REQUEST FOR PROPOSALS
for
Emergency Shelter and Housing-Focused Case Management Services
at 1300 East Tulpehocken Street, Philadelphia, PA 19138 and
1981 North Woodstock Street, Philadelphia, PA 19121

Issued by:

THE CITY OF PHILADELPHIA ("City")
Office of Homeless Services
On: February 14, 2019

Electronic Proposals must be received by Roberta Cancellier, Deputy Director of Housing Services at Roberta.Cancellier@phila.gov no later than 5:00 p.m. Philadelphia, PA, local time, on Monday, April 15, 2019.

All questions should be referred by email only on or before Tuesday, March 5, 2019, 5:00 p.m. Philadelphia, PA, local time, to: Diana H. Rivera, Contract Administrator at Diana.H.Rivera@phila.gov

Optional Pre-Proposal Conference:

Date: Thursday, February 28, 2019
Time: 2:00 pm
Location: Municipal Services Building
1401 JFK Blvd, 16th Floor, Room X
Philadelphia, PA 19102

James Kenney, Mayor

Elizabeth G. Hersh, Office of Homeless Services
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I. Project Overview

A. Introduction; Statement of Purpose

The Office of Homeless Services (OHS) is the public entity charged with the policy, planning and coordination of the City’s response to homelessness. OHS is the Collaborative Applicant for the HUD homeless Continuum of Care (CoC), and coordinates the Philadelphia CoC, an inter-agency planning body committed to coordinating and implementing a community-wide response to addressing homelessness in the city of Philadelphia. The community’s response includes outreach; shelter, housing, and supportive services; and homeless prevention strategies that address the needs of persons experiencing or at-risk of experiencing homelessness.

B. Department Overview

The mission of OHS is to make homelessness rare, brief and non-recurring. OHS works collaboratively with 63 (mostly not-for-profit) homeless housing and service providers, City departments, state and federal governmental entities to comprise Philadelphia’s homeless service system. OHS provides emergency housing and services to people who are both literally homeless and/or at imminent risk of homelessness, prevention and diversion, emergency assistance, short and long-term rental assistance both with and without case management, and permanent supportive housing.

OHS is transforming the homeless service system to be housing-focused, strengths-based, trauma-informed, based on housing first principles and guided by data, evidence and best practices. Key performance measures that are critical to understanding how effectively the system is helping homeless families return to housing... and focus on where families were living prior to entry into homeless programs, where they go with they exit programs and how long this process takes, whether they return to homelessness after securing permanent housing and frequency of contact with the homeless system. Making continuous improvements on these measures is essential to reducing the overall numbers of homeless families in the community.

Our emergency housing (shelter) programs have very low rate of entry by families from literal homelessness. Shelters primarily serve those who are doubled up and at risk of imminent homelessness. Most family shelter entries are first time homeless who are also candidates for diversion. Individuals and families presenting for emergency housing will first receive prevention and/or diversion services whenever possible so that they do not have to enter our system. Diversion will occur even after shelter entry by Case Management Staff assigned to the household. Services will be prioritized to those who are the most vulnerable rather than first come first served.

C. Project Background

The services identified in this Request for Proposal (RFP) will be funded in Fiscal Year 2020 (July 1, 2019 – June 30, 2020) and will be embodied in a Professional Services Contract with the City of Philadelphia, Office of Homeless Services. The successful Applicant must be able to provide the specified services at the start of the contract on July 1, 2019 and through the end of the contract on June 30, 2020. The services will be performed at a city-owned Emergency Housing facility that serves families experiencing homelessness. Employees at City of Philadelphia, OHS funded facilities are expected to treat all participants with dignity and respect at all times.

D. Eligibility – This RFP is open to non-profit entities as follows:

   a. Currently OHS contracted entities that provide the services specified in the RFP at the identified locations who propose to continue to provide the services
   b. Currently OHS contracted entities that do not provide the services at the identified location, but provide services at other locations
   c. Entities in the Philadelphia community that are not contracted with OHS but currently provide the services identified in the RFP
The eligible non-profit or for-profit applicant must provide evidence of the following:

a. Five (5) years organizational or personal experience successfully providing services to persons experiencing homelessness
b. Financial solvency and administrative capacity to implement the indicated services on July 1, 2019 at the full-service level
c. A track record of being an equal opportunity employer, without any founded charges of unfair hiring or promotions within the past ten years
d. Not currently indebted to the Federal Government, State of Pennsylvania, or the City of Philadelphia for nonpayment of taxes, fines, judgments, liens or fees.

Applicants must provide at least three (3) letters of support documenting support of both the Applicant for the proposed service and the Applicant’s ability to provide the proposed service.

The proposal review process will include consideration of the contract compliance and performance levels of any currently or previously contracted applicant. Currently contracted Applicants applying under this RFP should address in their response any contract compliance or administrative issues, reporting and/or recordkeeping issues or any other issue(s) that have affected their performance.

E. Request for Proposals

OHS is seeking proposals from eligible non-profit Applicants to provide shelter and housing-focused case management services for homeless families 24 hrs/day/7 days/week/365 days/year at a city owned 185 bed facility that is:

- properly zoned,
- ready for occupancy, and
- able to implement the indicated services on July 1, 2019 at the full-service level.

Services under this RFP may not exceed the annual total of $1,650,000. Note that the funding amount is contingent upon approval of the OHS FY 2020 budget as submitted to City Council, passage of the State 2020 budget and OHS’s receipt of level state grant funds and the availability of such funds.

F. General Disclaimer of the City

This RFP does not commit the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. 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 the City and may be subject to public disclosure by the City, or any authorized agent of the City.

II. Scope of Work

A. Project Details

Services must be provided without regard to actual or perceived race, ethnicity, color, sex, sexual orientation, gender identify, religion, national origin, ancestry, age, disability, marital status, source of income, familiar status, genetic information or domestic or sexual violence victim status. The Applicant must have operational standards that meet all regulatory requirements. The applicant must accept placements from OHS including at night and on the weekends.

OHS reserves the right, however, to modify specific requirements, based on changed circumstances, the proposal selection process, and contract negotiations with the Applicant selected for negotiations, and to do so with or without issuing a revised
RFP. The Applicant must provide a detailed proposed scope of work showing how it will meet the project requirements stated in this section.

B. Services and Tangible Work Products

The applicant must;

- Accept placements from OHS of families including male and/or female heads of households, adult children, and children 0 – 17 years of age at night and on the weekends and holidays.
- Provide participant orientation to include: review of fire safety procedures; participant rights and responsibilities; facility house rules; non-discrimination and harassment policies; medication policies; grievance and right to appeal process; participant right to confidentiality; and review and completion of basic profile information in the Homeless Management Information system.
- Provide three meals per day plus a snack in a cafeteria type setting in accordance with the Emergency Housing Standards, the City of Philadelphia 2014 Nutritional Standards as established by the Department of Public Health and, the State Child and Adult Care Food Program
- Maintain a minimum staffing ratio of 1 direct service staff per 20 residents during the day and a ratio of one direct service staff per 40 residents overnight.
- Maintain internet connectivity and systems requirements to access the Homeless Information Management System (HMIS) and other applications necessary to process participant information and completed required reports and invoices.
- Manage and report daily attendance through the HMIS by 10AM daily, Monday through Sunday
- Compile and submit timely administrative, program, financial reports, invoices, services outcomes and other reports as required by OHS.

Core Activities

OHS will require the selected applicant to provide, measure and report on the below listed core services:

- Housing Focused Case Management (HFCS) – OHS requires that participants in emergency, transitional, and rapid housing programs receive case management. The maximum case management caseload for emergency housing is 1 case manager per 25 households. Case Management must be housing focused and case managers must work with participants with the goal of obtaining permanent housing.
  
  In order to obtain permanent housing, case managers must work closely with participants to assist them in identifying permanent housing options in the private market, with family or friends, and through the homeless assistance housing process. Case managers will complete housing referrals and the Vulnerability Index-service Priorititation Decision Assistane Tool (VI-SPDAT) and housing assessment within HMIS to potentially access housing within the homeless assistance system. The VI-SPDAT examines factors of current vulnerability and future housing stability.
  
