V5.4

CITY OF PHILADELPHIA

DIVISION OF AVIATION
PHILADELPHIA INTERNATIONAL AIRPORT

REQUEST FOR INFORMATION

FOR

METADATA GENERATION AND DIGITAL ASSET MANAGEMENT

December 17, 2021

Informational Session (Virtual)	January 6, 2022 1:00 pm – 1:30 pm (Local Philadelphia Time) See Section V for Microsoft Teams Link
Deadline for questions, requests for clarification, or requests for additional information	January 13, 2022 before 5:00 pm (Local Philadelphia Time)
City Responds to Questions	January 20, 2022
Responses to RFI Due	January 27, 2022 before 5:00 pm (Local Philadelphia Time)

JAMES F. KENNEY, Mayor
Rochelle Cameron, CEO, Philadelphia International Airport

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METADATA GENERATION AND DIGITAL ASSET MANAGEMENT
REQUEST FOR INFORMATION

I. RESPONSE CALENDAR

Post Request for Information	December 17, 2021
Informational Session (Virtual)	January 6, 2022 1:00 pm – 1:30 pm (Local Philadelphia Time)
Deadline for questions, requests for clarification, or requests for additional information (email David.Wilson@phl.org and Alec.Gever@phl.org)	January 13, 2022 before 5:00 pm (Local Philadelphia Time)
City Responds to Questions (http://www.phila.gov/rfp)	January 20, 2022
Responses to RFI Due (email David.Wilson@phl.org and Alec.Gever@phl.org)	January 27, 2022 before 5:00 pm (Local Philadelphia Time)

II. PURPOSE OF REQUEST FOR INFORMATION

A. Introduction

Philadelphia International Airport ("PHL" or the "Airport") is planning to modernize its data strategy by implementing a project including tools to manage metadata describing all digital assets. This Request for Information (RFI) is intended prepare the Division of Aviation (the "Division" or "Aviation") to select and implement commercial off-the-shelf (COTS) software tools to support metadata management, cataloging for data analytics, search, mapping for data integration middleware, policy-based information retention, and archiving as part of PHL's Enterprise Information Management (EIM) modernization.

The purpose is to architect and implement a new EIM strategy for managing digital assets, structured and unstructured, to expedite delivery of new dashboards, visualizations, reports, and analytics to empower PHL decision-makers with more complete and reliable information. This implementation may include multiple commercial software components.

The requirements are defined at a logical level, and physical coding and design requirements are not in scope for this RFI. The capabilities shown in this document may be implemented

over time, but the core architecture and selected COTS tools are intended to support all of them.

To facilitate planning, drafting and publishing an RFP in the future, the City is seeking information from companies that have software that can provide some or all the EIM capabilities described in this document. The process summaries are provided to give a high-level overview of the key functions sought for implementation. These are intended to assist Respondents in presenting options for scoping the project and demonstrating the modules and features that will be required for implementation. Respondents will not be requested to demonstrate implementation capabilities in these areas, but references to sample hosted solutions will facilitate this RFI process. Please note that responses to this RFI need not be limited to the information outlined in the Responses section below but should include information the Respondents believe is related to the subject matter of this RFI. Core metadata management capabilities should be described, as well as examples of successful implementations. Facilities for supporting the use cases may be included in the RFI Response but are not required.

Responses should include implementation, integration, and/or configuration services. If, the software can be installed and configured only by the Respondent, that must be clearly stated in the Response, including the reasons why that is the case.

Respondents may, in the City's discretion, be invited to engage in discussions with the City's project team and/or demonstrate their products, services and solutions.

No contract will be awarded pursuant to this RFI. Anyone who does not respond to this RFI is not precluded from responding to any future solicitation issued by the City. The City intends to procure software for this project as soon as reasonably possible, in accordance with the City's procurement laws and practices for software purchases, which may include, but are not limited to, the use of existing City contracts or certified cooperative purchase agreements. Respondents will not be bound by the Rough Order of Magnitude (ROM) cost estimates provided in their responses to this RFI in a future procurement. The City also reserves the right to not procure any software.

