Pre-bid meeting held by phone on Wednesday, April 29, 2020 12PM
COVID-19 Response and Recovery Financial Consulting and Grants Management

Attendees

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Andre Leake  
President & Founder  
A. Leake Accounting, LLC

City of Philadelphia Participants:

Sarah de Wolf  
Chief of Staff and Deputy Director for Policy and Practice, Office of the Director of Finance

Chris Rupe  
Deputy Managing Director for Policy and Legislation, Managing Director’s Office

Ashley Del Bianco  
Chief Grants Officer, Mayor’s Grant Office

Samantha Porter  
Deputy Director of Policy and Strategic Initiatives, Mayor’s Policy Office

Carolyn Caton  
Infrastructure Program Manager, Office of Emergency Management
Questions from Call Attendees

Question 1: Could the City clarify the statement about the City having already received pro bono offers?
A: The RFP notes that the City has received and may accept offers to perform some of the services contemplated herein on a pro bono basis from entities that may respond to this RFP and be considered for award of a contract. Applicants are encouraged to utilize creative pricing solutions when responding to the RFP.

Question 2: Could the City provide the website link for the RFP?
A: www.phila.gov/rfp/

Question 3: Once the contact is awarded, what is the turnaround time for first payment to the consultant? Is there a 90 day window?
A: Payment terms will be established in the contract and will be made to the provider pursuant to the City’s standard payment process, after submission of itemized invoices by provider. Payment shall be made for services satisfactorily performed after review of invoices for completeness and accuracy. The process can result in payment within 90 days but circumstances may result in a more extended time frame.

Question 4: Is there any guidance on the number of hours expected per section?
A: No, there is not guidance provided to applicants on the hours required for performance in the RFP or at this time. The City asks the respondent to provide estimates for the cost of each service or deliverable provided, with supporting detail on how those estimates were determined. This detail may include hourly rates, estimated time assigned to the service/deliverable, and/or assigned team member(s).

Question 5: Could the City provide guidance on the policy regarding political contributions? What is the universe of partners that respondents need to query with beforehand to determine the conflict of interest?
In accordance with RFP Section 3.A.16, Applicants would typically disclose all information required under Chapter 17-1400 of the Philadelphia code on the forms provided through eContract Philly. Given this RFP requires email submission, how should Applicants submit the required Disclosure forms? 16. 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.J for more information.)

A: Due to the urgent nature of this RFP and the accelerated response time, the City will only require Applicants who are awarded a contract resulting from this RFP to submit the disclosures required under Chapter 17-1400 of the Philadelphia Code (the “Code”). An awarded Applicant will submit those responses electronically through their eContractPhilly account

Under Chapter 17-1400 of the Code, an awarded Applicant must disclose its actual and attributed political contributions to or for the benefit of candidates who are running for, individuals who are currently serving in, and/or individuals who have been elected to serve in local Philadelphia elected office. This obligation includes contributions made to political committees/parties that are operating in Philadelphia. An awarded Applicant must also disclose any such actual or attributed contributions made by any Consultant the Applicant has used to assist in obtaining a contract resulting from this opportunity. This disclosure obligation is for contributions made within the two years prior to the Application due date.
Under the attribution rules found in section 17-1405 of the Code, an awarded Applicant’s disclosure obligation includes such political contributions which are made by a) the Applicant’s for-profit affiliates, b) political committees associated with the Applicant or the Applicant’s affiliates, c) any officer, director, controlling shareholder, or partner of the Applicant and/or of any of the Applicant’s for-profit affiliates, and d) any political committees controlled by any of these Persons. An awarded Applicant’s disclosures must include all required contributions and must be certified. Failure to submit complete disclosures may cause an award to be rescinded. Comprehensive guidance regarding an Applicant’s complete disclosure obligations may be found on eContractPhilly, secure.phila.gov/eContract/, especially at the Disclosure/Eligibility link.