- Security & Safety - Program activities, facility infrastructure, equipment, staffing and support (including Residential Aides whose role is to provide overall client support including health & safety) that assures that staff and clients are as physically and emotionally safe as possible. This also includes staff and participant awareness of the safety and security policies, protocols and procedures and that they are updated, disseminated and discussed at regular intervals, along with mandatory de-escalation, mental health first aid and trauma-informed training.
Meals - In accordance with the Emergency Housing Standards, the City of Philadelphia 2014 Nutritional Standards as established by the Department of Public Health (www.phila.gov/nutritionstandards); and, the State Child and Adult Care Food Program (CACP) standards which can be found at http://www.education.pa.gov/Teachers%20-%20Administrators/Food-Nutribion/Pages.Child-and-Adult-Care-Food-Program.aspx#tab-1. The mandatory Philadelphia Nutrition Standards do not replace food establishment licensing and regulatory requirements found in the Health Code and City of Philadelphia Regulations Governing Food Establishments administered by the Office of Food Protection. Some food will be provided through the Office of Homeless Services Warehouse.

Transportation – Transportation for participants to attend appointments, especially those that support identifying and obtaining housing. If using a van, it would not be used for general agency/program business.

HMIS Data – Timely and consistent entering and maintenance of Homeless Management Information Systems (HMIS) data in accordance with the data quality performance targets addressed below.

The selected applicant may choose to provide a wide array of additional support services including services to children, linkages with other services through formal linkages or partnerships with service providers to access community resources such as healthcare and treatment, job readiness and employment opportunities, benefits counseling and literacy, educational services and substance abuse intervention etc.

Performance Targets- In FY 2019, Homeless Services set performance targets that align with its mission To Make Homelessness Rare, Brief and Non-recurring. All program types (emergency, transitional, rapid & permanent housing) will have 4-5 measures. In some instances, a performance target has been set that is system-side. In other cases, providers (a applicable) may be asked to measure performance against their program’s prior year performance. FY 2019 targets were:

- **Timeliness of HMIS Data Entry**: All HUD entry and exit assessments are entered in the OHS HUD required HMIS within 3 days (72 hours)

- **HMIS Data Quality**: The percent error rate (which includes refused, missing and don’t know) is 10% or less for personally identifiable information, universal data elements, and income and housing data quality; and, the percent of records unable to calculate is 10% of less for chronic homelessness.

- **Average Length of Stay**: Average length of stay is less than 120 days.

- **Exits to long term housing**: 10% or more over the previous year’s achievement (as applicable). For example, if a provider moved 100 persons in FY 2018, their FY 2019 target would be 110 persons.

Office of Homeless Services Requirements:

- Compliance with the revised Emergency Housing Standards which can be found at http://www.philadelphiaofficeofhomelessnesservices.org/wp content/uploads/2017/12/signed-approved-coc-written-standards.pdf
Compliance with LGBTQ Requirements (for single sex emergency housing programs or other programs that receive ESG, HOPWA or CoC Funds). OSH will provide a copy of the HUD LGBTQ Summary to the selected applicant along with their contract documents.

Cooperation with all regulatory monitoring review processes.

Criminal Background Checks and Child Abuse Clearances – Clearances for individuals that will perform work under this RFP. Child Abuse Clearances are required for all persons working at any facility that serves children and will be required for all persons that will perform work under this RFP.

Continuity of Operations Plan (COOP) – The selected provider must develop and provide a plan to ensure that the facility ad the program is able to function during and/or after the occurrence of a natural disaster.

Timely submission of invoices - Invoices and supporting documentation are due on or before the 15th of the month for the preceding month. In the event of extenuating circumstances, a written extension request must be submitted.

C. Hours and Location of Work

Housing services will be delivered 24 hours a day, 7 days per week, and must accommodate the location and time preferences and schedules of the households to be served.

D. Monitoring

OSH will establish the method and frequency of monitoring. The selected applicant will be responsible for meeting the contract goals and performance levels that will be incorporated into the contract agreement. OSH shall monitor and evaluate the performance of the contracted operator according to the program scope and related service details identified in the scope of services. OSH shall review written policies, monthly reports, conduct site visits and hold periodic conferences with the contracted provider to evaluate performance. By submission of a proposal in response to this RFP, the Applicant agrees to comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia, and with all security policies and requirements of the City.

E. Reporting Requirements

The successful Applicant shall report to the City of Philadelphia on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service.

Additional details of reporting requirements by the various funding sources and/or OHS will be distributed upon contract award. It is the applicant’s responsibility to facilitate staff training on how to maintain and distribute the information as required. OHS will provide technical assistance to applicants who do not have the internal expertise to set up such applications. Throughout the year, OHS will review the reporting requirements with the intent to streamline the amount of reports by combining common data elements where possible. Failure to submit this report may delay reimbursements to the provider.

OSH is under the Health and Human Services Cabinet (HHS). HHS will develop reporting requirements which will be provided to all OHS contractors at the time they become available.
The successful Applicant shall report to the City of Philadelphia on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service.

F. HMIS Reporting Requirements

The U.S. Department of Housing and Urban Development (HUD) requires that all projects funded under this competition provide client level data to the Lead Agency for the Homeless Management Information System (HMIS), which in the Philadelphia continuum of Care (CoC) is OHS. The HMIS product used by the Philadelphia CoC is Client Track by Eccovia Solutions, Inc. Each project is responsible for meeting the following technology requirements in order to be able to access the ClientTrack HMIS.

Acceptable browsers include:

- Google Chrome 35.0 or above
- Internet Explorer 90 or above
- Firefox 30.0 or above
- Mobile Safari for iOS 6.0 (used on iPhone, iPad and iPod mobile digital devices)
- Firefox for Android (may be installed on Android 2.1 or above)
- Google Chrome for Android (may be installed on Android 4.0 or above)

The City expects that the contract resulting from this RFP will include performance and quality standards for the project. The City reserves the right to reject any item of work that does not meet the Department’s minimum standards of performance and quality, or that does not conform to the contract scope of work. The City shall not be obligated to pay for rejected work.

HMIS Security, Privacy, and Confidentiality Requirements

All recipients/sub-recipients are required to comply with security, privacy, and confidentiality standards regarding the collection, maintenance, and use of protected personal information recorded, used, or processed for the HMIS. The current requirements which are defined by HUD in the HMIS Data and Technical Standards Final Notice of 2004, are available at the link below. Compliance is required for this and any future revisions.


All projects participating in the Philadelphia CoC’s HMIS are required to sign the HMIS Participation Agreement between the City of Philadelphia Office of Homeless Services and HMIS Participating Agencies. All users of the Philadelphia CoC’s HMIS are required to sign the HMIS User Agreement. Information about the CoC’s HMIS standards and policies with regard to security, privacy, and confidentiality, as well as these agreements, is available at the link below:

http://www.phila.gov/OHS.aboutus/Pages.standards.aspx

HMIS Training Requirements

Upon HUD notification of a project’s grant award, OHS will contact the recipient/subrecipient to arrange training for the project’s HMIS users. No one will be granted access to the HMIS without having received initial training by OHS trainers.

G. Philadelphia’s Coordinated Entry and Assessment-Based Housing Referral System
All shelter, transitional housing, rapid re-housing, and permanent supportive housing projects receiving funding from the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, or the City of Philadelphia Office of Homeless Services (OHS) are required to participate in CEA-BHRS.

**CEA-BHRS** (pronounced sea-breeze) – is a process designed to coordinate program participant access, assessment, and referrals to homeless assistance services and housing. CEA-BHRS shifts the focus from a strategy that says “Should we accept this household into our program?” to one that says “What housing/service assistance is best for each household and quickly ends their housing crisis permanently?” While implementing CEA-BHRS alone does not increase housing, services, or other resources, the CEA-BHRS process helps ensure resources in the homeless system are used as effectively as possible.

What will CEA-BHRS do?

- Ensure individuals and families at-risk of or experiencing homelessness have fair and equitable access to a streamlined and standardized process that links households to appropriate resources to quickly end their housing crisis permanently
- Increase efficiency of the homeless assistance system
- Improve fairness and ease of access to resources
- Streamline and standardize processes to obtain housing assistance
- Prioritize those who are in most need of assistance
- Provide information about service needs and gaps to help strategically allocate current resources and identify need for additional resources

What does CEA-BHRS mean for Philadelphia?

- Publicly available written policies and procedures are consistently applied throughout the CEA-BHRS process
- A standardized assessment process is consistently utilized
- Households are matched with the most appropriate housing/service assistance to end their housing crisis permanently (to the extent they are available);
- All participating projects use CEA-BHRS as the only referral source to fill vacancies;
- Philadelphia’s Homeless Management Information System (HMIS) is the data system used to manage CEA-BHRS
- Quality and effectiveness of the CEA-BHRS process is evaluated at least annually through feedback from participating projects and households.