B. Background

The Airport intends to architect and implement a new EIM strategy for managing data to expedite delivery of new search, integrations, dashboards, visualizations, reports and analytics to empower PHL decision makers with more complete and reliable information. PHL IT currently provides many different point solutions for delivering insights to decision-makers. As decisions become more complex and as PHL's requirements expand, more information from various sources must be aggregated and combined to give decision-makers 360 Degree perspectives on past trends, present realities, and future possibilities. This project will leverage existing systems and data as well as ongoing and new initiatives to provide a coherent strategy to empower all PHL decision-makers with the best insights available.

Metadata describes digital data sources and formulas for key performance indicators (KPIs) and critical success factors (CSFs). Data catalog tools automatically perform and store data inventories and permit curators to add and validate metadata. Data catalogs have advanced from an up-and-coming technology to an enterprise MUST-HAVE for data and analytics leaders and now are recognized as a central technology for data management. Their ability to support EIM capabilities such as governance, policy-based archiving and retention, Self-service BI, data integration and cognitive search makes data catalogs and the associated e-discovery and governance tools essential building blocks for better executive decisions.

According to the Gartner research report, "Demand for data catalogs is soaring as organizations continue to struggle with finding, inventorying and analyzing vastly distributed and diverse data assets. Data and analytics leaders must investigate and adopt ML-augmented data catalogs as part of their overall data management solutions strategy."

The scope of this project will begin with two (2) or three (3) core systems while establishing frameworks and strategies to include as many data sources as are needed to provide the required analytics and insights. Note: Any of these activities may leverage existing capabilities especially those hosted in the Azure cloud.

The expected benefits of this approach to metadata management include:

- The data catalog serves as an index to all content in the data lake.
- Can help reduce data duplication, especially in new implementations
- Can help reduce manual scrubbing/cleansing (requires good UI…)
- Semantic layer to point Self-service BI/report users to the right data
- Master Data Management to control KPI and CSF definitions and formulas
- Searchability across structured, semi-structured, and unstructured digital data
- Filtering out noise/distractions to reduce false positives and false negatives
- Finding synonyms in all digital content to get better views of big-picture trends

Machine learning (ML) and natural language processing (NLP) enhance many of these benefits. "Insights" derived from digital content may take many forms, quantitative and qualitative:

- Columnar Reports (Labeled numbers)
- Charts and Graphs (Labeled numbers)
- Multi-faceted Dashboards
- Narrative Text (Qualitative)

Organizations treat these systems separately, forcing decision-makers to either open multiple systems to gather the information needed that will result in better decisions or use the incomplete information provided by using a single system. A primary metric to judge the

success of the outcome of this project is for PHL decision-makers in more than one functional area to be empowered with the information needed to make better decisions. Qualitative data, usually narrative or unstructured information, is needed for reliable predictive and prescriptive intelligence, as well as answering how and why questions.

The technical model is for the metadata management capabilities to operate between systems as shown in Figure 1 - Metadata Management Architecture below.

