



**REQUEST FOR PROPOSALS
for a
Community Engagement for Public Health
for The
CITY OF PHILADELPHIA**

Issued by:
THE CITY OF PHILADELPHIA ("City")
Department of Public Health

All proposals must be submitted electronically to the correct contract opportunity established for this RFP (identified by opportunity number), through the eContract Philly online application process at <https://philawx.phila.gov/econtract/>. Applicants who have failed to file complete applications through the eContract Philly online application process will not be considered for the contract.

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time, on June 16, 2022.

Optional Pre-Proposal Online Conference:

Date: May 31, 2022

Time: 11 AM

Zoom Link: <https://pdph-phila-gov.zoom.us/j/87253901075?pwd=vFtGKkzt-7WyITeULruls7Z3jFDgvq.1>

Passcode: 089889

James F. Kenney, Mayor
Cheryl Bettigole MD MPH, Commissioner, Department of Public Health

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I. Project Overview

A. Introduction; Statement of Purpose

The City of Philadelphia Department of Public Health's Disease Control division (the Department) is seeking proposals from qualified Applicants in the City of Philadelphia to plan and implement COVID-19 vaccination outreach and awareness campaigns for populations at higher risk, and/or help identify and address other public health preparedness vulnerabilities and priorities at the community level. The goal of this RFP is twofold: 1) build capacity of and deepen PDPH's connections with new and established community-based organizations (CBOs), respectively and 2) decrease the disproportionate burden of the COVID-19 pandemic and future public health emergencies among populations at higher risk for hospitalizations, deaths, and other negative outcomes, as described further in Section C.

B. Department Overview

The mission of the Philadelphia Department of Public Health (PDPH) is to protect and promote the health of all Philadelphians and to provide a safety net for the most vulnerable. The Department is the City of Philadelphia's lead public health agency responding to the COVID-19 pandemic. Disease Control is the division within PDPH that will be responsible for managing contracts and any relevant interactions with other City departments or agencies. Disease Control is primarily responsible for managing Federal, State, and local government funding to prevent, control, and report on diseases that affect public health; prepare for public health emergencies; and educate the community about how to stay safe and healthy. Disease Control has various programs to achieve its objectives, and the two programs relevant to this Request for Proposals are 1) Immunizations and 2) Bioterrorism and Public Health Preparedness, which directly manage City-wide vaccination efforts and public health emergencies, respectively.

C. Project Background

Philadelphia receives federal funding through the Centers for Disease Control and Prevention (CDC) for its overall Immunization Program, which supports vaccination for children, adolescents, and adults. Additionally, the CDC is funding Philadelphia to conduct surveillance, infection control, communications, and other preparedness and response activities to address COVID-19 and other public health emergencies. As part of these efforts, PDPH has funding to develop and strengthen community-based partnerships to reach populations disproportionately affected by the pandemic.

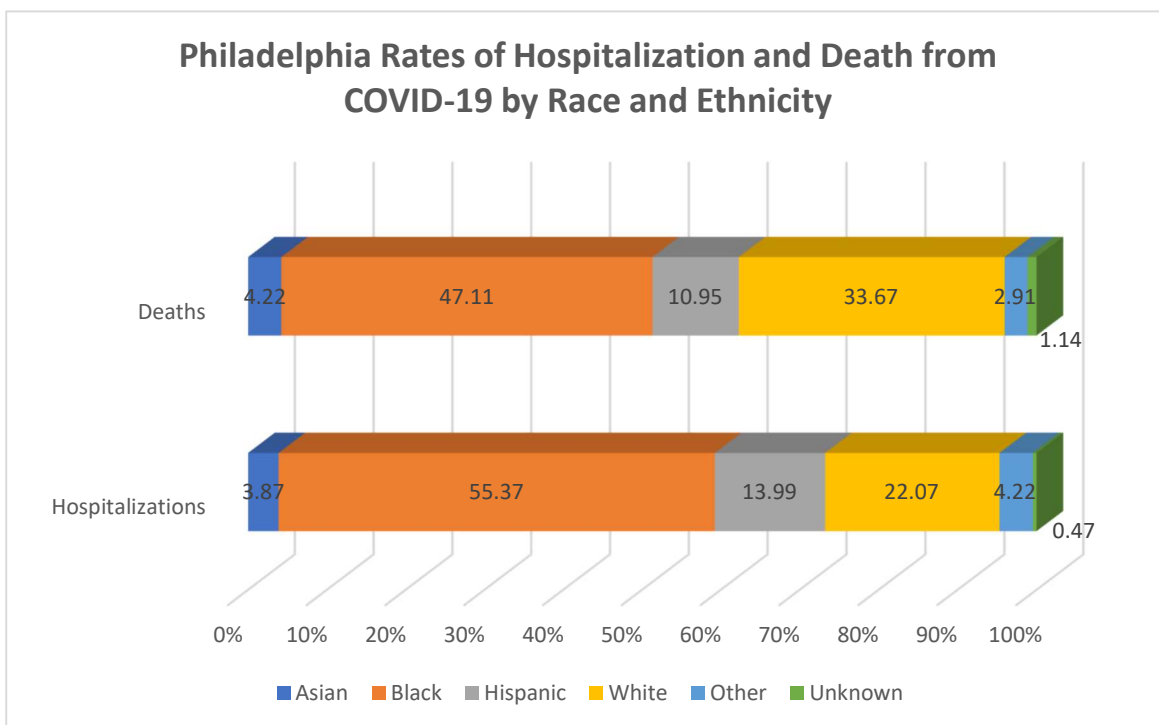
As of the end of February 2022, nearly 23,000 Philadelphians have been hospitalized and over 4,900 Philadelphians have died from COVID-19. Populations who are at higher risk of serious illness and death from COVID-19, who have borne disproportionate burden from the pandemic as a result, include: Black and Hispanic/Latino residents, older adults, individuals living with underlying medical conditions and/or disabilities, individuals who are houseless, and immigrant and refugee communities. These populations are the priority for this RFP.

Many of the disproportionate outcomes seen in the COVID-19 pandemic mirror overall healthcare disparities, and lie in systemic oppressions such as racism, classism, xenophobia, and disability oppression, which create and exacerbate the conditions for such differences to arise. For example, Black and Hispanic/Latino residents have had less access to medical care, higher rates of chronic illness, and are more frequently employed in direct service roles that do not

allow for remote work, all factors which have contributed to Black and Hispanic/Latino communities experiencing higher rates of COVID-19-related hospitalizations and deaths both locally and nationally.

