker spaces to secure staff belongings

- 1 waste basket
- 1 heavy-duty shelving unit
- 1 medical grade countertop refrigerator and/or
- 1 standard freezer

Bathroom(s)

- Must have locking door
- 1 hand-sanitizing station
- 1 no-touch hand soap dispenser
- 1 No-touch paper towel dispenser
- 1 waste baskets

Signage/Visual Cues

- Street visible PDPH COVID-19 Micro-Site Vaccination and Testing signage
- Operating Hours Poster and production of other COVID-19 signage as provided by PDP

DELIVERABLE 3: PROVIDE ONGOING MAINTENANCE AND OPERATIONAL SUPPORT

I. Maintenance and Operations Support

Provider(s) must follow infection control procedures as outlined by PDPH to protect staff and patients, plans for social distancing, and cleaning protocols. Provider(s) must respond to PDPH requests for maintenance support or services at each site in a timely manner, no later than 24 hours after receiving such request. Provider(s) must work with PDPH suppliers, such as biohazardous waste management, to ensure the safety of each site. If available and agreed upon, Provider(s) must ensure on-time pick-up, transport, and delivery of COVID-19 vaccine materials to a centrally located PDPH facility daily, per PDPH guidelines.

II. Secure Micro-Sites

PDPH considers the health and safety of its staff and patients its highest priority. If stored on-site, vaccines and related equipment must be stored in a secure restricted access area. Strong consideration will be given to a Provider(s) that can provide on-site security to meet the needs of the community served according to the hours of operations for each site. In considering security options, Provider(s) must employ staff who are culturally and linguistically appropriate for the population(s) to be served. Any on-site security personnel must agree to the use and promotion of personal protective

equipment (PPE). Provider(s) must notify PDPH of security personnel's schedules and any change in security staffing availability in a timely manner.

C. TESTING MINIMUM REQUIRED SERVICES

DELIVERABLE 1: TRANSITION MICRO-SITES

I. Update Micro-Sites

Rapid-testing, contact tracing, and isolation and quarantine support will begin at established microsities at an appropriate point to be designated by PDPH. Provider(s) should ensure each site remains fully operational for PDPH staff according to the same services provided in Phase 1 minimum required services. This includes shifting of any physical layouts or features and the reduction/addition of furnishings not previously required.

II. Exit Micro-Sites

Upon conclusion of the award agreement, Provider(s) must demobilize site operations and terminate each lease. Any supplies or furnishings provided will be removed, and any remaining PDPH property will be promptly returned to PDPH. Provider(s) will ensure the site matches its original condition at the start of the lease and is responsible for all necessary repairs.

Provider(s) will be responsible for adhering to all terms of the site's lease termination agreement, such as walk-throughs and key exchanges. Provider(s) will ensure all legal documents are properly executed and will provide any notifications to PDPH as to discrepancies or issues in doing so. PDPH must have final review and approval of the lease termination.

D. TESTING PREFERRED ADDITIONAL SERVICES

DELIVERABLE 2: PROVIDE ONGOING MAINTENANCE AND OPERATIONAL SUPPORT

I. Maintenance and Operations Support

All maintenance and operational needs and considerations listed in Vaccination Preferred Additional Requirements are continued. If available and agreed upon, Provider(s) must ensure on-time pick-up, transport, and delivery of COVID-19 testing samples to a centrally located PDPH facility daily, per PDPH guidelines

II. Secure Micro-Sites

All security needs and considerations listed in Vaccination Preferred Additional Requirements are continued.

HOW TO APPLY

Applicants must submit proposals through the online submission form posted at the PDPH website at https://philadph.formstack.com/forms/microsite_rfp. The requirements for a complete proposal to be considered are:

A. Applicant Organization(s) - up to two (2) pages

Provide information summarizing:

- Structure of Provider(s) Organization(s) (e.g. nonprofit, for-profit)
- Employer Identification Number(s) (EIN)
- Services currently offered by Provider(s) Organization(s) and population(s) served
- Experience providing services similar to or relevant to those in this Program
- Names and contact information for two (2) references per Organization familiar with the work of the Organization(s)

If the applicant(s) plans for collaboration with other organizations and or agencies or subcontractor(s) to provide some of the services, this information must be provided for all.

B. Program Narrative - up to six (6) pages

This section must respond to each item described in this RFP. Responses should state in detail how the Provider(s) Organization(s) will carry out each task, including the specific personnel and job titles responsible for completing each task. The Program Narrative should be organized using the same sections in this RFP.