Further, the following language was inadvertently omitted from the RFP:

Pursuant to Chapter 17-1400 of the Philadelphia Code, awarded Applicants are required to disclose: a) their direct and indirect campaign contributions to candidates who are running for, and/or incumbents who are currently serving in local Philadelphia elected office and to political committees/parties that are operating in Philadelphia (federal campaign contributions are not included unless the subject of the campaign is also running for, or currently serving in a local Philadelphia elected office); b) any Consultants used in responding to the RFP and contributions those Consultants have made; c) prospective subcontractors; and d) whether the awarded Applicant or any representative of the awarded Applicant has received any requests for money or other items of value or advice on particular firms to satisfy minority-, woman- or disabled-owned business participation goals from City employees. This information, as well as the proposal and other response documentation required, will be deemed part of the electronic application. For more information, please consult the text of Chapter 17-1400 (especially section 17-1402(1)(b)(i),(2) and section 17-1405), consult the reference materials found on the eContractPhilly website, e-mail econtractphilly@phila.gov, or call 215-686-4914. Awarded Applicants are advised that under Chapter 17-1400 individuals and businesses that make campaign contributions in excess of the amounts set forth in Section 17-1404(1), as periodically adjusted, are ineligible to enter into a City contract or subcontract at any tier. Awarded Applicants should take this into consideration in electing to apply for this opportunity or in selecting subcontractors if awarded a contract to perform the work sought by this RFP. At their option, Applicants may require that their subcontractors disclose to the Applicants, the subcontractors’ direct and indirect campaign contributions to candidates who are running for, and/or incumbents who are currently serving in local Philadelphia elected office and to political committees/parties that are operating in Philadelphia (federal campaign contributions are not included unless the subject of the campaign is also running for, or currently serving in a local Philadelphia elected office). Disclosure forms may be found on the Disclosure/Eligibility – Subcontractor Disclosure tab on eContract Philly. Applicants are not required to submit these forms to the City.

Questions 6 and 7: For the section about meeting the WMBE participation goal, is it necessary to have identified the individual or entity identified by Friday?

Is minority and women participation in the RFP set at a certain level? Additionally, if the firm selected is not a minority or woman owned firm, how can one apply to do work with the firm selected? I know that one firm may or may not get the entire project and this will depend on that.

A: The opportunity states an MBE goal of 10-15% and/or a WBE goal of 10-15%. Applicants are required to demonstrate their Best and Good Faith Efforts in meeting these participation goals, including completing, signing and submitting at the time of Application Appendix B-1, the Solicitation for
Participation and Commitment Form ("S&C Form"). The S&C Form provides the evidence of an Applicant’s solicitation of, and commitment to MBEs and/or WBEs which the Applicant intends to and will use if awarded a contract resulting from this opportunity. The S&C Form is an Excel spreadsheet that must be submitted electronically by the due date, within the e-mail containing all of the Proposal documentation. Further, as stated in the RFP, the City reserves the right to contract with one or multiple firms to supply these services.

Question 8: Could the City clarify which sections for the Local Business Entity/Local Impact criterion is not applicable for this RFP?
A: Sections III.A, III.H and III.J of the RFP and Appendix D are not applicable to this opportunity.

Question 9: Could the City clarify the statement that firms may apply to all or some of the objectives in this RFP? Is the City referring to the objectives under Section A or the breakdown of work products under Section B?
A: The City is referring to any part of the Services and Tangible Work Products set forth Section II.B of the RFP.

Question 10: Could the City clarify if Appendix B or D is not applicable?
A: Appendix D is not applicable.

Additional Questions by Email

Question 11 and 12: Can the City provide the list of the attendees, as a pre-release, later today prior to the release of the actual QA? Will you be sharing the list of pre-proposal conference call attendees with their contact info details? This should allow attendee to conduct outreach for subcontracting & teaming opportunities.
A: The list of known conference call attendees, their titles, and the company they work for is included in this document and has been posted online with the RFP.