Although Black residents make up approximately 42% of the population in Philadelphia, as of February 2022, they have experienced 55% of hospitalizations and 47% of deaths in the City (see Table I). In contrast, White residents make up just over 40% of Philadelphia’s population, and have experienced lower rates of hospitalizations (at just over 22%) and deaths (at just over 33%). While Hispanic/Latino residents, who make up approximately 14% of Philadelphia’s population, have experienced rates of hospitalizations and deaths on par with or lower than their census (just under 14%, and just over 10%, respectively), when taking age into consideration, Hispanic/Latino residents *under* age 65 are more likely to be hospitalized and die from COVID-19 than their White counterparts. This is also true among Black/African American residents.

Table I: Philadelphia Rates of Hospitalizations and Death from COVID-19 by Race/Ethnicity



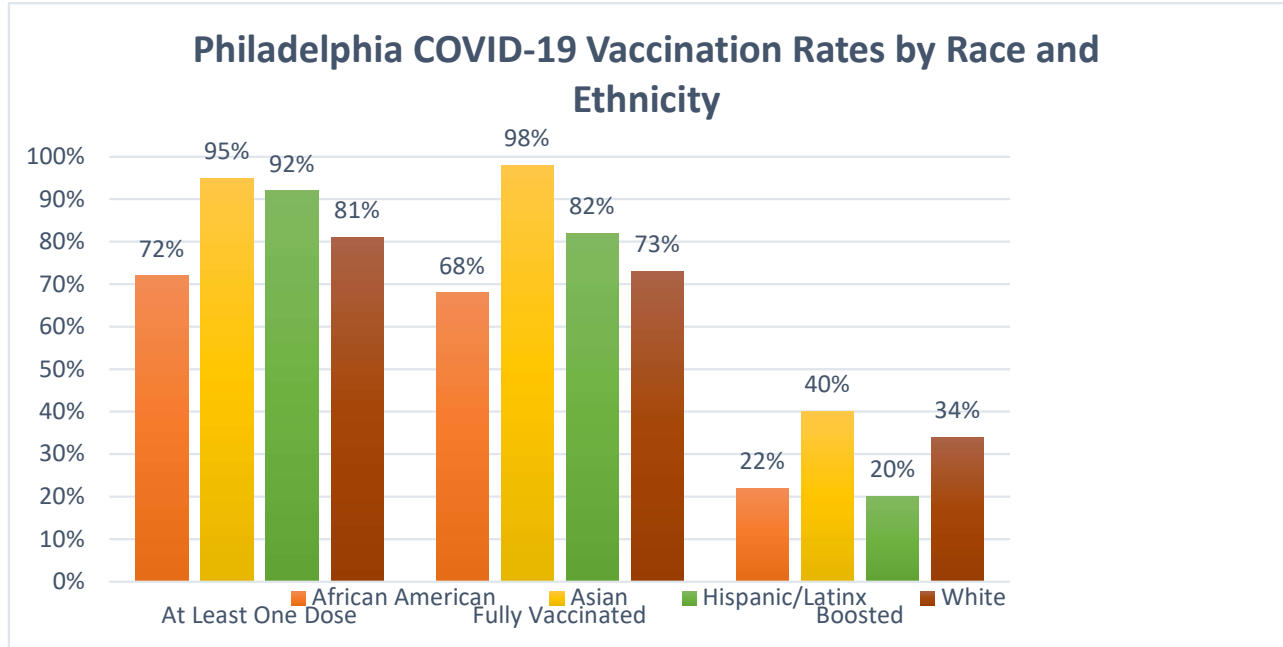
Remaining up-to-date with vaccination¹ against COVID-19 remains one of the strongest prevention measures of hospitalization and death. Although over 81% of Philadelphians age 18 and older have been fully vaccinated² as of February 2022, rates of vaccination among Black Philadelphians remain lowest in comparison to rates among Asian, White, and Hispanic/Latinx residents (see Table II). Notably, Hispanic/Latinx Philadelphians’ rates of vaccination prior to booster doses surpass those of White and Black residents, but booster doses are lowest among

¹ Up-to-date with vaccination refers to individuals receiving all vaccines available to them based on their age and/or medical status. This can include completion of a primary series and booster doses as recommended.

² Per the Centers for Disease Control (CDC) definition, fully vaccinated refers to individuals who have received two doses of Moderna or Pfizer vaccines, or one dose of the Janssen vaccine.

Hispanic/Latinx residents at just 20% as of February 2022, with similarly low booster rates among Black residents at 22%. Given the likely need for ongoing management of COVID-19 in years to come, boosters will remain important in helping to prevent and/or limit future outbreaks.

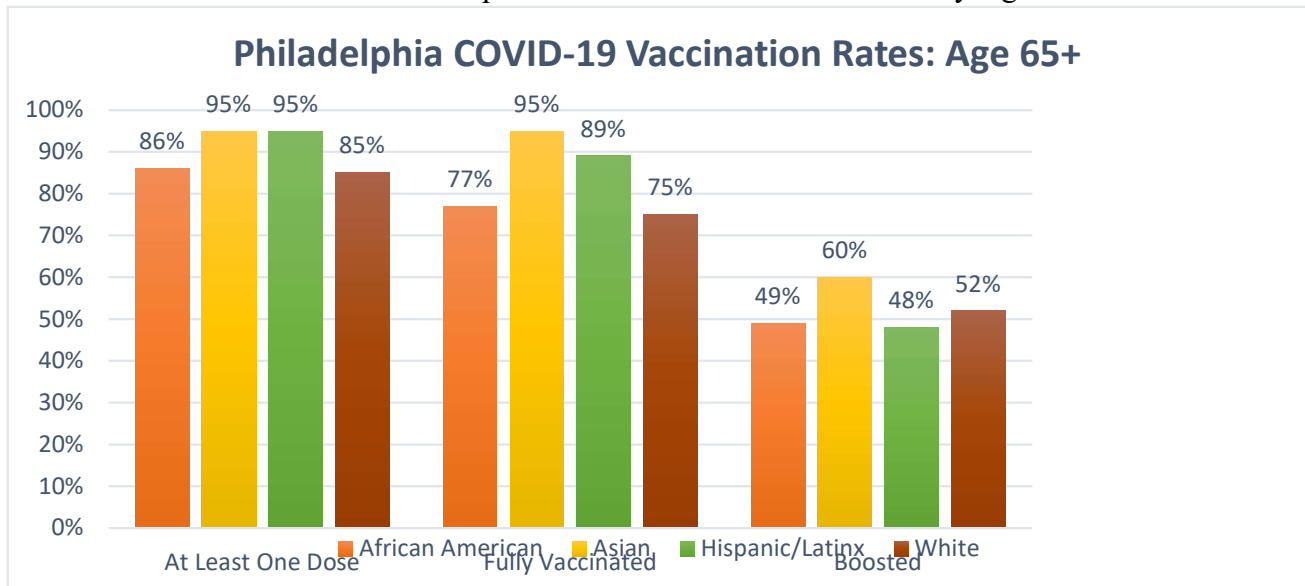
Table II: Philadelphia COVID-19 Vaccination Rates by Race and Ethnicity†



†Vaccination rates presented throughout this RFP are as of February 28th, 2022. Notably, these data may more accurately reflect mid-February rates, as there is up to a two-week delay in reporting.