**H. Cost Proposal – See Attachments C & D for Budget Instructions and Forms**

The Applicant must present a comprehensive budget for the program proposed and include a proposed roster of personnel in accordance with the contract cost Principles and Guidelines where such guidelines are applicable, or for implementation and operation of the program and identify any associated terms, conditions and limitations. Use the budget narrative column on the budget form for a brief explanation of budget items and submit a separate page (word document) with a detailed narrative, that describes each budget cost.

Describe existing or potential sources of leverage for your project using the chart below. While leveraging is not required, it will be reviewed favorably.
Applicants must provide a detailed cost proposal, with a line-item breakdown of the costs for specific services and work products proposed. Cost proposals must be “fixed price” proposals. The proposed price must include all costs that will be charged to the City for the services and tangible work products the Applicant proposes to perform and deliver to complete the project and including, but not limited to, costs for the following, if the Department is to pay for them: employee compensation and fringe benefits; communication; printing; administrative expenses; bonding; acquisition of real estate; rent, utilities, maintenance and security related to real estate; travel (reimbursable only at rates approved by the Department and in accordance with current City policies, which can be obtained from the Department); project management; development; testing; implementation; maintenance; training; and all other work proposed. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

The form has five tabs. The form automatically calculates certain costs to ensure that proposed costs comply with OHS requirements. Applicants that propose to use OHS funds to support administrative staff salaries and fringe benefits must complete an additional schedule that shows all other funding for those salaries and fringe benefits. If your housing intervention requires leasing units or buildings, please use the forms designed to calculate the cost and then transfer the totals to the OHS budget forms.

Do not input into color–coded cells, as they are self-populating. The form automatically calculates certain costs to ensure that proposed costs comply with OHS requirements.

Schedule B – full time personnel page – must provide the applicant’s total annual salary for each employee, percentage of time devoted to this program only and total yearly fringe benefits costs.

Schedule C – part time and contracted employee page – must provide hourly wage, total weekly hours worked and total yearly fringe benefits costs.

Schedule D – administrative personnel page – must provide the applicant’s total annual salary for each employee, percentage of time devoted to this program only and yearly fringe benefits costs and all other funding for these salaries and fringe benefits.

I. Organization and Personnel Requirements

The proposal must identify all personnel who will perform work on the project, by education level, skill set (described in detail), experience with a project of similar size/scope experience level, and job title. Resumes of all personnel so identified should be included in Applicant’s proposal. The Department expects the following with respect to the successful Applicant’s organizational structure and personnel:

- Organization chart
- Job descriptions with working titles, specific qualifications, experience and training requirements for all identified positions
- Resumes for all identified personnel or when applicable indicate TBD
- Identification of the staff member/s designated as the HMIS Manager and users at the facility
- Identification of the staff member designated to ensure that children’s educational rights are protected, as defined in the McKinney Vento Homeless Education Act
III. Proposal Format, Content, and Submission Requirements; Selection Process

A. Proposal Format

Proposal Submission Instructions: Applicants are required to submit electronic responses only.

- One email of completed proposals must be submitted to, Roberta Cancellier, Deputy Director of Housing Services, at Roberta.Cancellier@phila.gov by 5:00 PM (Philadelphia, PA local time).

- Proposals must be typed on 8-1/2 inch by 11 inch white paper with 1 inch margins, all pages numbered, and be either 1 ½ spaced or double-spaced. Single-spaced proposals will not be accepted.

- Proposals or proposal components will not be accepted via facsimile (fax) transmission.

B. LGBTQ-Owned Business Data Collection (Optional if applicable to Applicant and/or Applicant’s proposed subcontractors)

As part of the City’s commitment to diversity, equity and inclusion in all aspects of City procurement, the City is collecting data to identify the number of companies beneficially owned and controlled by Lesbian, Gay, Bisexual, Transgender and Queer persons who wish to do business with the City (collectively, “LGBTQ businesses”). The data will be used to identify the number of LGBTQ businesses currently doing business with the City. It will also assist in efforts to include LGBTQ certified businesses into the City’s vendor database. Response to this form is voluntary. (See Section III. I for more information)

C. Proposal Content

Proposals submitted in response to this RFP must include a cover letter signed by the person authorized to issue the proposal on behalf of the Applicant, and the following information in the sections and order indicated. Attach all components of the proposal sections listed below electronically and provide hard copies as specified when responding to this contract opportunity. Submissions that are missing or have incomplete sections or forms may not pass threshold review.

For any contract awarded for work to be performed on or after July 1, 2019 the City has instituted a policy of making all of its payments under the contract through electronic deposits into the awarded entity’s designated bank account. Before any City payments are made, the awarded entity will be required to supply the City with the information necessary for the City to initiate electronic payments by completing one of the electronic payment processing enrollment forms available on the City’s vendor portal at https://secure.phila.gov/finance/vendorpayments. Applicants awarded a contract before July 1, 2019 are encouraged to complete one of the electronic payment processing enrollment forms before the conversion to electronic payments becomes mandatory. The City intends to stop issuing paper checks.

☐ RFP Checklist (Attachment A) - Use the checklist to ensure that the requested information is provided. Submit a completed checklist with each hard copy and indicate if any items are non-applicable.

☐ Vendor Application (Attachment B) – Complete the Vendor Application. Include a list plus copies of all current applicable licenses, i.e., Certificate of Occupancy, Housing Inspection License, Food Preparation License, Food Safety Certifications, etc. Please submit for any like facilities currently operated by the Applicant.
Budget Forms (Attachments C&D) – Complete the budget forms. Applicant must complete and attach budget forms in the Excel format and include detailed budget narrative in Word format. Include any committed or potential leveraging in this section. See Section II. G. Cost Proposal for more information.

Introduction/Executive Summary – (Maximum of 1 page) – Applicant should provide an understanding of the need for the services as presented by OHS and should concisely highlight the contents of the proposal, including the amount of the request, the number of persons to be served, and the outcomes projected. The executive summary will summarize the needs of the target population, identifying existing barriers to needed services and describe the approach the Applicant will take to address these issues. Applicant shall describe how the Applicant’s business experience will benefit the project.

Company Background and Profile – (Maximum of 1 page) – Provide a narrative description of the Applicant itself, including the following: Applicant’s business identification information, including name, business address, telephone number, website address, and federal taxpayer identification number or federal employer identification number; a primary contact for the Applicant, including name, job title, address, telephone and fax numbers, and email address; a description of Applicant’s business background - whether registered to do business in Philadelphia and/or Pennsylvania, country and state of business formation, number of years in business, primary mission of business, significant business experience, whether registered as a minority-, woman-, or disabled-owned business or as a disadvantaged business and with which certifying agency, and any other information about Applicant’s business organization that applicant deems pertinent to this RFP.

Project Understanding – (Maximum of 1 page) Provide a brief narrative statement that confirms the Applicant’s understanding of, and agreement to provide, the services and/or tangible work products necessary to achieve the objectives of the RFP. Applicant shall describe how the Applicant’s organizational experience will benefit the project.

Statement of Qualifications; Relevant Experience - (Maximum of 1 page) – Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. If any minimum qualifications for performance are stated in this RFP, Applicant must include a statement confirming that Applicant meets such minimum requirements.

Administrative Capacity - (Maximum of 1 page) – Description of the administrative capacity to operate the program, fiscal management and reporting systems (including those used for data collection and reporting, programs and services, and human resources management).

Statement of Financial Capability – Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. (One (1) page not including documents listed below.) Provide the following:

- General statement of the Applicant’s financial condition;
- One copy of the most recent Independent Audit;
- Disclosure of any bankruptcy filings over the past five years;
- Most recent IRS Form 990 (for non-profit organizations only).

Letters of Support – New applicants must provide at least three (3) letters of support documenting support of both the applicant for the proposed project and the applicant’s ability to operate the project. (Not included in page limit)

References - New applicants must provide three (3) references for projects they operate that are similar in type, scope, size and/or value to the work sought by this RFP and may include projects with other municipalities (if applicable) that are similar in size to the City of Philadelphia. New applicants and/or applicants proposing to operate a new facility must also provide documentation of political and community support of the applicant and the project. (Not included in page limit)
☐ **Scope of Work Narrative** - *(Maximum of five (5) pages)* - Provide a description of the project that is complete and concise.

