



## City of Philadelphia Question Responses

### COVID-19 Test Tracking RFI

#	Section #	Question	Response
1.		Do you think the software will need to have records of all City employees or only unvaccinated/exempt from vaccination?	The software will only need to have records for unvaccinated City employees with an approved exemption.
2.		Are contractors covered by this policy? Will the software need to provide the same functionality for City contractors as for employees?	Contractors are covered by this policy, but it is incumbent upon the firm providing the contractors to ensure compliance with the policy. The software does not need to have functionality for contractors, only City employees.
3.		Can you estimate the weekly number of employees (and contractors, if applicable) that will be required to submit test results? Is 2,250 the current weekly estimate (top of page 6)?	2,250 is an estimate of how many employees will be in the testing program. It's possible that due to remote work, fewer employees would test on a weekly basis, but they will still need to be recorded in the system as compliant with the testing policy.
4.		Will Departments have a workflow to review and/or approve test results submitted?	We did not envision a workflow for reviewing and approving test results. Departments will need to be able to receive and view test results, primarily to be made aware when an employee is positive and cannot report to work and expose others.
5.		For positive results, what additional case management capabilities (beyond the notifications and reporting mentioned in the RFI) will the software need to provide, if any?	The software will need to be able to filter by positive test results. However, it does not need to track follow up. The employee is responsible for reaching out to their medical provider and working directly with their HR manager and supervisor on any leave that they need to take, which will differ based on the employee's employment status, accrued leave, represented/non-represented status, etc.
6.		Do you expect the software will need to track employees' work schedules at City worksites for reporting purposes or any other reason, such as to compare test results with an employee's next scheduled work date?	Tracking an individual's work schedule at a worksite does not seem necessary. However, individuals will need to be placed into a testing schedule based on how frequently they must report on site, which seems like it could be done manually by the HR manager. Typically, this will be once a week. It could be on a given day of the week, or it could be within a certain timeframe prior to a shift.
7.		In the middle of page 6, the RFI says the software should have "compatibility with any FDA-approved at-home, rapid antigen, or lab-based molecular test." Do you mean the software should allow users	Yes, we just want the software to be able to manually take in the information from the employee using any FDA approved test. We don't want it to be restricted to a certain brand or maker or require some sort of integration with a testing kit.



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		to enter and report on results of any of those kinds of tests? We want to understand better what you need in terms of compatibility.	
8.		At the bottom of page 6 (near the end of Anticipated Solution Requirements), the RFI says that HR managers will set schedules for testing. At the top of page 7, it says that employees should be able to view the date of an upcoming test. Can you elaborate on how testing will be scheduled? Will it generally be every 7 days with the distribution of at-home test kits or onsite testing, or will there be more complex and varying scheduling patterns?	We anticipate that it will generally be every 7 days and that employees will test using a kit they received from their HR manager (or designee) sometime in the last week or so. For employees who report to work less frequently than weekly, they will not need to test if they are not reporting to work that week. For such employees, we will need to identify when they are coming in (biweekly? monthly?), and we will need them to test prior to coming onsite.
9.		Will the software need to provide any kind of tracking of inventory of at-home test kits and/or a mechanism for Departments to request additional at-home test kits to distribute to employees?	Departments order their own testing kits through the City's normal procurement processes. They are not ordered centrally, so there is no need for functionality for departments to request kits. However, it could be useful for departments to track the kits that they have in stock using something like serial number or lot number, and who they've distributed kits to. That is currently happening via an Excel template we've provided. Kit tracking is not a requirement, but it could be a nice-to-have.
10.		Would it be helpful if the software allows employees to apply for medical or religious exemptions and for the City to review those exemption requests?	Not at this time. That's currently happening through an existing system utilized by the Employee Relations Unit.