Vaccination rates of Philadelphians 65 years of age and older – another population at higher risk for COVID-19 hospitalizations and deaths – are relatively strong as of February 2022, but booster doses again lag behind these rates, and disparities are again seen among Hispanic/Latino residents and Black residents 65 and older who have the lowest booster rates at 48% and 49%, respectively (see Table III).

Table III: Philadelphia COVID-19 Vaccination Rates by Age



Importantly, while comprehensive data on COVID-19-related hospitalizations and deaths among other populations who are at higher risk do not currently exist, there is clear evidence that COVID-19 has disproportionately impacted various populations in Philadelphia. For example, again due to systemic oppressions, individuals who are houseless, individuals living with substance use disorders, and people living with disabilities have higher rates of underlying medical conditions including chronic disease, as well as less access to routine care and/or barriers to receiving care. Living in congregate settings such as shelters, safe havens, recovery houses, and long-term care facilities also increases risk of contracting COVID-19 due to the inability to appropriately maintain social distance and other factors. In addition, refugee and immigrant communities experience disparities in access to care, due to systemic issues including language barriers, lack of economic opportunity, and fears of legal repercussions when seeking care. Each of these populations have carried undue burden in this pandemic as a result. Notably, the list provided here is not exhaustive, and there are other populations who are at higher risk as well. Although data do not yet capture all of the disparities individuals have experienced during the pandemic, there is a clear need for ongoing targeted approaches to decrease the impacts among populations at higher risk.

While this RFP is focused, in major part, on continuing to address the current COVID-19 pandemic, PDPH is committed to working with organizations to develop long-term, sustainable relationships to help prepare for and better respond to future public health emergencies as well. As described above, there are long-standing systemic issues in healthcare and other arenas that contribute to the disparities seen in this pandemic. When considering public health preparedness and response, there are many other social determinants of health to consider, such as education access and the digital divide, economic stability, as well as neighborhood, social, and community environments (including things like transportation access, availability of food, and cohesion within a community). PDPH recognizes that increasing vaccination and decreasing overall affects of the pandemic and other public health emergencies cannot be removed from the broader structural issues that individuals and communities are facing. It is from this understanding that PDPH is issuing this RFP, in hopes of building stronger ties between the Health Department, CBOs, and Philadelphia’s communities to address these concerns more holistically.

D. Request for Proposals

Through this RFP, the Department invites proposals from eligible organizations for the scope of work described in the Section II, below. The Department expects to award multiple contracts.

Applicants should plan for a one-year project, with the possibility for extension based on both Applicant performance and availability of funding. The approximate funding range and sources of the award are shown below.

Anticipated Funding Amounts		
Activity	Approximate Funding Range	Expected Number of Awards
Community Engagement for Public Health Track A – Immunization-related Activities	\$25,000 - \$125,000 for a one-year period	Approximately 8 awards
Community Engagement for Public Health Track B – Preparedness-related Activities	\$25,000 - \$125,000 for a one-year period	Approximately 20 awards
Community Engagement for Public Health Track C – Providing Technical Assistance	To Be Determined	1

E. 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. The City is not liable for any costs incurred by Applicants in preparing and submitting a proposal in response to this RFP or for any costs and expenses incurred in meeting with, or making oral presentations to the City if so requested.

II. Scope of Work

A. Definitions

Unless specified otherwise, words, phrases, abbreviations and/or acronyms have the following meanings:

Term or Acronym	Definition
Access and Functional Needs (AFN)	Individuals who have access and functional needs may require assistance due to any condition that limits their ability to act in or navigate an environment, such as individuals with physical, developmental, or intellectual disabilities; individuals with chronic conditions; older adults; children; pregnant persons; and others.
Applicant	Organizations who are applying for funds through this Request for Proposals.
Community-based Organization (CBO)	For the purposes of this grant opportunity, a CBO is defined as a not-for-profit organization whose decision-makers (staff, leadership team, board members) reflect the communities being served by the organization. CBOs work in proximity to and shared interest with their respective communities to provide education, training, resources, or other assistance to the community itself, the public, or other organizations to improve the welfare, health, functioning, and/or overall quality of life of that community.
Continuity of Operations Plan	Efforts within an organization to ensure mission-critical functions can continue during a variety of emergencies.
Grantee	Organizations who are awarded funding through this Request for Proposals.
Populations at higher risk	Groups or communities who are at higher risk for contracting and/or developing severe illness from vaccine-preventable diseases, and/or at higher risk for experiencing detrimental impacts from public health emergencies. This can include individuals living with underlying medical conditions such as heart conditions and diabetes, individuals who reside in congregate settings such as shelters or long-term care facilities, pregnant persons, adults over 65, and individuals who are immunocompromised.

Learning Collaborative	A process of engaging in peer-to-peer information sharing and learning that is enhanced due to the diversity of participants' resources, skills, and experiences.
PDPH	Philadelphia Department of Public Health (the Department)
Preparedness	Preparedness refers to Public Health Emergency Preparedness (PHEP), which describes a community's capacity to plan for and respond to a wide array of emergency scenarios, such as disease outbreaks, extreme heat, flooding, radiation exposure, severe weather, and other emergent situations.
Resiliency Planning	The capacity of individuals, organizations, and communities to survive, adapt, and grow through chronic stressors and emergency situations.
RFP	Request for Proposals
Underserved population	Communities or groups who face decreased access to healthcare and other services resulting from systemic and institutional barriers (e.g., racism, classism, xenophobia, disability oppression, and others).