☐ **Proposed Subcontractors** – *(One (1) page maximum)* - 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 as stated in Appendix B. Note that if subcontractors at any tier may perform services arising directly out of a City contract resulting from this RFP, Applicants must inform them of the City’s minimum wage and benefits requirements and must require them to comply with such requirements. (See Section III.J for more information.)

☐ **Statement of Anticipated Job Creation** (if applicable) – *(One (1) page maximum)* - Narrative description on whether and how a contract award based on the proposal will result in new job creation within the following: (1) City of Philadelphia; (2) Philadelphia Metropolitan Statistical Area; (3) Commonwealth of PA; (4) United States of America. For each job anticipated, the Applicant shall describe the following: job title, job description, educational qualifications, and anticipated annual salary or anticipated annual hourly rate.

☐ **Staffing & Organizational Structure** – *(Maximum of 2 pages not including attachments)* – Listing of all personnel that will perform the work under this RFP by job title, education and experience level, skill set, technical expertise, licensing (if applicable), and experience with a project of similar size/scope. Applicant must submit the following:
  - Organization chart
  - Job descriptions with working titles, specific qualifications, experience and training requirements for all identified positions
  - Resumes for all identified program personnel or when applicable indicate TBD

☐ **Requested Exceptions to Contract Terms** - State exceptions, if any, to City Contract Terms that Applicant requests, including the reasons for the request and any proposed alternative language. *(See Section III. C for more information.)*

☐ **Waivers** – Vendors who wish to request a waiver from the wage and benefits requirements must submit a signed letter on their letterhead detailing the rationale for the waiver request along with their proposal. The selected vendor must also complete the Health & Human Services Waiver Request Form to be provided by OHS. OHS will submit the waiver request form to the City of Philadelphia Managing Director’s Office for review and notify the selected vendor if the waiver is approved.

☐ **Office of Economic Opportunity Anti Discrimination Policy** – Minority, Woman and Disabled Owned Business Enterprises – **Appendix B-1** is applicable for all for-profit applicants. For **Appendix B-1** complete and attach the Solicitation for Participation and Commitment Form. **Appendix B-2** is applicable to all non-profit applicants. For **Appendix B-2** complete and attach the Diversity Report of Nonprofit Organizations form provided with this RFP.

☐ **Tax and Regulatory Status and Clearance Statement** – Per **Section III. E** include a statement in the form requested in **Appendix C**, regarding the Applicant’s tax and regulatory compliance with the City.

☐ **Local Business Entity or Local Impact Certification** – If applicable, Applicant may elect to provide the certification statement in the form of **Appendix D** as to Applicant’s status as a Local Business Entity or its local impact if awarded the contract. *(See Section III. H for more information.)*

☐ **Disclosure Requirements** - Disclose all information required under Chapter 17-1400 of the Philadelphia Code, including any local and state political campaign contributions, on the forms provided through eContract Philly. *(See **Section III. I** for more information.)*
Disclosure of Litigation, Disclosure of Administrative Proceedings – State, for the five-year period preceding the date of this RFP, a description of any judicial or administrative proceeding that is material to Applicant’s business or financial capability or to the subject matter of the RFP, or that could interfere with Applicant’s performance of the work requested by this RFP, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; and criminal conviction or indictment; and any order or agreement with or issued by a court or local, state of federal agency. For each such proceeding, state the name of the case or proceeding, the nature of the claims involved, its current status and the final disposition, if any. Provide the same information for any officer, director, principal, or partner of Applicant’s organization, and for any subcontractor Applicant plans to use to perform the services described in this RFP.

Defaults - Provide a description, in detail, of any situation occurring within the past five (5) years in which the Applicant, or a joint venture or partnership of which Applicant was a part, defaulted or was deemed to be in noncompliance of any contractual obligations, explaining the issues involved in the default, the outcome, the actions taken by Applicant to resolve the matter. Also provide the name, title and telephone number of the party to the contract who asserted the event of default or noncompliance or the individual who managed the contract for that party.

IV. Notice to Applicants to State Requested Exceptions to Contract Terms in Proposal

The City’s standard contract terms and conditions for services of the type sought by this contracting opportunity (Contract Terms) are set forth in the General Provisions attached to this RFP as Appendix A. By submitting a proposal in response to this contract opportunity, the Applicant agrees that, except as provided herein, it will enter into a contract with the City containing substantially the Contract Terms.

Applicants must state clearly and conspicuously any modifications, waivers, objections or exceptions they seek (“Requested Exceptions”) to the Contract Terms in a separate section of the proposal entitled “Requested Exceptions to Contract Terms.” For each Requested Exception, the Applicant must identify the pertinent Contract Term by caption and section number and state the reasons for the request. The Applicant must also propose alternative language or terms for each Requested Exception. Requested Exceptions to the City’s Contract Terms will be approved only when the City determines in its sole discretion that a Requested Exception makes business sense, does not pose unacceptable risk to the City, and is in the best interest of the City. By submitting its proposal, the Applicant agrees to accept all Contract Terms to which it does not expressly seek a Requested Exception in its proposal. The City reserves the right, in its sole discretion, to evaluate and reject proposals based in part on whether the Applicant’s proposal contains Requested Exceptions to Contract Terms, and the number and type of such requests and alternative terms proposed.

If, after the City issues its Notice of Intent to Contract to an Applicant, the Applicant seeks Requested Exceptions to Contract Terms that were not stated in its proposal, the City may, in its sole discretion, deny the Requested Exceptions without consideration or reject the proposal.

The City reserves the right, in its sole discretion, (i) to waive any failure to comply with the terms of this Notice to Applicants if it determines it is in the best interest of the City to do so; and (ii) to require or negotiate terms and conditions different from and/or additional to the Contract Terms in any final contract resulting from this contract opportunity, without notice to other Applicants and without affording other Applicants any opportunity to revise their proposals based on such different or additional terms.

Office of Economic Opportunity – Participation Commitment/Diversity Reports

Each Applicant is subject to the provisions of Mayoral Executive Order 03-12, the City’s Antidiscrimination Policy for 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 Executive Order 03-12, and listed in Appendix B. Applicants are required to exercise their “Best and Good Faith Efforts” in response to the ranges specified Appendix B, in an effort to provide meaningful opportunities for the participation of M/W/DSBEs in their proposals. Forms,
instructions and special contract provisions which explain the requirements of the Antidiscrimination Policy for City contracts in more detail are included in Appendix B to this RFP. Appendix B-1 includes the “Solicitation for Participation and Commitment Form” which Applicants should complete and return with their proposal if Applicant has solicited and/or made commitments to use M/W/DSBEs as part of its proposal. M/W/DSBEs are also encouraged to respond directly to this RFP.

If Applicant is a nonprofit organization, Mayoral Executive Order 03-12 requires nonprofit Applicants to document their diversity policies. Applicants that are nonprofit organizations should refer to the special contract provisions and instructions attached to this RFP as Appendix B-2. Included in Appendix B-2 is the form, “Diversity Report of Nonprofit Organizations,” which should be completed and returned with proposals submitted by nonprofit Applicants even if a nonprofit Applicant is also submitting a “Solicitation for Participation and Commitment” form, Appendix B-1.

The Philadelphia Tax and Regulatory Status and Clearance Statement

It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes 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. To assist the City, through its Department of Revenue and Department of Licenses and Inspections, in determining this status, each Applicant is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement which is attached to this RFP as Appendix C.

If the Applicant is not in compliance with the City’s tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made, Applicants will not be eligible for award of the contract contemplated by this RFP.

The selected Applicant will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants are advised to take these City policies into consideration when entering into their contractual relationships with proposed subcontractors.

If an Applicant or a proposed subcontractor is not currently in compliance with the City’s tax and regulatory codes, please contact the Revenue Department to make arrangements to come into compliance at 215-686-6600 or revenue@phila.gov.

Applicants need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract contemplated by the RFP. Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License may be made on line by visiting the City of Philadelphia Business Services Portal at http://business.phila.gov/Pages/Home.aspx and clicking on “Register Now.” If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Income and Receipts Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Commercial Activity License.

E. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

1 Applicants that have a Business Privilege Tax Number should use that number, as it is automatically their Commercial Activity License Number, and need not apply for a new Commercial Activity License Number. Similarly, Applicants with a Business Privilege Tax Account Number should use that number as their Business Income and Receipts Tax Account Number.