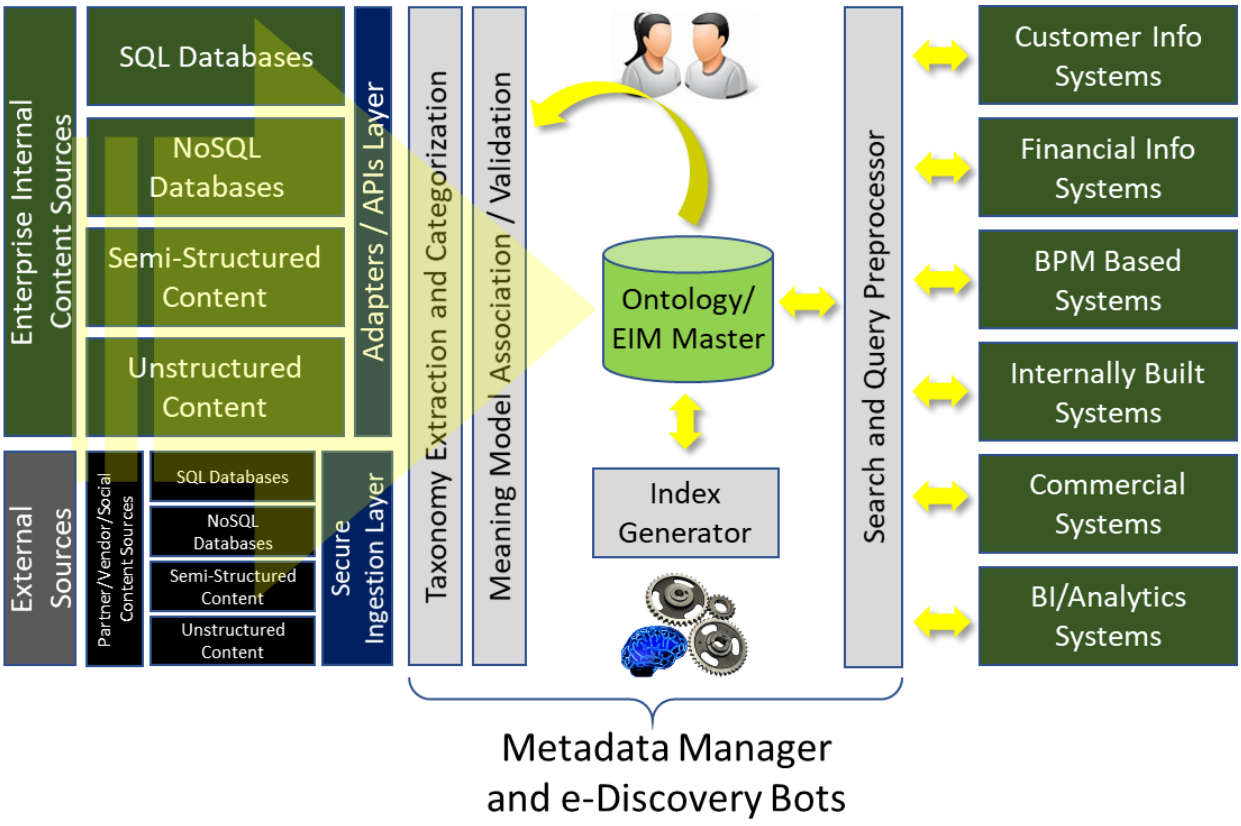

Figure 1 - Metadata Management Architecture

C. Data Governance Use Case

The primary data governance use case requires identifying and documenting metadata about all information assets in a curated data catalog, using e-Discovery, where possible. The amount of manual work that would be required to initially inventory, then on an ongoing basis, maintain the completeness and accuracy of metadata on all selected information sources would be overwhelming, and would not get done. Thus, automated e-discovery bots are indispensable. Using such bots should require only a small amount of initial work to point the bots to the sources and provide valid read-only credentials, and ongoing work to add new sources and update changes to existing sources.

The ideal capabilities will include generating metadata for databases at the table level and documents at the paragraph level. This will support governance, mapping, policy management, analytics and search, assisting data modelers and administrators in reducing data duplication

or mismatch. This use case also includes some supporting capabilities to tag digital assets with category identifiers for policy-based archiving, retention, and data destruction.

D. Data Integration Use Case

Data move administrators spend much time analyzing the information sets for the source and target data stores for each data integration. They are often also responsible for understanding the user requirements, especially for reporting KPIs and CSFs, that may lead to optimizing data for reporting and analytics by denormalizing, aggregating, cleansing, enriching and other activities. The data catalog reduces the amount of research and effort data move administrators must perform to be able to appropriately define the data transformations needed to provide data optimized for advanced insights.

Some data catalog tools only provide bots that scan databases, while others scan only documents. The move toward data convergence, including both structured and unstructured data sources, began many years ago, but it is still the case that many enterprises purchase separate toolsets for each. Thus the benefits of convergence, the most powerful of which are qualitative predictive and prescriptive intelligence, remain out of reach. This project will seek to bring the benefits of converged digital asset management to PHL.

E. Self Service BI Use Case

Self-service business intelligence (SSBI) empowers teams such as operations, customer experience, finance, marketplace, capital development, IT and more to answer important questions and compare metrics and outcomes, with governance supported by IT and business intelligence (BI) analysts. BI is the strategic process of using data insights to make decisions that help PHL leaders reach their goals.