B. Project Details

There are three tracks of opportunities available through this RFP, described in further detail below:

- Track A: Conducting immunization-related projects
- Track B: Conducting preparedness-related projects
- Track C: Providing technical assistance (TA)

This RFP has the following populations of focus for Track A and Track B project activities:

- Black/African American communities
- Hispanic/Latino/Latinx communities
- Older adults/aging population/especially those who need COVID-19 vaccine boosters
- Immigrant communities
- Refugee communities
- People with disabilities and/or underlying medical conditions
- Pregnant persons
- People who are houseless
- People living with substance use disorders
- Other populations as identified

The Department's objectives for these projects include the following:

Track A: Immunization-Related Projects

- Provide outreach and awareness campaigns about COVID-19 and vaccination to help increase Philadelphia's immunization rates, reduce transmission of COVID-19, and prevent outbreaks of all vaccine-preventable diseases among residents in the populations of focus listed above
- Cultivate sustainable partnerships with CBOs to:
 - Reach populations disproportionately affected by COVID-19 and lay the groundwork for ongoing relationship-building, collaboration, and support beyond the pandemic
 - Reduce vaccine hesitancy and increase equitable immunization access and uptake

- Help build trust between PDPH, CBOs, and populations disproportionately affected by COVID-19 and other vaccine-preventable diseases

Track B: Preparedness-Related Projects

- Build pandemic response and recovery capacity at the community level
- Share health promoting information with populations at higher risk, including the populations listed above
- Develop sustainable infrastructure for outreach to underserved populations, including ensuring culturally and linguistically tailored programs and materials
- Expand communications capacity for disseminating important health information to underserved populations, including creating a Community Advisory Committee to advise on preparedness and emergency response strategies, as well as enhancing capacity for communicating information to partners and the public during COVID-19 and other public health emergencies
- Build a stronger network of health and social service providers who serve populations at higher risk and populations that are underserved

Track C: Providing Technical Assistance

- Develop Learning Collaborative to guide and enhance Grantees' participation in RFP-related activities
- Provide technical assistance and capacity-building support to help ensure Grantees' success with current and future funding opportunities

The Applicant's proposed scope of work should address each objective specifically and describe in detail how the Applicant will achieve the objective, or how the Applicant will enable the Department to achieve the objective.

This *Section II, Scope of Work* states requirements for the project, including the services and the tangible work products to be delivered, and the tasks the Department has identified as necessary to meet those requirements. The Department reserves the right, however, to modify specific requirements, based on changed circumstances (such as a change in business or technical environments), the proposal selection process, and contract negotiations with the Applicant(s) selected for negotiations, and to do so with or without issuing a revised RFP. The Applicant must provide in its proposal a detailed proposed scope of work showing how it will meet the project requirements stated in this Section II.

In addition, Applicants must plan for this project in a COVID-19 and post-COVID-19 environment that is likely to continue to be a public health and social crisis during the period of performance. Applications should be prepared to respond to the changing external environment as necessary.

C. Services and Tangible Work Products

1. Services

The Department requires at least the services listed below, including the specific tasks and work activities described. Applicant's proposed scope of work should state in detail how it will carry out each task, including the personnel/job titles (as identified in Section H, *Organizational and Personnel Requirements*) responsible for completing the task. For each service specified, the Applicant should propose criteria to determine when the tasks comprising

the service are satisfactorily completed. Applicants may propose additional or revised tasks and activities, but should explain why each is necessary to achieve the project objectives.

Required Activities:

Track A: Immunization-Related Projects:

- Develop and implement communications, outreach, education, and/or vaccine access activities that address vaccine hesitancy
- Reduce logistical barriers to getting vaccines for COVID-19, influenza, and routine vaccinations for all ages (e.g., offering support with transportation, translation and interpretation, scheduling appointments, etc.)
- Hire and/or designate Vaccine Champion(s) responsible for:
 - Attending trainings, forums, and vaccine awareness campaigns to become familiar with vaccine-related information and resources, including joining the Philadelphia Immunization Coalition
 - Promoting all services and activities to successfully engage with population(s) of focus
 - Garnering support within the broader organization to help sustain the reach of project-related activities
- Conduct focus groups or engage in other information-gathering initiatives among population(s) of focus to shape and assess project-related interventions

Track B: Preparedness-Related Projects

- Conduct a community-level assessment to determine localized public health emergency hazards (e.g., flooding, pandemic, etc.), vulnerabilities, and community assets.
- Build or expand communication systems and networks for disseminating important health-related information to underserved populations
- Develop a personal and/or community preparedness curriculum and conduct community trainings
- Hire and/or designate Preparedness Champion(s) responsible for:
 - Identifying public health preparedness priorities for the specific community or population served by the organization
 - Participating in PDPH Preparedness planning, providing neighborhood-specific feedback and input on existing preparedness plans, and assisting in the development of future plans
 - Developing a toolkit for conducting community-level preparedness planning, including pandemic response and recovery
 - Gathering and analyzing community member feedback through community advisory boards, surveys, interviewing, or other methods as it pertains to:
 - COVID and other pandemic responses
 - Weather events (e.g., extreme heat)
 - Other public health emergencies

All Track A and Track B Applicants:

- Participate in Learning Collaborative with PDPH, Technical Assistance partner, and other Grantees to discuss and maintain progress; share and review print and digital messaging, resources, and other materials; and proactively address concerns as they arise

Track C: Providing Technical Assistance

- Provide training and support related to organizational capacity and project sustainability including but not limited to goal setting, project monitoring and evaluation (e.g., data

collection, report writing, etc.), resource management and mobilization, networking and communication, and other needs as they arise

- Develop and lead Learning Collaborative to foster peer-to-peer communication and networking, resource sharing, and overall success of Grantees' projects

Examples of project activities or interventions that Track A and Track B Applicants may consider are listed below. **Applicants are strongly encouraged to view the activities below as guidance, and to employ other innovative and best practice strategies to meet project objectives based on community needs.**

- Hiring term-limited communications or programmatic staff who will be dedicated to relaying accurate vaccine information (Track A) OR preparedness information (Track B) tailored to the population(s) of focus by:
 - Promoting factsheets and toolkits, including creating and distributing materials in appropriate languages for a given community
 - Acquiring software or other tools to enhance digital infrastructure and social media reach
 - Addressing the digital divide
 - Developing plans to address Access and Functional Needs (AFN) related to disability or other functional need considerations for individuals who may be disproportionately affected by public health emergencies (e.g., people with mobility, sensory, cognitive, or other disabilities; children; older adults; people with limited English proficiency; etc.)
 - Coordinating speaking events with healthcare providers and community members
 - Engaging in other community outreach efforts related to promoting and distributing information on PDPH preparedness resources and plans
- Developing education and outreach campaigns using culturally and linguistically appropriate messaging through digital and non-digital channels best suited for the population(s) of focus
- Facilitating digital literacy workshops to help community members in the population(s) of focus access vaccine-related information and resources
- Hosting in-person or virtual engagement activities and events in trusted spaces such as schools, faith-based organizations, clinics, community-based centers, or youth-centered areas and events
- Acting as a community resource hub for members in the population(s) of focus to receive accurate information and support during and after the COVID-19 pandemic
- Offering supportive services to reduce barriers to vaccine clinics including:
 - Transportation assistance
 - Translation and interpretation
 - Scheduling assistance for those without digital access
 - Other supports identified at the community level
- Providing vaccine access opportunities such as pop-up, mobile, and targeted immunization clinics in the community (Track A)
- Improve communities' ability to respond to an emergency and prepare for crisis by becoming certified to employ or train others in First Aid, Stop the Bleed, Mental Health First Aid, or other interventions (Track B)
- Develop an organizational or neighborhood-level Community Resilience Plan to identify, map, and communicate neighborhood assets and resources during public health emergencies and communicate essential public health information to community members in accessible formats (Track B)