Vaccinations Deliverable 1: Microsite Location and Leasing

- Name specific address(es) of proposed micro-site(s), if known
- Describe site limitations or safety considerations
- Describe site location in relation to commercial corridors and transportation
- Describe if site is vacant, leased, or if there is another arrangement
- Describe timeline for preparations and names and job titles of individuals responsible for preparations
- Provide summary of lease terms including move-in and move-out dates; costs and fees, and any special procedures (i.e. a historic building)

Vaccinations Deliverable 2: Standing Up Micro-Site

- Provide visuals of current physical layout including any existing security systems and proposed alterations with cost to site spaces to meet RFP criteria
- Provide list of furnishings immediately available and those requiring purchase, including proposed sourcing

- Describe timeline for set-up and names and job titles of individuals responsible for set-up

Vaccinations Deliverable 3: Ongoing Maintenance and Operational Support

- Describe maintenance request and response process, including responsible staff
- Describe security staffing plan and schedule, including potential subcontractor selection process and rates
- Describe security tools on-site or needing to be purchased (e.g., video cameras, door alarms)

Testing Deliverable 1: Transition Microsites

- Provide list of furnishings to remain on-site and those to be removed/returned for transition to testing focus
- Describe timeline for space or furnishing updates and names and job titles of individuals responsible
- Describe lease termination review process
- Indicate Provider(s) staff responsible for checking sites for repairs
- Indicate Provider(s) staff responsible for completing site walk-throughs

Testing Deliverable 2: Ongoing Maintenance and Operational Support

- Descriptions from Vaccinations Deliverable 3 can be continued

C. Budget – up to two (2) pages

Applicants should submit a Budget that describes line-item costs broken down into at least the following categories. Applicants may use more categories if desired.

- Lease costs, including license fees and other legal fees
- Monthly utilities costs estimate
- Cost for site alterations by site
- Line item cost estimates for furnishings
- Costs for services, including cleaning, security staff and any wraparound services

In accordance with 45 CFR §75.430, staff compensation must be considered reasonable and comparable to similarly appointed positions in the labor market, and not more than \$197,300 annual salary per federal grant requirements.

Applicant can provide budget justification within two (2) total pages for this section.

Overhead or administrative rates of up to ten (10) percent will be considered. Organizational infrastructure costs should be included in the maximum indirect rate of 10%, and may include but are not limited to administrative costs such as accounting, copying and printing Budget proposals will be considered “fixed price” proposals, and thus no payment will be made beyond the total Budget amount proposed.

Eligible expenditures:

- Equipment
- Furniture
- Lease costs
- Signage
- Refrigerators/coolers
- Security
- Staff and benefits
- Waste disposal
- Mileage & parking reimbursement for sample transport

Ineligible expenditures:

- Air travel
- Building acquisition
- Entertainment
- Firearms
- Food and beverages
- Honoraria or gifts
- Hotel or lodging
- Legal fees
- Lab sample collection fees
- Lab test costs
- Loans
- Lobbying or advocacy
- Medical care
- Promotional items
- Research expenditures
- Purchase of Vehicles
- Fundraising Costs

D. Attachments

- Required: Sample site layout graphic
- Optional: Letter(s) of Reference or Support

SELECTION PROCESS

Selection committee

PDPH will convene a diverse selection committee to make award decisions by May 17, 2021. If PDPH chooses to award a contract, that contract will be awarded to the Applicant(s) whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City’s best interest. PDPH may, at its sole

discretion, award a contract resulting from this RFP to a person or entity other than the responsible Applicant(s) submitting the lowest price.

Eligibility criteria

- Eligible applicants may be nonprofit or for profit
- Must demonstrate the ability to provide services sought through this RFP
- Must have the capacity to obtain all necessary furnishings
- Must have ability to enter legally binding leases
- Must be familiar with COVID-19 social distancing and business operations requirements
- Must understand unique needs of medically underserved communities

Selection criteria

PDPH will base its selection on criteria that include, but are not limited to:

- **RELEVANT EXPERIENCE:** Experience managing building facilities, ideally for retail, health care, or other commercial operations
- **ABILITY:** Ability to realistically meet other RFP requirements, requiring minimal PDPH oversight
- **COMMUNITY CONNECTIONS:** History of trusted relationships with targeted population
- **COST:** Proposed budget per site
- **READINESS TO PROCEED QUICKLY**
- **SAFETY:** Proposal addresses experience with privacy and safety requirements
- **SITE APPROPRIATENESS:** Proposed site selection considers accessibility, safety and populations served

Rights and options afforded to PDPH, UAC, and the City

PDPH and UAC reserve and may, in their sole discretion, exercise any one or more of the following rights and options with respect to proposal selection:

- to reject any proposal if the City, in its sole discretion, determines the proposal is incomplete, deviates from or is not responsive to the requirements of this RFP;
- to reject any proposal if, in the City's sole judgment, the Applicant has been delinquent or unfaithful in the performance of any contract with the City or with others; is financially or technically incapable; or is otherwise not a responsible Applicant;
- to waive any defect or deficiency in any proposal, if, in the City's sole judgment, the defect or deficiency is not material to the proposal;
- to require, permit or reject, in the City's sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information,

and/or corrections to their proposals by some or all of the Applicants at any time following proposal submission and before the execution of a final contract;