Self-service means that, instead of going to an IT team whenever a new report or visualization is needed, trained users will be able to do the work themselves, often shortening the time between identifying the need and having the results in hand. These results are primarily intended to give PHL executives better insights to improve the outcomes of decisions.

For self-service BI to be effective and broadly adopted, users need to be able to articulate questions in English and the system provides simple directions so that they can create visualizations and reports without relying on IT personnel to code anything. This requires the use of NLP to understand the users' needs and Inference Rules to associate the interpreted needs with known information categories that contain the answers to their questions.

To answer these important questions, metadata and tags can be used to make obscure database table and column names more "human readable", but more importantly, the associations between data elements (such as "a project can have any number of tasks" and "at least one line item with a cost is needed to make an invoice valid") begin to bridge the gap between information and knowledge. Knowledge has traditionally been the sole province of people

(users) who perform many cognitive tasks to assemble the needed information for a report, visualization, or dashboard. Templates have been used extensively to reduce the amount of human effort required to derive new insights, but metadata combined with NLP has the potential to reduce human analysis much more.

F. Cognitive Search Use Case

Cognitive search goes beyond the file name search limitation of most people's experience to provide users the ability to search for digital content. Converged search uses one search system to search multiple digital content collections whether stored in structured databases or unstructured files such as PDFs, Word documents, Excel Files, image, video or audio files so that all the content relevant to the search criteria is displayed together without requiring multiple searches using different systems.

Converged cognitive search also requires the use of NLP to understand the users' needs. Once the true intent is confirmed, finding the most salient content in the metadata catalog is trivial, but implies that the catalog is as complete and accurate as possible. This ties back through the curation and e-discovery processes.

Cognitive Search, especially combining structured and unstructured content, is an essential key to better insights to improve PHL decision makers' access to the most salient information to help them understand the possible outcomes ahead of time.

G. Policy-Based Archiving and Retention

A primary governance use case is Policy-Based Archiving and Retention. There is a tendency in many organizations to keep everything forever. This is costly from both the storage and management cost perspective, and also from the Freedom of Information Access (FOIA) and litigation perspectives. Whenever FOIA requests and court subpoenas request specific information, PHL is required to provide or quarantine all the applicable information stored in the system at the time of the request. Because legal compliance requirements obligate PHL to store some information for seven years and other information for three years, we are legally permitted to permanently destroy older information.

While there are many cases in which we want to retain the information longer for our own interests, there is much more that could be destroyed, thus dramatically reducing the cost to the Division to satisfy internal and external requests.

III. RFI CONTACT INFORMATION FOR QUESTIONS, REQUESTS FOR CLARIFICATION

All questions (see RFI Question Template Exhibit) and requests for clarification concerning this RFI must be in writing and submitted via email no later than 5:00 pm, Local Philadelphia Time, on January 13, 2022 to both:

David Wilson Procurement Technician II Philadelphia International and Northeast Philadelphia Airports David.Wilson@phl.org	Alec Gever Purchasing Manager Philadelphia International and Northeast Philadelphia Airports Alec.Gever@phl.org

Responses to questions and requests for additional information shall be at the sole discretion of the City. Any additional information and/or responses to questions will be posted only on the City's website at http://www.phila.gov/rfp ("Additional Opportunities"). No additional information and/or responses to questions will be sent by email. Nothing in this RFI shall create an obligation on the City to respond to a Respondent submitting a response.

The City may, in its sole discretion, issue addenda to this RFI containing responses to questions, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda, if any, will be posted on the City's website at http://www.phila.gov/rfp ("Additional Opportunities"). It is the Respondent's responsibility to monitor the Additional Opportunities site for Addenda and to comply with any new information.

Oral responses made by any City employee or agent of the City in response to questions or requests for information or clarification related to this RFI are not binding and shall not in any way be considered as a commitment by the City.

If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing by the above deadline for questions and requests for information or clarification.

IV. ABOUT THE CITY OF PHILADEPHIA AND DIVISON OF AVIATION

The City of Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth-most populous city in the United States with over 1.5 million residents. Additionally, due to its rich historic and cultural heritage, the region is visited by more than 40 million people each year.