- Exercise or workshop existing pandemic preparedness plans to identify gaps in service or communications (Track B)
- Develop a Continuity of Operations Plan for your organization to ensure ability to maintain essential services during an emergency or pandemic (Track B)

2. Tangible Work Products

The Department requires completion and delivery of at least the tangible work products listed below. The proposed scope of work should state in detail how the Applicant will produce each work product, including the personnel/job titles (as identified in Section H, *Organizational and Personnel Requirements*), that will be responsible for delivering the work product. For each work product, the Applicant should propose criteria for satisfactory completion and delivery. Applicants may propose additional or revised tangible work products, but should explain why each is necessary to achieve the project objectives.

The successful Applicant will be expected to:

- Deliver services with a health equity focus in a culturally responsive manner that meets the needs of the identified population(s) of focus
- Cooperate and collaborate with any PDPH-led social media and marketing campaigns related to vaccines, COVID-19 education, or other relevant topics
- Document and report on use and impact of grant funds in required Department format
- Develop a plan to ensure staff development for Vaccine (Track A) and/or Preparedness Champion(s) (Track B) that is designed to recruit, cultivate, and sustain staff from within the population(s) of focus

Applicant eligibility:

- Applicants must be a community-led not-for-profit organization. The organization must be designated as a 501(c)3 organization and be in good standing with the IRS.
- The organization must provide services in Philadelphia County (with offices or Chapters located in Philadelphia County), with priority given to organizations whose services are physically located in the following zip codes: 19111, 19121, 19124, 19131, 19132, 19133, 19134, 19135, 19138, 19139, 19140, 19141, 19142, 19149, 19151, 19153.
- The organization's leadership must be primarily comprised of people who reflect the populations most impacted by the organization's mission.
- Younger organizations, as well as organizations that have deep roots in Philadelphia, are both encouraged to apply.
 - This RFP seeks to build the capacity of new or small organizations, including those run by minority or disabled persons or by women. Priority will be given to organizations who meet these parameters.

D. Hours and Location of Work

The hours of operation for the City of Philadelphia are Monday through Friday during normal business hours. In addition to required meetings convened by the Department, the location of work includes the locations approved by the Department for the provision of services awarded through this RFP.

Hours of operation for programs funded through this RFP must include services consistently available outside of normal business hours (including early morning, evenings, and weekends). If services are not currently provided outside of business hours, include plans to increase schedule capacity.

E. Monitoring; Security

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply and cooperate with all contract and compliance monitoring and evaluation activities undertaken by the City of Philadelphia, and with all security policies and requirements of the City.

The Department is responsible for program monitoring, evaluation, and reporting. This process is ongoing through regular interactions between the Department and organizations working together on behalf of specific populations targeted to receive outreach, information, and/or other services through this RFP. The goal of these requirements is to ensure the efficient, timely, and appropriate delivery of outreach activities and other services.

Assuring security of confidential client information is mandatory. Applicants must have written policies regarding participant confidentiality and security of data. These policies must comply with relevant local, state, and federal laws and regulations. Security and confidentiality policies of Applicants must be available for review by PDPH upon request.

F. 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.

In addition, all programs must comply with program reporting and quality management activities including reporting on client-level data in the format defined by the Department. Applicants are required to submit quarterly narrative reports no later than fifteen (15) days after the end of the quarter. Applicants must invoice the Department by the tenth (10th) of the following month in which costs are incurred. Failure to provide complete and timely invoices may result in nonpayment. All costs invoiced must be based on the program's actual expenditures. All invoices must be submitted on a monthly basis for costs incurred and services rendered during the previous month. The Department requires providers to attach copies of all back-up source documents as part of the invoice package.

Timely program data reporting is required. Applicants must comply with special conditions of the award and with other reporting requirements as specified in award letters from the Department and in subsequent correspondence.

Fiscal site visits by Department staff of all funded Applicants are required. During the site visit, City staff shall perform an audit type of review, including meetings with fiscal and other staff. Records and policies are inspected. If deficiencies are identified, subsequent meetings may be required to complete corrective action.

All records necessary for audit purposes must be maintained by the agency for the minimum amount of time established by local, state or federal statute and made available to PDPH and other authorized personnel if required or requested.

Applicants are expected to report and leverage available program income to provide services, and services are to be billed to this RFP as payor of last resort. All program income generated as a result of awarded funds must be used for approved project-related activities.

G. Cost Proposal

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.

1. Successful Applicants may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.
2. Contract funds generally may not be used for the purchase of furniture or equipment. Any such proposed spending must be identified and justified in the budget and approved by PDPH.
3. Applicants must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
4. Successful Applicants may not use funds for construction, research, for the purchase of medications (including antiretroviral therapy) or to purchase sterile needles or syringes for drug injection.
5. Allowable costs are limited to: (a) personnel; (b) fringe benefits; (c) program-related equipment; (d) travel (local only); (e) supplies; (f) contractual; and (g) indirect costs at a rate up to 10%.
6. Other than for normal and recognized executive-legislative relationships, no funds may be used for publicity or propaganda purposes, for the preparation, distribution or use of any material designed to support or defeat the enactment of legislation before any legislative body; the salary or expenses of any grant or contract recipient or agent acting for such recipient related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before any legislative body.
7. Work plans and proposed activities must be approved by PDPH.
8. Funds may not pay for any item or service to the extent that payment has been made (or reasonably can be expected to be made) with respect to that item or service, under any state compensation program, insurance policy, federal or state benefits program, or any entity that provides health services on a prepaid basis.
9. Other prohibited uses of funds: Cash payment to intended recipients of services, clinical research, international travel, and syringe services. Services conducted at a site that provides syringe services may be permissible; prior PDPH approval is required.

Please use Cost Proposal Template in Appendix F to fulfill these requirements.