2 Commercial Activity Licenses are not typically required for non-profit organizations; however, Business Income and Receipts Tax Account Numbers typically are required.
Applicants are advised that any contract awarded pursuant to this RFP is a “Service Contract,” and the successful Applicant under such contract is a “Service Contractor,” as those terms are defined in Chapter 17-1300 of the Philadelphia Code (“Philadelphia 21st Century Minimum Wage and Benefits Standard Ordinance”). Any Subcontractor (as defined in the General Provisions attached as an Appendix to this RFP), and any sub-subcontractor at any tier proposed to perform services sought by this RFP, is also a “Service Contractor” for purposes of Chapter 17-1300. If any such Service Contractor (i.e. Applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions set forth in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care and sick leave benefits, are mandatory and must be provided to Applicant’s employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFP. Applicants and any subcontractors at any tier proposed by Applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code, the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page for further details concerning the applicability of this Chapter to, and obligations it imposes on certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful Applicant’s failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300, or any discrimination or retaliation by the successful Applicant or Applicant’s subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFP. By submitting a proposal in response to this RFP, Applicants acknowledge that they understand, and will comply with the requirements of Chapter 17-1300, and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFP. Applicants further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFP of the requirements of Chapter 17-1300.

F. Certification of Compliance with Equal Benefits Ordinance

If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 17-1901(4) (“A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”), and will result in a Service Contract in an amount in excess of $250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (see footnote 3 for online access to the Philadelphia Code), the successful Applicant shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful Applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all Applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful Applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful Applicant does not provide employment benefits to the spouses of married employees. The successful Applicant’s failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful Applicant against any employee on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the General Provisions attached to this RFP and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

G. Local Business Entity or Local Impact Certification

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3 A link to the Philadelphia Code is available on the City’s official web site, [www.phila.gov](http://www.phila.gov). Click on “City Code and Charter,” located to the bottom right of the Welcome page under the box “Transparency.”
Pursuant to Mayoral Executive Order No. 04 -12, the City Department will, in the selection of the successful Applicant, consider whether that Applicant has certified that either (1) Applicant meets the criteria stated in Section 17-109(3)(b) of the Philadelphia Code to qualify as a Local Business Entity or (2) in the performance of the resulting contract, Applicant will employ City residents, or perform the work in the City. Any Applicant who wishes to demonstrate its eligibility for this consideration shall do so by completing, executing and attaching to its application a completed Local Business Entity or Local Impact Certification, the form of which is attached to this RFP as Appendix D. The Applicant shall then also include in a separate section of the application, labeled “Local Business Entity or Local Impact Certification,” a statement that the Applicant believes it has met the Local Business Entity or Local Impact criteria “as set forth in the attached Local Business Entity or Local Impact Certification.” The City Department shall deem it a positive factor where the Applicant has, in the City’s sole discretion, met the Local Business Entity or Local Impact criteria.

H. Selection Process

This RFP is not a competitive bid subject to the requirement of Section 8-200 of the Philadelphia Home Rule Charter that award be made to the lowest responsible bidder. Cost to the City is a material factor, but it is not the sole, or necessarily the determining factor, in proposal evaluation. The City may, at its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible Applicant submitting the lowest price. If the City chooses to award a contract, that contract will be awarded to the Applicant whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City’s best interest.

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

1. Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
4. Superior quality, efficiency and fitness of proposed solution for City Department
5. Superior skill and reputation, including timeliness and demonstrable results
6. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
7. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
8. Lower cost
9. Administrative and operational efficiency, requiring less City oversight and administration
10. Anticipated long-term cost effectiveness
11. Meets prequalification requirements
12. Applicant’s certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12

If a contract is awarded pursuant to this RFP, in compliance with Section 17-1402 (c) of the Philadelphia Code, a notice will be published on the City’s eContract Philly website (go to http://www.phila.gov/contracts and click on eContract Philly) listing the names of all Applicants and identifying the successful Applicant and the basis for the award to that Applicant. This notice will appear on the City’s website for at least one week before the contract is executed. In no event, however, shall the City Department or City Agency issuing this RFP be obligated to debrief unsuccessful Applicants as to the basis for its decision not to award a contract to them.

I. LGBTQ Applicant Opportunity Data

As part of the City’s commitment to diversity, equity and inclusion in all aspects of City procurement, the City is collecting data to identify the number of companies beneficially owned and controlled by Lesbian, Gay, Bisexual, Transgender and Queer persons who wish to do business with the City (collectively, “LGBTQ businesses”). The data will
be used to identify the number of LGBTQ businesses currently doing business with the City. It will also assist in efforts to include LGBTQ certified businesses into the City’s vendor database. Response to this form is voluntary.

**J. Criminal Record Checks**

The Fair Criminal Record Screening Standards Ordinance became effective on April 13, 2011 and it applies to all City agencies and private businesses that employ 10 or more employees within the City of Philadelphia, including job placement and temporary employment agencies. The ordinance prohibits employers from inquiring into an applicant’s criminal history with a written employment application; inquiring into an applicant’s criminal history before or during the first interview; taking adverse action against an applicant because of past arrests or criminal accusations which did not result in convictions; inquiring into criminal records at all if the employer does not conduct interviews. Employers may conduct criminal background checks but only after the applicant’s initial interview, which may occur in person, or by telephone.

OHS requires Criminal Record Checks for all program staff and volunteers at facilities that serve single adults and/or families (adults with children) **prior to hire and at five (5) year intervals thereafter. The OHS Contract Unit will notify the selected Applicant when to submit the Criminal Record Checks.**

**K. Child Abuse History Clearances**

OHS requires Child Abuse Clearances for all staff and volunteers at facilities serving families **prior to hire and annually thereafter. The OHS Contract Unit will notify the selected Applicant when to submit their Child Abuse History Clearances.**

**Proposal Administration**

**A. Procurement Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Posted</td>
<td>February 14, 2019</td>
</tr>
<tr>
<td>Pre-Proposal Meeting (attendance is optional)</td>
<td>February 28, 2019</td>
</tr>
<tr>
<td>Applicant Questions Due</td>
<td>March 5, 2019</td>
</tr>
<tr>
<td>Answers Posted on eContract Philly Website</td>
<td>March 11, 2019</td>
</tr>
<tr>
<td>Proposals Due-Electronic</td>
<td>5:00 PM (Local Time), April 15, 2019</td>
</tr>
<tr>
<td>Applicant Selection</td>
<td>TBD</td>
</tr>
<tr>
<td>Commencement of Work</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

The above dates are estimates only and the City reserves the right, in its sole discretion, to change this schedule. Notice of changes in the pre-proposal meeting date/time or location, the due date for Applicant questions, and the date for proposal submission will be posted on the City’s website at www.phila.gov\contracts (click on eContract Philly). The other dates/times listed may be changed without notice to prospective Applicants.

**B. Pre-Proposal Meeting**

A pre-proposal meeting to review the requirements of this RFP will be held on (February 28, 2019, 2:00 PM, MSB, 1401 JFK Boulevard, Room X). OHS staff members will be present to review the RFP and respond to questions about the proposed services. A representative from OEO will also be present to discuss OEO Participation Requirements and to respond to questions. Attendance at the pre-proposal meeting is optional.
C. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to Diana H. Rivera at Diana.H.Rivera@phila.gov no later than 5:00 PM (Philadelphia, PA Local Time, March 5, 2019). and will not be considered if not received by then. The City will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted by (date) on the City’s website at www.phila.gov/contracts (click on eContract Philly and go to the Opportunity Details page for this notice of contracting opportunity). Responses posted on the City’s website become part of the RFP upon posting. The City reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

D. Term of Contract

It is anticipated that the initial term of the Contract shall commence on 7/1/2019 (the “Initial Term”) and, unless sooner terminated by the City pursuant to the terms of the Contract, shall expire one year thereafter, on 6/30/20. The City may, at its sole option, amend the Contract to add up to three (3) additional successive one-year terms (“Additional Terms”). Except as may be stated otherwise in such amendment, the terms and conditions of this Contract shall apply throughout each Additional Term.

General Rules Governing RFPs/Proposals; Reservation of Rights, Confidentiality and Public Disclosure

A. Revisions to RFP

The City reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on the City of Philadelphia’s RFP website with the original Opportunity Details. It is the Applicant’s responsibility to check the City of Philadelphia’s RFP website frequently to determine whether additional information has been released or requested.