Philadelphia is located in the southeastern section of Pennsylvania and the coterminous city/county covers 143 square miles. The City is bordered by the following counties: Bucks, Montgomery and Delaware in Pennsylvania, and Burlington, Camden and Gloucester in New Jersey.

As an operating division of the City's Commerce Department, the Division manages both Philadelphia International Airport and Northeast Philadelphia Airport (PNE), providing world class passenger and cargo services to support the transportation needs for people and organizations throughout the region. The Division is led by the Chief Executive Officer (CEO).

V. INFORMATIONAL SESSION

An Informational Session to review the requirements of this RFI will be held virtually as indicated below:

- January 6, 2022
- 1:00 pm – 1:30 pm (Local Philadelphia Time)
- Microsoft Teams Link (recommended):
    - https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2Y1NWUxOTUtZDE2NC00YmFhLWE4OWQtYmJjZTI5ZjFhMTM5%40thread.v2/0?context=%7b%22Tid%22%3a%222182f890-6790-42ac-ab97-58afd4eb2b6d%22%2c%22Oid%22%3a%22c1192210-d6ce-47c2-b424-fe4b6276d9fb%22%7d
- Phone Information (if unable to attend via Teams):
    - +1 267-422-2007
    - Conference ID = 953550277#

Attendance at the Informational Session is optional but encouraged via Microsoft Teams. Attendance by phone is also available.

VI. ANTICIPATED SOLUTION REQUIREMENTS

The proposed solution should include the following functionality:

Data Governance	
Overview	The tools' outlined capabilities are necessary for business processes and should be met in the best possible way. The ideal capabilities will include generating metadata for databases at the table level and documents at the paragraph level. This will support analytics, search, and data modelers and administrators in reducing data duplication or mismatch. The use case also includes policy management for archiving, retention, and data destruction.
Requirements	• Select e-Discovery tools that can properly classify information and generate inferred metadata including similar data from different systems and different types and categories of information in the same system • Define a data inventory process and scope use automated and manual processes to improve PHL executive insights • Select e-Discovery tools that can scan databases to infer the conceptual meanings of tables and/or columns by their names • Select e-Discovery tools that can scan documents to the paragraph level and infer the conceptual content of each section/paragraph based on NLP and generate appropriate metadata and indices • Implement a data inventory process with e-discovery tools to automatically scan data sources and infer the metadata needed for PHL executive insights • Define standards for determining data synchronization frequencies based on user needs and data freshness requirements with a preference for "monthly", "weekly", "nightly", "hourly" or "always up-to-date" • Define transaction management standards for data being input in PHL-developed systems so real-time data synchronization is feasible where needed • Define streaming data management standards and tools, including in-flight data scanning and filtering, to ensure Internet of Things (IoT) and other streaming data sources can be properly managed and monitored • Ensure the metadata for each digital asset contains all the needed information to support policy-based archiving, retention, and destruction • Define and implement a system and processes that can support capabilities including efficient metadata curation, data integration, data retention, and prioritized data loss prevention (DLP)

Self Service BI	
Overview	Self Service BI will use data to answer important questions and compare metrics and outcomes, with distributed SME governance supported by IT and BI analysts. The associations between data elements (such as "a project can have any number of tasks" and "at least one line item with a cost is needed to make an invoice valid") begin to bridge the gap between information and knowledge. Using this strategic process will generate data insights that will help PHL leaders reach their goals.
Requirements	• Use bots to automatically discover and create metadata records in the data catalog for each table and column in each database • Use NLP to infer the conceptual meaning of each table and column in the catalog • Use concept metadata associated with each table and column in the catalog to make structured data sources more human-readable • Enable curators to correct and tweak inferred concept metadata for any object in the catalog • Provide tools to identify data sources by table and column to answer specific questions phrased in English by Self-Service BI users • Provide tools to describe the lineage of data in a table and/or a column so users know where the data was originally entered into the system • Show users the type of data that is contained in a specific column with a few actual examples of the data • Enable commercial analytics/BI software to map data based on information in the data catalog • Enable inclusion of salient unstructured content in reports, visualizations and dashboards