H. 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 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:

- A full-time equivalent staff member dedicated to this project

I. Technology Capabilities

The successful Applicant will be responsible for having and using the following technology capabilities and resources in performing the work:

- Windows 10 with Microsoft Office 2016 or later and updated web browsers (Firefox, Chrome, Opera, Edge) OR
- Mac OS X v. 10.10 or later with recent version of Microsoft Office, and updated web browsers (Chrome, Opera, Firefox or Safari 7 or later).

J. Alternative Solutions

If an Applicant offers options and/or alternative solutions that are not requested in this RFP or are not included in its proposed prices, the Applicant must provide the following information for each:

- A detailed description of the option/alternative solution (including, but not limited to, all features, functionality, and/or services that will be unavailable if the option/alternative is not purchased);
- If not included in the proposed prices, a full explanation of the rationale for not including;
- Detailed cost information for each option/alternative, in accordance with the cost proposal requirements of the RFP.

K. Available Information

Applicants are strongly encouraged to use the following hyperlinked resources below to plan and implement proposed projects.

Philadelphia COVID-19, Public Health, and Digital Equity Information

[PDPH COVID-19 Program](#)

[PDPH Bioterrorism and Public Health Preparedness Program](#)

[Philadelphia COVID-19 Data](#)

[Frequently Asked Questions about COVID-19 Vaccination \(CDC\)](#)

[Philadelphia's Community Health Assessment 2020](#)

[Philadelphia COVID-19 Response Plan October 2021](#)

[Philadelphia's Digital Equity Plan](#)

Public Health Preparedness

[Community Preparedness Toolkit](#)

[Community Resilience Summary](#)

Evidence-informed Tools and Practices

[COVID-19 Vaccine Equity: Best Practices for Community and Faith Based Organizations](#)

[COVID-19 Vaccination Strategies for Your Community \(CDC\)](#)

[How to Tailor COVID-19 Vaccine Information to Your Specific Audience \(CDC\)](#)

[How to Conduct a Rapid Community Assessment \(CDC\)](#)

III. Proposal Format, Content, and Submission Requirements; Selection Process

A. Proposal Format

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. Please use Proposal Template in Appendix G to complete this requirement.

1. Table of Contents

2. Introduction/Executive Summary

Provide an overview of the services being sought and proposed scope of services.

3. Applicant Profile

Provide a narrative description of the Applicant itself, including the following:

a. Applicant's business identification information, including name, business address, telephone number, website address, and federal taxpayer identification number or federal employer identification number;

b. A primary contact for the Applicant, including name, job title, address, telephone and fax numbers, and email address;

c. A description of Applicant's business background, including, if not an individual, Applicant's business organization (corporation, partnership, LLC, for profit or not for profit, etc.), 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.

4. Project Understanding

Provide a brief narrative statement that confirms Applicant's understanding of, and agreement to provide, the services and/or tangible work products necessary to achieve the objectives of the project that is the subject of this RFP. Applicant shall describe how the Applicant's business experience will benefit the project.

5. Proposed Scope of Work

Provide a proposed scope of work, including a cost proposal and project timetable (schedule), in accordance with Section II, "Scope of Work," of this RFP.

6. Statement of Qualifications; Relevant Experience

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.

7. References

Provide at least three references, preferably for projects that are similar in type, scope, size and/or value to the work sought by this RFP. If applicable, Applicant should provide references for projects with other municipalities that are similar in size to the City of

Philadelphia. For each reference, include the name, address and telephone number of a contact person.

8. Proposed Subcontractors

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.G for more information.)

9. 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.B for more information.)

10. Office of Economic Opportunity - Solicitation for Participation and Commitment Form/Diversity Report of Nonprofit Organizations

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. The form is provided with Appendix B-1 to this RFP. If Applicant is a nonprofit organization, such applicants must include a completed "Diversity Report of Nonprofit Organizations" on the form provided with Appendix B-2 of this RFP. If the Nonprofit Organization is responding to an RFP that contains ranges, in addition to the Diversity Report of Nonprofit Organizations, it must also submit a Solicitation for Participation and Commitment Form. (See Section III.D for more information.)

11. Tax and Regulatory Status and Clearance Statement

Include a statement, in the form requested in Appendix C, attesting to Applicant's tax and regulatory compliance with the City. (See Section III.E for more information.)

12. Disclosure of Litigation; Disclosure of Administrative Proceedings

State, for the 5-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 this 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 bankruptcy filings over the past five years; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency. For each such proceeding, state the name of the case or proceeding, the parties involved, 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.

13. Statement of Financial Capacity

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. Provide a general, independent statement of the Applicant's financial condition in addition to one or both of the following:

- Applicant's most recent audited or unaudited financial statements; Most recent IRS Form 990 (for non-profit organizations only).

14. Local Business Entity or Local Impact Certification. (Optional if applicable to Applicant)

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.I for more information.)

15. 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, Appendix E, is voluntary. (See Section III. J)

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.K for more information.)

17. 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.

18. Statement of Anticipated Job Creation

Applicant shall provide a narrative description on whether and how a contract award based on its proposal will result in new job creation within the following: 1) City of Philadelphia; 2) Philadelphia Metropolitan Statistical Area; 3) Commonwealth of Pennsylvania; 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 anticipate annual hourly rate.

19. Transparency in Business Disclosures

Provide the following statement: "If awarded this contracting opportunity and this contract opportunity is valued at or over \$100,000 or the amount expected to be realized by the Applicant is at or over \$100,000, the Applicant will provide all Transparency in Business disclosures required by Section 17-1402(1)(b)(.4) of the Philadelphia Code prior to contract conformance."

Proposals must include this statement in order to be considered responsive to the requirements of this contracting opportunity. Such disclosures shall be submitted online at phila.gov/tibform after award and before conformance. No contract valued at or over \$100,000 will be conformed unless the successful Applicant has made these disclosures. (See Section III.F for more information.)

B. 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.

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.

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.

C. Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract entered into pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and/or other state or federal laws or regulations governing the privacy and security of health information. The selected Applicant must comply with the “Terms and Conditions Relating to Protected Health Information” which are posted on the City’s website at <https://philawx.phila.gov/econtract/> under the “About” link and which will be incorporated into the contract by reference.

D. Office of Economic Opportunity – Participation Commitment/Diversity Reports

Each Applicant is subject to the provisions of Mayoral Executive Order 01-21, 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 01-21. While there are no specific participation ranges established for this RFP, Applicants are required to exercise their “Best and Good Faith Efforts” 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-1 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 01-21 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.