- to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless the City, in its sole discretion, determines that doing so is in the City's best interest;
- to discontinue negotiations with any Applicant at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued to the Applicant, and to enter into negotiations with any other Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
- to rescind, at any time prior to the execution of a final contract, any notice of intent to contract issued to an Applicant, and to issue or not issue a notice of intent to contract to the same or a different Applicant and enter into negotiations with that Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
- to elect not to enter into any contract with any Applicant, if the City determines that it is in the City's best interest to do so;
- to require any one or more Applicants to make one or more presentations to the City as determined by the City, at the Applicant's sole cost and expense, addressing the Applicant's proposal and its ability to achieve the objectives of this notice of contract opportunity;
- to conduct on-site investigations of the facilities of any one or more Applicants (or the facilities where the Applicant performs its services);
- to inspect and otherwise investigate projects performed by the Applicant, whether or not referenced in the proposal, with or without consent of or notice to the Applicant;
- to conduct such investigations with respect to the financial, technical, and other qualifications of each Applicant as the City, in its sole discretion, deems necessary or appropriate; and,
- to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post online.

OTHER REQUIREMENTS

General disclaimer

This RFP does not commit PDPH or UAC to award a contract. This RFP and the process it describes are proprietary and are for the sole and exclusive benefit of PDPH. 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 UAC and may be subject to public disclosure by the City, or any authorized agent of the City. The City is not liable for any costs incurred by Applicants in preparing and submitting a proposal in response to this RFP or for any costs and expenses incurred in meeting with or making oral presentations to the City if so requested.

Performance standards

PDPH reserves the right to reject any item of work that does not meet its minimum standards of performance and quality, or that does not conform to the services described in this RFP. Neither PDPH, the City, nor UAC shall be obligated to pay for rejected work.

Expectations of awarded Provider(s) Organizations

It is the expectation of PDPH and UAC that Provider(s) Organizations can meet the following criteria:

- Provider(s) Organization has all required licenses and permits and is current with respect to the payment of City taxes and or other indebtedness owed to the City, including, but not limited to taxes collected by the City on behalf of the School District of Philadelphia, and is not in violation of other regulatory provisions contained in the Philadelphia Code.
- Provider(s) Organization(s) will exercise its “Best and Good Faith Efforts” to assure participation by Minority Business Enterprises (“MBE”), Woman Business Enterprises (“WBE”) and Disabled Business Enterprises (“DSBE”) (collectively, “M/W/DSBE”) as those terms are defined in City of Philadelphia Executive Order 03-12.
- Provider(s) Organizations will adhere to the City of Philadelphia’s Fair Practices Ordinance, as defined in Chapter 9-1100 of the Philadelphia Code. The Fair Practices Ordinance prohibits discrimination in the delivery of City services on the basis of ancestry, breastfeeding, color, disability, domestic or sexual violence, ethnicity, gender identity, familial status, marital status, national origin, race, religion, retaliation, sex, and sexual orientation.
- Provider(s) Organization can attest it has no civil, criminal, or bankruptcy litigation; debarment or suspension proceedings; criminal convictions or indictments; or any order or agreement issued by a court or local, state, or federal agency that would impact its ability to safely and credibly meet Program requirements.

- Provider(s) Organization is fiscally solvent and has the financial capability to perform the work sought by this RFP.

Provider(s) Organization understands that the work to be provided under any contract entered into pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and/or other state or federal laws or regulations governing the privacy and security of health information. Applicant must understand and comply with the “Terms and Conditions Relating to Protected Health Information” which are posted on the City’s website at <https://secure.phila.gov/eContract/> under the “About” link.

Use of subcontractors

Applicant must state the intention to use subcontractors to perform any portion of the work sought by this RFP. For each such subcontractor, provide the name and address of the subcontractor, a description of the work Applicant intends the named subcontractor to provide, and whether the subcontractor can assist with fulfilling goals for inclusion of minority, woman, or disabled-owned businesses or disadvantaged businesses.

Revisions to this RFP

PDPH and/or UAC reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted online. It is the Applicant’s responsibility to check the website frequently to determine whether additional information has been released or requested.

City Employee Conflict Provision

City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

Proposals are binding

By submitting its proposal, each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP. An Applicant’s refusal to enter into a contract which reflects the terms and conditions of this RFP or the Applicant’s proposal may, in the City’s sole discretion, result in rejection of Applicant’s proposal.

ACRONYMS AND DEFINITIONS

CDC	Centers for Disease Control and Prevention
City	City of Philadelphia

COVID-19	Coronavirus disease 2019
HIPAA	Health Insurance Portability and Accountability Act
PDPH	Philadelphia Department of Public Health
PPE	Personal protective equipment
Program	COVID-19 Micro-Site Testing Program
RFP	Request for Proposals
UAC	Urban Affairs Coalition

KEY CONTACTS

All questions concerning this RFP must be submitted in writing via email to the Division of COVID-19 Containment's Testing Program at COVIDTesting@phila.gov. PDPH and UAC will respond to questions considered appropriate to the RFP, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the Program's application website. PDPH and UAC reserve the right, in their discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City, PDPH, or UAC employee or agent shall be binding or in any way considered to be a commitment by the City.