B. 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.

C. Proposal 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.

D. Contract Preparation Fee

Pursuant to Chapter 17-700 of the Philadelphia Code, the successful Applicant must generally pay a contract preparation fee. Regulations promulgated by the City Solicitor currently establish the following schedule of fees for preparation of the initial contract and subsequent amendments, based upon the amounts involved and whether the successful Applicant is a for-profit or nonprofit entity:
<table>
<thead>
<tr>
<th>Amount of Contract or Amendment</th>
<th>For-Profit Fees</th>
<th>Non-Profit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contract</td>
<td>Amendment</td>
</tr>
<tr>
<td>$0-$30,000</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>$30,001-$100,000</td>
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</tr>
<tr>
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<td>$520</td>
</tr>
<tr>
<td>Over $1,000,000</td>
<td>$1,500</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

In its discretion, the Law Department may grant a full or partial waiver of any of the above fees in exceptional cases for good cause shown, such as violation of a grant covenant. Governmental entities are exempt from the fees. The Law Department reserves the right to collect up to twice the stated fee if extensive negotiation is required to reach a final contract with the successful Applicant.

E. Reservation of Rights

By submitting its response to this notice of contract opportunity as posted on the City of Philadelphia’s RFP website, the Applicant accepts and agrees to this Reservation of Rights. The term “notice of contract opportunity,” as used herein, means this RFP and includes all information posted on City of Philadelphia’s RFP website in relation to this “New Contract Opportunity” as published on City of Philadelphia’s RFP website, including in addition to this RFP, any other document linked to the City of Philadelphia’s RFP website or otherwise displayed on or linked to this notice of contract opportunity.

1. Proposal Selection and Contract Negotiation

The City reserves and may, in its sole discretion, exercise any one or more of the following rights and options with respect to proposal selection:

(a) 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 notice of contract opportunity, does not comply with applicable law (including, without limitation, Chapter 17-1400 of the Philadelphia Code), is conditioned in any way, or contains ambiguities, alterations or items of work not called for by this notice of contract opportunity, or if the City determines it is otherwise in the best interest of the City to reject the proposal;

(b) 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 delinquent, and has not made arrangements satisfactory to the City, with respect to the payment of City taxes or taxes collected by the City on behalf of the School District of Philadelphia, or other indebtedness owed to the City; is not in compliance with City regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant;

(c) to waive any defect or deficiency in any proposal, including, without limitation, those identified in subsections (a) and (b) preceding, if, in the City’s sole judgment, the defect or deficiency is not material to the proposal;

(d) 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;
(e) to issue a notice of intent to contract and/or execute a contract for any or all of the items in any proposal, in whole or in part, as the City, in its sole discretion, determines to be in the City’s best interest;

(f) to enter into negotiations with any one or more Applicants regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the City may require, at any time prior to execution of a final contract, whether or not a notice of intent to contract has been issued to any Applicant and without reissuing this notice of contract opportunity;

(g) 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;

(h) 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;

(i) 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;

(j) to elect not to enter into any contract with any Applicant, whether or not a notice of Intent to Contract has been issued and with or without the reissuing this notice of contract opportunity, if the City determines that it is in the City's best interest to do so;

(k) to require any one or more Applicants to make one or more presentations to the City at the City’s offices or other location 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;

(l) to conduct on-site investigations of the facilities of any one or more Applicants (or the facilities where the Applicant performs its services);

(m) 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;

(n) 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,

(o) 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 on City of Philadelphia’s RFP website.

2. Miscellaneous

   (a) Interpretation: Order of Precedence. In the event of conflict, inconsistency or variance between the terms of this Reservation of Rights and any term, condition or provision contained in any notice of contract opportunity, the terms of this Reservation of Rights shall govern.

   (b) Headings. The headings used in this Reservation of Rights do not in any way define, limit, describe or amplify the provisions of this Reservation of Rights or the Scope or intent of the provisions, and are not part of this Reservation of Rights.

F. Confidentiality and Public Disclosure
The successful Applicant shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. The successful Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Applicant agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By submission of a proposal, Applicants acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.
APPENDIX A

THE CITY OF PHILADELPHIA PROFESSIONAL SERVICES CONTRACT
GENERAL PROVISIONS FOR THE OFFICE OF HOMELESS SERVICES
Appendix B
CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY - MINORITY, WOMAN AND DISABLED OWNED BUSINESS ENTERPRISES
FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS
(NON-COMPETITIVELY BID CONTRACTS)

Under the authority of Executive Order No. 03-12, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 03-12 is administered by the City’s Office of Economic Opportunity ("OEO").

The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City's antidiscrimination policy is applicable to this Notice of Contracting Opportunity (hereinafter, “NOCO”).

The Office of Economic Opportunity has approved the following projected ranges of participation for this NOCO which serve as a guide in determining each applicant's responsibility:

**MBE Ranges : 1 - 3%**

And

**WBE Ranges : 1 - 3%**

These ranges represent the percentage of MBE, WBE and/or DSBE (collectively, “M/W/DSBE”) participation that should be attained by M/W/DSBES from business opportunities existing in the available market absent discrimination in the solicitation and selection of these businesses and through applicant’s exercise of Best and Good Faith Efforts. Best and Good Faith Efforts are those efforts, the scope, intensity and appropriateness of which are taken to achieve meaningful and representative opportunities for participation by M/W/DSBES. These ranges are derived from an analysis of factors such as the size and scope of the contract and the availability of certified M/W/DSBES to perform various elements of the contract. The submission of a Solicitation For Participation and Commitment Form and any supporting documentation (more fully discussed below) is an element of responsiveness to the NOCO and failure to submit the required information will result in rejection of your proposal.

Applicant hereby verifies that all forms, information and documentation submitted to OEO are true and correct and is notified that the submission of false information by applicant is subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities which may include payment of a fine of at least $1,000 and a term of imprisonment of not more than two years. Applicant also acknowledges that under 18 Pa.C.S. §4107.2 (a)(4) it is a felony in the third degree, punishable by a term of imprisonment of not more than seven years in addition to the payment of any fines or restitution, if, under any contract awarded pursuant to this NOCO, applicant fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.

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1 The term “Notice of Contracting Opportunity,” shortened to the acronym “NOCO,” refers to the City’s contract solicitation documents and information posted on eContract Philly. Generally, these documents take the form of a Request for Proposals (RFP), Request for Qualifications (RFQ) or Request for Expression of Interest (RFI) and include any other document or information (for example, exhibits, appendices) related to the posting of the new contract opportunity.
A. M/W/DSBE PARTICIPATION

1. Only firms that are certified by an approved certifying agency and identified in the OEO Certification Registry by the time of contract award will be credited toward the participation ranges on City contracts. An OEO Certification Registry is maintained by the OEO and is available online at www.phila.gov/OEO/directory. Firms owned and controlled by minority persons, women or disabled persons, which are certified as MBE, WBE, DSBE or DBE by an approved certifying agency may apply to the OEO for listing in its OEO Certification Registry.

2. No applicant that seeks to meet the participation range(s) for participation by entering into a subcontract with any M/W/DSBE participant shall be considered to meet the range(s) if the M/W/DSBE participant does not perform a commercially useful function (“CUF”). An M/W/DSBE performs a Commercially Useful Function when it performs a distinct element of a City Contract (as required by the services to be performed in accordance with the NOCO) which is worthy of the dollar amount of the M/W/DSBE Subcontract and the M/W/DSBE carries out its responsibilities by managing and supervising the services involved and actually self-performing at least twenty percent (20%) of the services of the Subcontract with its own employees.

3. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category. Applicants will note with their submission which category, MBE or WBE or DSBE, is submitted for credit.

4. An MBE/WBE/DSBE submitting as the prime applicant is required, like all other applicants, to submit a proposal that is responsive to the Policy. The M/W/DSBE Applicant will receive credit towards the participation range for its certification category (e.g., MBE range or WBE range or DSBE range). In addition, the participation of an M/W/DSBE partner, as part of a joint venture created for this contract, may be credited towards the participation ranges only to the extent of the M/W/DSBE partner’s ownership interest in the joint venture in accordance with the following criteria:

   - The MBE, WBE or DSBE partner(s) must be identified in the OEO Registry prior to contract award;
   - The M/W/DSBE partner(s) must derive substantial benefit from the arrangement;
   - The M/W/DSBE partner(s) must be substantially involved in all phases of the contract including planning, staffing and daily management;
   - The business arrangement must be customary (i.e., each partner shares in the risk and profits of the joint venture commensurate with their ownership interest, contributes working capital and other resources, etc).

5. M/W/DSBE Subcontractors must perform at least twenty percent (20%) of the total amount of work to be performed under the Subcontract with their own employees.