E. The Philadelphia Tax and Regulatory Status and Clearance Statement and Tax Compliance Certification

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. Each Applicant is also required to submit with its proposal a current Tax Compliance statement to be obtained at <https://rev.phila.gov/taxcompliance/>. If Applicant is compliant, print and submit with

Appendix C a copy of the Certificate of Tax Clearance. If Applicant is not currently compliant, print and submit with Appendix C a copy of the Tax Compliance webpage indicating non-compliance.

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.

Applicants MUST ensure that the Tax Identification Number (TIN) with which they are registered on eContract Philly is the identical TIN reflected on the submitted City of Philadelphia Tax and Regulatory Status and Clearance Statement. Any deviation from this may result in the disqualification of the Applicant at the sole discretion of the City.

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) 686-6565 or email tax.clearance@phila.gov (or please use the general contact information: 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.³ Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License⁴ may be made on line by visiting the City of Philadelphia Business Services Portal at <https://www.phila.gov/services/business-self-employment/business-taxes/> and clicking on "Get a tax account." 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 through 215-686-8686 for questions related to the Commercial Activity License.

F. Transparency in Business Demographic Data Disclosures

³ 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.

⁴ Commercial Activity Licenses are not typically required for non-profit organizations; however, Business Income and Receipts Tax Account Numbers typically are required.

In accordance with Philadelphia Code Section 17-1402(1)(b)(.4), if the resulting contract is valued at or over \$100,000, the Applicant, if awarded, agrees to provide the following information before conformance of the contract:

1. Applicant's and each anticipated subcontractor's prior years of experience performing on City contracts in any capacity during the five calendar years prior to the date the application must be filed;
2. Demographic Data (race, ethnicity, gender identity, job title, salary range, length of employment, Philadelphia residence, and other categories that may be established by regulation) on all individuals employed by the Applicant and each anticipated subcontractor as of the Report Date (December 31 of the year preceding the date the application is filed); and
3. Demographic Data on all individuals serving as board members of the Applicant on the Report Date.

Such disclosures shall be made on the online form provided by the City at: phila.gov/tibform. The resulting contract will include a representation and covenant by the successful applicant that these disclosures contain no material misstatements or omissions. Under Section 17-1402(1)(f) of the Code, material misstatements or omissions of these disclosures under two or more contracts shall constitute a breach of such representation and covenant, rendering the contract voidable at the City's option, and shall subject the contractor to liquidated damages to the City in the amount of ten percent (10%) of the total value of the payments to be made to the contractor under the contract.

In addition, Applicant understands that false certification or representation is subject to prosecution under Title 18 Pa.C.S.A. Section 4904.

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

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,⁵ 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.

H. 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.

⁵ A link to the Philadelphia Code is available on the City's official web site, www.phila.gov. Click on "City Code and Charter," located to the bottom right of the Welcome page under the box "Transparency."

I. Local Business Entity or Local Impact Certification

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.

J. 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, Appendix E, is voluntary.

K. Mandatory Online Application Requirements

You must apply online in order to be eligible for award of the non-competitively bid contract opportunity described in this RFP; proposals and any other related documents prepared in response to this RFP will not be considered unless they are filed to the correct contract opportunity established for this RFP (identified by opportunity number), within the prescribed time period, through eContract Philly, which can be accessed on the City’s website at <https://philawx.phila.gov/econtract/>.⁶ The posting of this RFP on eContract Philly is also referred to as a Notice of Contracting Opportunity.

The City requires that any Applicant who establishes an account on eContract Philly and utilizes that account for the purpose of responding to a particular contract opportunity is the same individual or business entity that, if awarded the contract, will enter into and perform the resulting contract with the City. **Applicants MUST ensure that the company name and Tax Identification Number (TIN) with which they are registered on eContract Philly is the identical name and TIN under which they are submitting their application. Any deviation from this may result in the disqualification of the Applicant at the sole discretion of the City. If the Applicant wishes to apply for an opportunity using a name or TIN which is different from the registration account, the Applicant must register the new name and TIN with eContract Philly before submitting its application for the opportunity.** Except in the case of joint ventures, applications posted on eContract Philly from Applicants that purport to be

⁶ The eContract Philly website is compatible with Internet Explorer, Google Chrome and Apple Safari; but the site is not presently compatible with Mozilla Firefox.

filing an application on behalf of another individual or business entity will not be considered, even if the other business entity is an affiliate of the Applicant.

In the case of multiple business entities that if awarded a contract have formed, or intend to form a joint venture to perform the contract, a single business entity may file an application on behalf of all such business entities so long as (i) the filing business entity is or will be a member of the joint venture, (ii) the application is made in the name of the existing or proposed joint venture, (iii) documentation is submitted with the application identifying all business entities that comprise, or will comprise, the joint venture, and demonstrating a binding agreement among those business entities to perform the contract as the joint venture identified in the application (for a joint venture that has not yet been formed, documentation signed by each identified business entity evidencing a commitment to form the joint venture if awarded the contract is sufficient), and (iv) the non-filing business entities are eligible for award of a City contract and make the disclosures required by Chapter 17-1400 of the Philadelphia Code (described in greater detail below) within fourteen (14) days after the joint venture receives notice that it has been awarded the contract.

Pursuant to Chapter 17-1400 of the Philadelphia Code, Applicants are required to disclose their direct and indirect campaign contributions to political candidates and incumbents who are nominated, running for, or currently serving in, a local Philadelphia elected office and to political committees/parties that are operating in Philadelphia (state and 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); any consultants used in responding to the RFP and contributions those consultants have made; prospective subcontractors; and whether Applicant or any representative of 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 a proposal or any other response document required, is part of the online application. For more information, please consult the text of Chapter 17-1400, consult the reference materials found on the website, e-mail econtractphilly@phila.gov, or call 215-686-4914.

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. 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.

Applicants who have failed to file complete applications to the correct opportunity – including the online disclosure forms – through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

You are encouraged to start and complete your online application on eContract Philly as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission. Your proposal and other application documents will not be considered submitted until you sign the application and click on the “submit” button at the conclusion of the eContract Philly process. It is your responsibility to make sure that you have signed and submitted your complete application to the correct contract opportunity established for this RFP.

You can begin uploading (or attaching) your proposal and other application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5 MB). Please be advised that the eContract Philly website will not accept documents larger than 8 MB. If you have documents larger than 8 MB, you must separate them into smaller documents in order to successfully upload them to the system. Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

You are advised that any individual who signs and submits an application on eContract Philly must be an authorized signatory of the Applicant, authorized to both bind the Applicant to its proposal and to make the disclosures required to complete the eContract Philly process. Therefore, in conjunction with their electronic signatures provided at the conclusion of the submission of their applications online, signatories will be required to certify that they are the Applicant or are employees or officers of the Applicant duly authorized to execute the application and make disclosures on the Applicant’s behalf; and they represent and covenant that, to the best of their knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.

