



RECOVERY PROCUREMENT SUMMIT, APRIL 6, 2010 GUIDANCE FOR CITY OFFICIALS

DO:

- Direct attendees to the City's ARRA website (www.phila.gov/recovery) to view pending grant applications and recent awards, which will provide an idea of upcoming City contracting opportunities.
- Describe the City's general contracting procedure and direct attendees to City's contracting site (www.phila.gov/contracts) to learn about contracting opportunities and the City's contracting procedures.
- Direct attendees to the City's OEO site (<http://o eo.phila.gov/>) to learn about how OEO can help them compete for City contracts.
- Ask for attendees' contact info and area of contracting interest for possible future contacts (but don't promise contacts; attendees have no legal right to being contacted about contracting opportunities).
- Once a contract opportunity is posted, you may notify any attendees or others you think may be interested about that opportunity.

DON'T:

- Reveal particular contracting opportunities or specific time frames for posting contract opportunities before they are publicly posted.
- Provide confidential information that could give an attendee an advantage when applying for an opportunity.
- Promise that you'll notify attendees of contracting opportunities once posted.

Thanks again for your involvement in this important outreach effort. If you have any question about a particular situation, please feel free to contact Joan Markman, Chief Integrity Officer, at 215-686-2178 (joan.markman@phila.gov), Adam Telem, Deputy Integrity Officer, (adam.telem@phila.gov), or Cheryl Kritz, Special Corporate Counsel, at 215-683-5038 (cheryl.kritz@phila.gov).