Cognitive Search	
Overview	The Cognitive Search use case, especially combining structured and unstructured content, is an essential key to better insights to improve PHL decision makers' ability to find and access to the most salient information to help them understand the factors affecting possible outcomes ahead of time.
Requirements	• Define and implement a system and processes to support indexing all catalogued digital content for efficient converged concept-based search • Provide search capabilities as services that can be accessed from within other commercial and internally developed software

Data Integration	
Overview	Mapping data for integration between systems requires expert knowledge of both the source and target systems of data integrations. Complete, up-to-date and accurate metadata requires frequent e-discovery and manual curation. These processes will enable people who are not experts in either system to accurately map data for integrations.
Requirements	• Define and validate standards and tools for data integration mapping support including concept mapping for transactional and bulk data synchronization that will be suitable for each core data source • Establish guidelines for when and how to extract metadata to support transactional data synch procedures and when and how to implement bulk data (ELT) synch procedures • Select metadata management and data mover and data load balancing tools that provide fail-over and cluster awareness • Provide tools that facilitate the design and development of data moves in which most of the functionality can be generated directly from the GUI with guidance from wizards • For data mover and e-discovery, define process flows for moving and transforming data that operate in real-time (on-demand) and in batch mode (scheduled)

Policy-Based Archiving and Retention	
Overview	While there are many cases in which we want to retain the information longer for our own interests, there is much more that could be legally destroyed, dramatically reducing the cost to PHL to satisfy internal and external information requests.
Requirements	• Define duration of retention (such as “seven years”, “three years”, “on demand” and “never”…) and destroy older information when legally permitted • Implement and regularly update tags that track events that trigger the retention period (such as “last edited”, “created”, “last viewed” …) and tag all digital assets or asset categories with that information

VII. SUBMISSION GUIDELINES

Respondents must have software that includes both automated metadata discovery and metadata curation and management capabilities. The City expects each Respondent to include in their response to this RFI the following items in the order listed:

Company Overview:
Include company name, physical address, phone number, fax number, and web address, a brief description of the company, its services, business size (total revenue and number of employees), and point(s) of contact, including name, address, phone and email address. Note the company's operations including the number of years the company has been supporting this solution; location of company's headquarters and all other office locations; and three years of financial data to ensure company stability.

If applicable, please describe any subcontractors or partners with which you have worked. Resumes need not be included.

Experience:
Describe your company/organization's relevant experience (and that of partners, when applicable). Identify your experience with clients of similar size and scope to the City of Philadelphia, including client name, engagement title, description of engagement, the solution implemented and the methodology used, cost, the start and completion dates of the project, as well as, the name, address and telephone number of a contact person.

Product/Software Solution:
Identify one or more COTS solutions that meet the City's requirements. Responses that describe solutions which are completely custom software may, in the City's discretion, be rejected without review.

A major goal of this RFI is to provide Respondent with an opportunity to inform the City and the Division about their respective software solution's interoperability and operational requirements in reference to the OSI model. Respondents are encouraged to include in their response an architectural diagram of the solution with description of the solution's scalability. Respondents are welcome to provide one or more models or solution sets to meet this requirement for an integrated interoperable solution set.

Infrastructure/Architecture Model:
Identify the infrastructure/architecture model(s) you provide and support, and whether they are on-premise, hosted off-premise, or Software-as-a-Service (SaaS) models.

Supplement this request with an interoperable architectural diagram outlining each OSI layer requirement for enablement, sustainment, reliability, redundancy, and growth. Highlight your anticipated annual upgrade and patch release schedule.

Key Features:
Identify best of breed features included in the proposed COTS solution(s), including, at a minimum, the Key Features in Section VI. Anticipated Project Requirements.

Support and Maintenance Model:
Provide the anticipated ongoing software maintenance and support services required to sustain the solution including frequency of upgrades and patches/bug releases and the estimated timeframes to complete. Outline the services in your support model including available service level agreements.

Training Model:
Outline the services in your training model for administrative and end user training including the training services, methodology, and typical schedule. Include the pricing model for training services and the methodology and schedule.

Reporting and Key Performance Indicators (KPIs):
Provide the standard and custom reporting included in your solution and the available KPIs. Include information on data input and export capabilities; security and auditing, and dashboards and metrics.