6. In listing participation commitments on the Solicitation for Participation and Commitment Form, applicants are required to list a detailed description of the services or supply effort, the dollar amount of the quotation, and percentage of the contract the participation represents. In calculating the percentage amount, applicants may apply the standard mathematical rules in rounding off numbers. The OEO reserves the right

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2 Approved certifying agencies are identified on the OEO webpage found at www.phila.gov/OEO. Applicant is strongly encouraged to search the Pennsylvania Unified Certification Program (“PaUCP”) Directory which offers a robust listing of DBEs; the PaUCP Directory is found at www.paucp.com.
to request clarifying information from applicants in the event of an inconsistency or ambiguity in the Solicitation For Participation and Commitment Form.

**B. RESPONSIVENESS**

1. A proposal responsive to the Policy is one which contains documentary evidence of the M/W/DSBEs that have been solicited and that will be used by the applicant on the contract, if awarded; where the proposal satisfies the M/W/DSBE participation ranges for that contract, the applicant is rebuttably presumed not to have discriminated in its selection of contract participants.

2. Applicants must submit documentary evidence of MBE, WBE and DSBEs who have been solicited and with whom commitments have been made in response to each of the participation ranges included in this NOCO. Failure to submit the Solicitation For Participation and Commitment Form will result in the rejection of the proposal as nonresponsive, although the City, at its sole discretion, may allow applicants to submit or amend the Solicitation For Participation and Commitment Form at any time prior to award. The Solicitation For Participation and Commitment Form must contain the following information:

   - Documentation of all solicitations (regardless of whether commitments resulted therefrom) as well as all commitments made on the enclosed document entitled “Solicitation For Participation and Commitment Form”. Applicants should only make actual solicitations of M/W/DSBEs whose services or materials are within the scope of this NOCO. Mass mailing of a general nature to M/W/DSBEs or similar methods will not be deemed solicitation, but rather will be treated as informational notification only. A reasonable period of time should be given to all solicited firms to ensure that they have sufficient time to adequately prepare their quotes/subproposals. The applicant’s listing of a commitment with an M/W/DSBE constitutes a representation that the applicant has made a legally binding commitment to contract with such firm, upon receipt of a contract award from the City ("Contract Commitment”).
   - If the applicant has entered into a joint venture with an MBE, WBE and/or DSBE partner, the applicant is also required to submit along with the Solicitation For Participation and Commitment Form, a document entitled “Joint Venture Eligibility Information Form,” available at OEO, for the City’s review and approval of the joint venture arrangement.

3. If Applicant does not fully meet each of the range(s) for participation established for this NOCO, applicant must demonstrate that it exercised Best and Good Faith Efforts to achieve the M/W/DSBE participation ranges along with a written request, on its letterhead, for the reduction of part or all of the M/W/DSBE participation ranges ("Request For Reduction/Waiver"). Applicant, through the submission of documentary evidence must show that applicant took all necessary steps and made reasonable efforts to achieve the M/W/DSBE participation ranges, even if these efforts were not fully successful. OEO will evaluate the scope, intensity and appropriateness of these efforts to ascertain whether they could reasonably be expected to achieve M/W/DSBE participation commensurate with the ranges. Failure to submit the documentary evidence will result in rejection of the proposal as nonresponsive; the City, at its sole discretion, may allow applicants to submit or amend their submission at any time prior to award which may result in revision to Applicant’s participation commitments. The submission shall contain and discuss, at a minimum, the following:

   - Reasons for not committing with any MBE/WBE/DSBEs that submitted a quote/subproposal, regardless of whether the quote/subproposal was solicited by applicant.
   - Any additional evidence pertinent to applicant’s conduct relating to this NOCO including sufficient evidence which demonstrates to the OEO that applicant has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing applicant’s efforts to achieve participation within the ranges, applicant may submit any corroborating documentation (e.g., copies of advertisements for participation).

The applicant’s documentary evidence will be reviewed by the OEO to determine whether applicant exercised Best and Good Faith Efforts in response to the participation ranges. Applicant’s expressed desire to self-perform services with its own employees will not excuse applicant from exercising Best and Good Faith Efforts to include M/W/DSBEs in its proposal and cannot be used as a basis for requesting a reduction or waiver of the participation ranges. OEO’s review will include consideration of the following:
• Applicant's contracting activities and business practices on similar public and private sector contracts. For example, if applicant rejects any M/W/DSBE based on price, applicant must fully document its reasons for the rejection and also demonstrate that applicant subjects non-M/W/DSBEs to the same pricing standards. OEO will investigate whether there was any attempt at good faith negotiation of price.

• Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the plans and requirements of the contract and given adequate amount of time to prepare a quote/subproposal as others who were solicited by applicant. The OEO will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether applicant short listed M/W/DSBEs for participation or solicited M/W/DSBEs at any pre-proposal meetings.

• Whether the applicant's contracting decisions were based upon policies which disparately affect M/W/DSBEs. OEO will ascertain whether applicant selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. OEO will consider whether applicant employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract or prompt payment practices.

4. After review of the applicant’s submission and other information the OEO deems relevant to its evaluation, the OEO will make a written determination that will be forwarded to the awarding City Department.

- If the proposal is determined nonresponsive by the OEO, the applicant will be notified and may file a written appeal with the Executive Director of OEO within forty-eight (48) hours of the date of notification; the decision of the Executive Director of OEO shall be final.

C. RESPONSIBILITY

1. Upon award, the completed Solicitation For Participation and Commitment Form and accompanying documents regarding solicitation and commitments with MBEs, WBEs and DSBEs become part of the contract and the successful applicant is required to enter into legally binding agreement(s) ("M/W/DSBE Subcontract(s)") with its M/W/DSBE participants for the services and in the dollar amount(s) and percentage(s) as so committed (the "Contract Commitment(s)"). M/W/DSBE percentage commitments are to be maintained throughout the term of the contract and shall apply to the total contract value (including amendments). Any change in commitment, including but not limited to, substitutions for the listed firm(s), changes or reductions in the work and/or listed dollar/percentage amounts, must be pre-approved in writing by the OEO.

2. Unless otherwise specified in the M/W/DSBE Subcontract, the successful applicant shall, within five (5) business days after receipt of a payment from the City for services performed under the contract, deliver to its M/W/DSBE participants, their proportionate share of such payment for services performed (including the supply of materials). In connection with the payment of its M/W/DSBE participants, the successful applicant agrees to fully comply with the City's payment reporting process which may include the use of electronic payment verification systems.

3. No privity of contract exists between the City and any M/W/DSBE participant identified in any contract resulting from this NOCO. The City does not intend to give or confer upon any such M/W/DSBE participant(s) any legal rights or remedies in connection with the subcontracted services pursuant to Executive Order 03-12 or by reason of any contract resulting from the NOCO except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

4. If the OEO determines that the applicant has discriminated against a M/W/DSBE at any time during the term of the contract, the OEO may recommend to the Director of Finance the imposition of sanctions on the applicant including debarment of the applicant from submitting and/or participating in future City contracts for a period of up to three (3) years.
D. ACCESS TO INFORMATION

1. The OEO shall have the right to make site visits to the applicant’s place of business and/or job site and obtain documents and information from any applicant, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain applicant’s responsiveness and responsibility.

2. Failure to cooperate with the OEO in its review may result in a recommendation to terminate the contract.

E. RECORDS AND REPORTS

1. The successful applicant shall maintain all books and records relating to its M/W/DSBE commitments (e.g. copies of quotations, subcontracts, joint venture agreement, correspondence, cancelled checks, invoices, telephone logs) for a period of at least three (3) years following acceptance of final payment from the City. These records shall be made available for inspection by the OEO and/or other appropriate City officials. The successful applicant agrees to submit reports and other documentation to the OEO as deemed necessary by the OEO to ascertain the successful applicant’s fulfillment of its M/W/DSBE commitments.

F. REMEDIES

1. The successful applicant’s compliance with the requirements of Executive Order 03-12 is material to the contract. In the event the City determines that the successful applicant has failed to comply with any of the requirements of this Antidiscrimination Policy, including substantial compliance with any Contract Commitment, the City may, in addition to any other rights and remedies it may have under the Contract which includes termination of the Contract, exercise one or more of the following remedies which shall be deemed cumulative and concurrent:

   - Debar successful applicant from proposing on and/or participating in any future contracts for a maximum period of three (3) years.

   - Withhold from the contract payment(s) or any part thereof until corrective action is taken. If corrective action is not taken to the satisfaction of OEO, the City may, without institution of a lawsuit, deduct money in an amount equal to the M/W/DSBE shortfall which amount shall be collected and considered not as a penalty but as liquidated damages for the successful applicant’s failure to comply with the contract.