Questions 13, 14, 15, and 16: Can the City of Philadelphia please provide some information on the grant funding either received or expected at this point? For example, what is the City’s spend on the COVID-19 response so far; what has been received through CARES Act funding; etc.? What federal or outside funding has the City received to date to support COVID response and recovery efforts?
Has the city received any funds from state or federal agencies related to COVID-19 to date?

A: We are learning more each day about what federal and state relief will be made available to Philadelphia, as new legislation is introduced and as additional guidance is made available about existing legislation. As the funding situation is evolving, the following information is provided as an illustrative list, and should not be considered to be exhaustive. The City expects that the prospective consultant would be engaged in supporting these and possibly additional grants.

To date, the City has been notified of several grant allocations or awards, including: a grant from the Centers for Disease Control for COVID-19 Crisis Response, grants from Federal Aviation Administration for the Philadelphia International Airport and the Philadelphia Northeast Airport, Community Development Block Grants and other U.S. Department of Housing and Urban Development COVID-19 Recovery Formula Grants, and funding from the US Treasury’s Coronavirus Relief Fund for State and Local Governments. In
addition, as the Commonwealth of Pennsylvania is now operating under a federal disaster emergency declaration, the City is eligible for Federal Emergency Management Administration (FEMA) disaster relief funding.

Question 17: Will there be a City-led project structure or project manager in place in the event that multiple vendors are awarded contracts?
A: Vendors will report directly to Sarah de Wolf, Chief of Staff and Deputy Director of Finance for Policy and Practice, and Christopher Rupe, Deputy Managing Director for Policy and Legislation, who are co-leading the City’s COVID-19 recovery efforts.

Question 18: Pg. 5 and 7 of the RFP state that vendor will work with the City Office of IT to develop a City-owned database/electronic system for tracking and management of documentation. Does the City have a preference for the technology used to develop this database/system?
A: No. Applicants are invited to recommend appropriate technology solutions for the database/system.

Question 19: In Section I. Scope of Work:
A. Project Details
   a. The Department’s objectives for this project include the following:
      “Expand the City’s capacity for cost-tracking, recordkeeping and record retention, public accounting, and fiscal management to support the City’s recovery and sustainment of routine operations while fully engaged in the COVID-19 response.”
B. Services and Tangible Work Products
   a. (Cost Tracking and Accounting, Including Vendor Engagement & Procurement)
      “Develop a City-owned database/electronic system for tracking and management of claims, grant applications and status, and associated information to facilitate documentation, management of grant management and funding programs, and information sharing”
      i. Is the development of the “database/electronic system” listed above the work product associated with the referenced “expanding the City’s capacity” in the Project Details section?
      ii. Are there other in-scope IT-development areas?
A: To answer question “i” first, “expanding the City’s capacity” refers to a broader set of deliverables than just the development of the database/electronic system. To answer question “ii”, we ask that applicants recommend appropriate solutions for the work described, which may include IT solutions in some areas.

Question 20: Has Philadelphia already undertaken any effort to track COVID-19 related costs and compile supporting documentation?
A: Yes, the City has begun tracking COVID-19 related costs and has also begun instructing departments to compile supporting documentation.

Question 21: Our intention is to fully comply with the MBE/WBE provisions of the RFP. Can you help us understand whether we need to have that entity identified/included at the time we submit our proposal response?
A: The opportunity states an MBE goal of 10-15% and/or a WBE goal of 10-15%. Applicants are required to demonstrate their Best and Good Faith Efforts in meeting these participation goals, including completing, signing and submitting at the time of Application Appendix B-1, the Solicitation for Participation and Commitment Form. Applicants should try to list the MBE and WBE subcontractors that they will use on the B-1 Form. You will have up until the time of award to finalize the list. Further, as stated in the RFP, the City reserves the right to contract with one or multiple firms to supply these services.
Question 22: **Re pricing** - is it acceptable for us to provide an estimate for the first milestone (a period of initial review and primary analysis with the City) in the RFP; with the understanding that we would collaborate and agree on pricing for future milestones?
A: Since pricing is one of the criteria that will be used in making an award, estimates for all services an applicant is proposing to provide must be stated.

