City of Philadelphia Question Responses
Domestic Workers Portable Benefits RFI

#	Section #	Question	Response
1.	N/A	2/17/23 received in email. Can companies from Outside USA can apply for this? (like, from India or Canada)	Yes.
2.	N/A	2/17/23 received in email. Do we need to come over there for meetings?	No. Sent Invitation to Info Session with meeting location & Microsoft Teams link
3.	N/A	2/17/23 received in email. Can we perform the tasks (related to RFI) outside USA? (like, from India or Canada)	Yes.
4.	7	2/17/23 received in email. Can we submit the proposals via email?	Proposal must be submitted by email as a single Word or pdf document as per Section VII of the RFI.
5.	2 & 7	3/1/23 Mariana V asked City of Phila team to describe the ongoing relationship with software vendors	The City has various types of contractual relationships with vendors including direct City contracts through competitively bid and non-competitively bid contracts, sole source contracts as warranted, and through the use of cooperative contracts. Responses to this RFI must describe how software will meet city requirements stated in the RFI and a basic proposal for the system design. The City commonly seeks cloud-based software with yearly renewal pricing but software hosting options (SaaS vs on-premises) can be discussed between City and vendor. In either scenario, City will need details concerning system availably and how updates will be delivered.
6.	2, 6 & 7	3/1/23 Mariana V asked for more details about City privacy, security and financial standards	See attached standards document: 📄 PDF Appendix _ - Additional IT Standa
7.	6 & 7	3/17/23 submitted in writing. What is the City's role (which the RFI refers to as administrator) versus the vendor's role? For example, the RFI states that the City wants a vendor to create the software that the City can use to administer the solution. Will the City be collecting, holding and distributing the funds itself?	The City is not expecting to collect, hold or distribute any funds. The vendor will propose a solution that meets the requirements set forth in Section VI and contains all of the elements listed in Section VII of the RFI and complies with all applicable State and Federal laws.
8.	6	3/17/23 submitted in writing. How will the solution be creating and maintaining contracts between workers and employers?	The City will not be creating or maintaining contracts between the Hiring Entity (also called the Employer) and the Domestic Worker. The solution must collect data on the

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		Are they envisioning something similar to legal zoom contract creation?	hourly wage and the number of hours worked by the domestic worker for each employer to calculate the benefits owed to the worker. Both the employer and the worker should have the ability to upload documents pertaining to the employment relationship.
9.	6	3/17/23 submitted in writing. Will the solution need to allow for a cash option for payment?	Yes. The solution must include a number of payment options to be described in the vendor's response including EFT, Credit card, cash, check or other digital payment method.
10.	6	3/17/23 submitted in writing. The RFI states that the workers must be able to take benefits they have not yet earned in advance of future work. How will this work in practice and would the worker need to repay benefits they've used if their employment ends before they have accrued the amount of benefits they used? Will the solution need to be able to track for this scenario?	The worker should be able to request an advance payment of benefits subject to limits laid out in the Employer / Worker agreement. In the scenario described, the system must track the negative balance in the Workers benefits earned and must contain the facility to recoup unearned benefits from the Worker.
11.	6	3/17/23 submitted in writing. What would be the manual option for workers to access the solution if they don't have access to technology? How does this work when the payments need to be made electronically? How will workers be able to redeem their benefits?	The vendor must describe how their solution would handle accessibility issues and manual processes to administer the portable benefits process.
12.	6	3/17/23 submitted in writing. Will the solution need to calculate taxes and withholdings if employers and workers select the tax payment option?	This requirement is optional. If the solution addresses this requirement it should collect data from the Employer, the Worker and the wages earned to calculate withholdings and taxes owed and to produce any legally required tax documentation.
13.	6	3/17/23 submitted in writing. Will the solution be storing personally identifiable information like SSN, ITIN, home addresses and bank account information? Will there be data security requirements placed on the software to account for this?	Yes. Data security standards for City of Philadelphia have been addressed in Q #6.
14.	N/A	3/17/23 submitted in writing. What budget or funds are you anticipating for the RFP and/or contract?	Question is not applicable to the RFI. The vendor is required to submit a Pricing / Licensing model as per Section VII of the RFI.