The remedies enumerated above are for the sole benefit of the City and City’s failure to enforce any provision or the City’s indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City’s rights in connection with any contract resulting from this NOCO nor shall it give rise to actions by any third parties including identified M/W/DSBE participants.

Should you have any questions related to the Contract Provisions, please call Mario Crestani, OEO at (215) 683-2068 or facsimile (215) 683-2085.
### Antidiscrimination Policy Solicitation for Participation and Commitment Form

**Minority (MBE), Woman (WBE), Disabled (DSBE) and Disadvantaged (DBE) Business Enterprises**

**Department of Commerce**  
**Office of Economic Opportunity (OEO)**

**Bid Number or Proposal Title:**  
**Name of Bidder/Proposer:**  
**Bid/RFP Opening Date:**

**Food Service at Riverview Home**

List below ALL MBE/WBE/DBE/DSBEs that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Work or Supply Effort to be Performed</th>
<th>Date Solicited</th>
<th>Commitment Made</th>
<th>Give Reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Phone</td>
<td>By Mail</td>
<td>Yes <em>(If Yes, give date)</em></td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Quote Received</td>
<td>Amount Committed To</td>
<td>YES²</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Dollar Amount</td>
<td>Percent of Total Bid/RFP</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work or Supply Effort to be Performed</th>
<th>Date Solicited</th>
<th>Commitment Made</th>
<th>Give Reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Phone</td>
<td>By Mail</td>
<td>Yes <em>(If Yes, give date)</em></td>
</tr>
<tr>
<td></td>
<td>Quote Received</td>
<td>Amount Committed To</td>
<td>YES²</td>
</tr>
<tr>
<td></td>
<td>Dollar Amount</td>
<td>Percent of Total Bid/RFP</td>
<td>%</td>
</tr>
</tbody>
</table>

**Address**

**Contact Person**

**Telephone Number**  
**Fax Number**

**Email Address**

**OEO Registry #**  
**Certifying Agency**

---

1. IF BIDDER/PROPOSER MAKES SOLICITATION(S) AND COMMITMENTS WITH A DBE, BIDDER/PROPOSER SHALL INDICATE WHICH CLASS TYPE, M-DBE OR W-WBE, IS SUBMITTED FOR CREDIT.  
2. ATTACH ALL QUOTATIONS TO THIS FORM 08/2010  

**Appendix B-1**
APPENDIX B-2

SPECIAL ANTIDISCRIMINATION CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS FOR APPLICANTS THAT ARE NONPROFIT ORGANIZATIONS

In response to the objectives of Executive Order 03-12, Applicants that are nonprofit organizations will be required to submit the following information to the Office of Economic Opportunity (OEO):

1. identification of the race, gender, disability status, and ethnic composition of the nonprofit Applicant’s workforce;
2. identification of the race, gender, disability status, and ethnic composition of the nonprofit Applicant’s board of directors or trustees;
3. a list of the nonprofit Applicant’s five highest dollar value M/W/DSBE suppliers of products and services; and
4. the nonprofit Applicant’s statement explaining its efforts to maintain a diverse workforce, a diverse board of directors and operate a fair and effective supplier diversity program.

Please use the attached form, “Diversity Report of Nonprofit Organizations,” to submit this information, attaching additional pages as needed. This information should be submitted with the Applicant’s proposal, but the City, at its sole discretion, may allow applicants to submit or amend this form at any time prior to award.

If a nonprofit organization is responding to a contract opportunity where ranges have been established for M/W/DSBE participation, in addition to the “Diversity Report of Nonprofit Organizations” form, a nonprofit Applicant must also complete and submit with its proposal the “Solicitation for Participation and Commitment” form included in this Appendix.
## DEMOGRAPHIC BREAKDOWN OF WORKFORCE

Please provide the following demographic breakdown of your workforce by race/ethnicity/gender/disability:

<table>
<thead>
<tr>
<th>Race/ethnicity/Gender/Disability</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>African American Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian/Pacific Islander Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian/Pacific Islander Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caucasian Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caucasian Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Females</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Employees

## DEMOGRAPHIC BREAKDOWN OF BOARD COMPOSITION

Please provide the following demographic breakdown of your Board of Directors or Trustees by race/ethnicity/gender/disability:

<table>
<thead>
<tr>
<th>Race/ethnicity/Gender/Disability</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>African American Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian/Pacific Islander Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian/Pacific Islander Females</td>
<td></td>
<td></td>
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<tr>
<td>Caucasian Males</td>
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<td></td>
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<tr>
<td>Caucasian Females</td>
<td></td>
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<tr>
<td>Disabled Males</td>
<td></td>
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<tr>
<td>Disabled Females</td>
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<tr>
<td>Hispanic Males</td>
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<tr>
<td>Hispanic Females</td>
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<tr>
<td>Native American Males</td>
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<tr>
<td>Native American Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Females</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Directors or Trustees

## SUPPLIER DIVERSITY

Please check the appropriate box to indicate if you have a supplier diversity policy. If “no,” please explain on your letterhead.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If you maintain a supplier diversity policy, please attach a copy of your supplier diversity policy.

Please identify below, your agency’s five (5) highest minority, woman, and/or disabled owned business suppliers of products or services, indicating your estimated annual expenditure(s) with the firm:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
<th>Company Telephone</th>
<th>Minority</th>
<th>Woman</th>
<th>Disabled</th>
<th>Annual Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
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<td>3</td>
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<td>4</td>
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<tr>
<td>5</td>
<td></td>
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</tr>
</tbody>
</table>

Signature: Date: Non-Profit Name:
APPENDIX C

CITY OF PHILADELPHIA TAX AND REGULATORY STATUS AND CLEARANCE STATEMENT FOR APPLICANTS

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

This form must be completed and returned with Applicant’s proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant’s proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name and Title</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Federal Employer Identification Number or Social Security Number:</td>
<td></td>
</tr>
<tr>
<td>Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state “none”)*</td>
<td></td>
</tr>
<tr>
<td>Commercial Activity License Number (f/k/a Business Privilege License) (if none, state “none”)*</td>
<td></td>
</tr>
</tbody>
</table>

_____ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes 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, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in the Philadelphia Code.

_____ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City’s tax and other regulatory requirements.

Authorized Signature ____________________________ Date _____________

Print Name and Title ____________________________

* You can apply for a City of Philadelphia Business Income and Receipts Tax Account Number or a Commercial Activity License on line after you have registered your business on the City’s Business Services website located at http://business.phila.gov/Pages/Home.aspx. Click on “Register” or “Register Now” to register your business.
APPENDIX D

LOCAL BUSINESS ENTITY OR LOCAL IMPACT CERTIFICATION

Instructions: Applicants who seek as a positive factor in the City’s consideration of their application that they meet the Local Business Entity or Local Impact criteria as provided in Mayoral Executive Order No. 04-12 should complete this Certification and return it with their application. Applicants providing this Certification should also include in a separate section of their application labeled “Local Business Entity or Local Impact Certification,” a statement that the Applicant believes it has met the Local Business Entity or Local Impact criteria “as set forth in the attached Local Business Entity or Local Impact Certification.” Check all appropriate certification options that are applicable to Applicant and sign below:

Applicant Name: ______________________________

Local Business Entity Certification

___ I certify that the Applicant named above is a Local Business Entity because Applicant complies with the following criteria set forth in Section 17-109(3) (b) of the Philadelphia Code:

   I. During the preceding 12 months, Applicant has filed a Commercial Activity or Business Privilege tax return with the City establishing that Applicant conducted business within the City within the calendar year preceding the filing of the return; and

   II. During the preceding 18 months, Applicant:

       A. Has continuously maintained a valid Commercial Activity or Business Privilege License and all other licenses and permits necessary to conduct business with the City;
       B. Has continuously occupied an office within the City, where business is conducted; and
       C. Satisfies at least one of the following requirements (Check those applicable to Applicant):

           (1) More than half of Applicant’s full-time employees work in the City at least 60% of the time;
           (2) More than 50 of Applicant’s full-time employees work in the City at least 60% of the time; or
           (3) Applicant’s principal place of business is located in the City.

Local Impact Certification

___ I certify that in the performance of a contract resulting from this RFP, the Applicant named above will employ City residents.

___ I certify that in the performance of a contract resulting from this RFP, the Applicant will perform the work in the City.
APPENDIX E

LGBTQ Applicant Opportunity Data