Pricing/Licensing Model:
Include a general pricing model and costs for the software based upon the information provided in this RFI. This pricing should also indicate the licensing model, (i.e. licensing by individual users, by core, by seat etc.), descriptions of the hosting models available, and estimates of associated costs. Include cost estimates for ongoing support and maintenance for three years, and when those support and maintenance costs begin (i.e. at time of purchase, after implementation, etc.). If applicable, include a list of additional items or services/software needed to operate the system that are not included and must be provided/purchased by the City.

Respondents will not be bound by any cost estimates included in responses to this RFI.

VIII. USE OF RESPONSES

Responses to this RFI may be used by PHL to select a software product for Metadata Generation And Digital Asset Management. Responses may also be used to assist PHL in gathering information for planning purposes, and for purposes of identifying sufficient resources for an implementation initiative.

The City does not intend to announce any further actions taken pursuant to this RFI. If any such announcements are made, at the sole discretion of the City, those announcements will be posted with the original RFI. In some cases, at the City's sole discretion, the City may issue an RFP. The City will notify Respondents to this RFI once the RFP has been posted on the City's website.

The City will notify you if additional information is required in order to evaluate your response to this RFI. Absent such follow up from the City, we respectfully request that respondents refrain from requesting additional information on the status of this RFI. In order to protect the integrity of the City procurement process, City personnel will not respond to requests for additional information on the status or outcome of this RFI, other than as described above.

IX. HOW TO SUBMIT RESPONSES

Respondents should submit their responses electronically (hard copies are unacceptable) in MS Word or Adobe PDF format, as a single document (see note below), to both:

David Wilson
Procurement Technician II
Philadelphia International and
Northeast Philadelphia Airports
David.Wilson@phl.org

Alec Gever
Purchasing Manager
Philadelphia International and
Northeast Philadelphia Airports
Alec.Gever@phl.org

Responses are due January 27, 2022 before 5:00 pm, Local Philadelphia Time.

Note: Response document(s) are limited to 15 MB; if necessary, please submit multiple files or zip/compress the file(s)

X. CONFIDENTIALITY AND PUBLIC DISCLOSURE

Respondents shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Respondent, is intended to be granted any rights hereunder.

XI. RIGHTS AND OPTIONS RESERVED

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. Decline to consider any response to this RFI ("response"); cancel the RFI at any time; elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; to reissue the RFI or to issue a new RFI (with the same, similar or different terms);

2. Select a COTS package from a vendor that does not respond to this RFI, or elect not to proceed with any procurement;

3. Waive, for any response, any defect, deficiency or failure to comply with the RFI if, in the City's sole judgment, such defect is not material to the response;

4. Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;

5. Require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to responses by some or all Respondents at any time before or after the Submission Date/Time;

6. Require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether it was described in the response to this RFI;

7. Discontinue, at any time determined by the City, discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI;

8. To conduct such investigations with respect to the financial, technical, and other qualifications of the Respondent as the City, in its sole discretion, deems necessary or appropriate;

9. Do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, responses to this RFI shall become the property of the City, which shall have unrestricted use thereof.

XII. PUBLIC DISCLOSURE

By submitting a response to this RFI, Respondent acknowledges and agrees i) that the City is a "local agency" under and subject to the Pennsylvania Right-to-Know Law (the "Act"), 65 P.S. §§ 67.101-67.3104, as the Act may be amended from time to time; and ii) responses may be subject to public disclosure under the Act. In the event the City receives a request under the Act for information that a Respondent has marked as confidential, the City will use reasonable efforts to consult with Respondent regarding the response and, to the extent reasonably practicable, will give Respondent the opportunity to identify information that Respondent believes to be confidential

proprietary information, a trade secret, or otherwise exempt from access under Section 708 of the Act.

Notwithstanding anything to the contrary contained in this RFI, nothing in this RFI shall supersede, modify, or diminish in any respect whatsoever any of the City's rights, obligations, and defenses under the Act, nor will the City be held liable for any disclosure of records, including information that the City determines in its sole discretion is a public record and/or information required to be disclosed under the Act.

Respondent Name:		
Question Number	**RFI Section #** ***(If applicable)***	**Question(s)**
1.		
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