Question 23: **In relation to the “Local Business Entity Certification” in Appendix C, shall applicants who have a national presence with locations in various cities throughout the country, evaluate the certification criteria on a whole entity basis or can this certification be evaluated as pertaining to only its local Philadelphia office location?**
A: Appendix C is the Tax and Regulatory Status and Clearance form. This question is directed at the Local Business Entity/Local Impact Certification at Appendix D, which has been removed and is inapplicable.

Question 24: **Should the technical and cost proposals be submitted as two separate files?**
A: Applicants can submit these proposals together or separately, but they must be included in the same e-mail with all of the required Proposal documentation.

Question 25: **In section II.B the RFP the client states: “In accordance with enterprise architecture and security guidelines set forth by the City Office of Innovation and Technology, develop a City-owned database/electronic system for tracking and management of claims, grant applications and status, and associated information to facilitate effective documentation, management of grant management and funding programs, and information sharing.” Without being able to review the enterprise architecture, assess the volume of reimbursements, and the existing grants management systems in place, it is difficult to include a budget for this line item. Does the City require a price estimate for potential technology as part of the proposal submission or can this be priced later once additional information is obtained and requirements further defined?**
A: Since pricing is one of the criteria that will be used in making an award, estimates for all services an applicant is proposing to provide must be stated. In an instance where discovery is required for accurate pricing, the respondent should provide detail on the cost basis for the estimate.

Question 26: **What cost tracking and reporting software is the City currently using?**
A: Microsoft Word and Excel.

Question 27: **In section III.A.10 of the RFP under the Office of Economic Opportunity - Solicitation for Participation and Commitment Form/Diversity Report of Nonprofit Organizations section, it says “As a separate document, Applicants must include a completed Solicitation for Participation and Commitment Form when responding to an RFP that contains ranges for the participation of M/W/DSBEs.” Does separate document mean a separate file for submission?**
A: The opportunity states an MBE goal of 10-15% and/or a WBE goal of 10-15%. Applicants are required to demonstrate their Best and Good Faith Efforts in meeting these participation goals, including completing, signing and submitting at the time of Application Appendix B-1, the Solicitation for Participation and Commitment Form.

Question 28: **Can the City please provide weights for the twelve scoring criteria found in section III.J of the RFP?**
A: The City does not disclose weighting information for professional services contracts.
Question 39: **Will the City please clarify the following:** 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.J for more information.) The solicitation document does not have a Section III.J.
A: See answer to Question 5.

Question 30: **Will the City accept a MBE/WBE commitment with follow-up identification of team partners upon award in order for vendors to meet short run around response schedule?**
A: Applicants will have up until the date of award to finalize their MWDSBE subcontractors.

Question 31: **Will the City please clarify the selection criteria?** There are items included in that criteria that were stated on the call to not be relevant (e.g. Local Business Entity / Local Impact Status).
A: The City will base its selection on criteria that include, but are not limited to:

- Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
- Eligibility under Code provisions relating to campaign contributions
- Superior prior experience of Applicant and staff
  - Specialized experience in FEMA Public Assistance Grant Program and disaster recovery
  - Documented prior experience in performing project(s) of similar size and scope to the work sought by the RFP
  - Demonstrated ability to meet project deadlines.
- Superior quality, efficiency and fitness of proposed solution for City Department
- Superior skill and reputation, including timeliness and demonstrable results
- Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
- 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
- Lower cost
- Administrative and operational efficiency, requiring less City oversight and administration
- Anticipated long-term cost effectiveness
- Meets prequalification requirements

Question 32: **Will the City please clarify how "pro bono" services will be accounted for in the overall selection criteria?**
A: Pro bono services are not part of the selection criteria. However, price (expressed as both Lower Cost and Anticipated long-term cost effectiveness) will be one of the criteria in selecting an Applicant for an award of a contract resulting from this opportunity.