L. 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 (<https://philawx.phila.gov/econtract/>) 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.

IV. Proposal Administration

A. Procurement Schedule

RFP Posted	<i>May 23, 2022</i>
Pre-Proposal Meeting	<i>Virtual Meeting on May 31, 2022 at 11AM</i> <i>Link: https://pdph-phila.gov.zoom.us/j/87253901075?pwd=vFtGKkzt-7WyITeULruls7Z3jFDgvq.1</i> <i>Passcode: 089889</i>
Applicant Questions Due	<i>June 2, 2022</i>
Answers Posted on eContract Philly Website	<i>June 7, 2022</i>
Proposals Due	<i>June 16, 2022</i>
Applicant Selection	<i>June 23, 2022</i>
Contract Execution	<i>July 1, 2022</i>
Commencement of Work	<i>July 1, 2022</i>

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 eContractPhilly website at <https://philawx.phila.gov/econtract/>. The other dates/times listed may be changed without notice to prospective Applicants.

B. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to COVIDVax@phila.gov no later than June 2, 2022 and may 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 on the City's eContractPhilly website at <https://philawx.phila.gov/econtract/> (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.

C. Pre-Proposal Conference

A pre-proposal meeting to review the requirements of this RFP will be held via Zoom on May 26, 2022, starting at 11:00am, at the following link: <https://pdph-phila.gov.zoom.us/j/87253901075?pwd=vFtGKkzt-7WyITeULruls7Z3jFDgvq.1> (Passcode: 089889). Attendance at the pre-proposal meeting is optional. Applicants are encouraged to submit written questions in advance of the pre-proposal conference to COVIDVax@phila.gov.

D. Term of Contract

It is anticipated that the initial term of the Contract shall commence on July 1, 2022 (the "Initial Term") and, unless sooner terminated by the City pursuant to the terms of the Contract, shall expire up to twelve months thereafter, on June 30, 2023. 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.

V. General Rules Governing RFPs/Proposals; Reservation of Rights and Confidentiality

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 eContract Philly with the original Opportunity Details. It is the Applicant's responsibility to check the eContract Philly 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:

<u>Amount of Contract or Amendment</u>	<u>For-Profit Fees</u>		<u>Non-Profit Fees</u>	
	<u>Contract</u>	<u>Amendment</u>	<u>Contract</u>	<u>Amendment</u>
\$0-\$30,000	\$50	\$50	\$50	\$50
\$30,001-\$100,000	\$200	\$170	\$100	\$85
\$100,001-\$500,000	\$500	\$340	\$200	\$170
\$500,001-\$1,000,000	\$900	\$520	\$300	\$260
Over \$1,000,000	\$1,500	\$1,000	\$500	\$500

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 eContract Philly web site (“eContractPhilly”), the Applicant accepts and agrees to this Reservation of Rights and to the terms of this Notice of Contract Opportunity. The term “notice of contract opportunity,” as used herein, means this RFP and includes all information posted on eContract Philly in relation to this “New Contract Opportunity” as published on eContract Philly, including, without limitation, the information posted for this opportunity on the “Detailed Information for Opportunity” page, in the eContractPhilly “Opportunity List,” and including in addition to this RFP, any other document linked to the Detailed Information for Opportunity Page or otherwise displayed on or linked to this notice of contract opportunity.

1. This Notice of Contract Opportunity

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

- (a) to reject any and all proposals and to reissue this notice of contract opportunity at any time prior to execution of a final contract;
- (b) to issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this or a previous notice of contract opportunity;
- (c) to issue a new notice of contract opportunity with terms and conditions that are the same or similar as those set forth in this or a previous notice of contract opportunity in order to obtain additional proposals or for any other reason the City determines to be in the City’s best interest;

(d) to extend this notice of contract opportunity in order to allow for time to obtain additional proposals prior to the notice of contract opportunity application deadline or for any other reason the City determines to be in the City's best interest;

(e) to supplement, amend, substitute or otherwise modify this notice of contract opportunity at any time prior to issuing a notice of intent to contract to one or more Applicants;

(f) to cancel this notice of contract opportunity at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued, with or without issuing, in the City's sole discretion, a new notice of contract opportunity for the same or similar services;

(g) 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 eContractPhilly.

2. 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:

1. 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;

2. 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;

3. 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;

4. 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;

5. 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;

6. 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;

7. 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;

8. 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;

9. 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;

10. 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;

11. 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;

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

13. 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;

14. 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,

15. 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 eContractPhilly.

3. 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 COMMUNITY ENGAGEMENT FOR PUBLIC
HEALTH SERVICES**

Appendix A is attached to the RFP on eContract Philly as a separate document.

**APPENDIX B
(CONSISTING OF APPENDIX B-1 AND APPENDIX B-2)**

**CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY-MINORITY, WOMAN AND DISABLED
OWNED BUSINESS ENTERPRISES**

SPECIAL CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS

APPENDIX B-1
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. 01-21, 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 01-21 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”).¹

For this NOCO, the City has not established ranges for the participation of MBEs, WBEs and/or DSBEs (collectively, “M/W/DSBEs”), but applicant is still required to exercise its Best and Good Faith Efforts to include M/W/DSBEs in its proposal. “Best and Good Faith Efforts” are those efforts, the scope, intensity and appropriateness of which are designed and performed to achieve meaningful participation of M/W/DSBEs in the work described by the NOCO. Applicant’s desire to self-perform all of the work does not excuse applicant from its exercise of Best and Good Faith Efforts. Solicitations and any commitments with M/W/DSBEs shall be designated on the Solicitation For Participation and Commitment Form. The submission of this 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.

A. M/W/DSBE PARTICIPATION

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.

1. Only firms that are certified by an approved certifying agency⁸ and identified in the OEO Certification Registry by the time of contract award will be counted for participation. 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. Participation is counted only if the M/W/DSBE performs 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’s participant agreement 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 participant agreement with its own employees. For suppliers, an M/W/DSBE performs a Commercially Useful Function when it is responsible for sourcing the material, negotiating price, determining quality and quantity, ordering the material and paying for it from its own funds. Commercial usefulness will be evaluated and determined by the OEO on a proposal by proposal basis as informed by prevailing industry standards and the M/W/DSBE’s NAIC codes.

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 counted toward one participation range as either an MBE or WBE or DSBE. The firm will not be counted toward more than one category. Applicants will note with their submission which category, MBE or WBE or DSBE, is submitted for counting.

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. In addition, the participation of an M/W/DSBE partner, as part of a joint venture created for this contract, may be counted 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 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 applicant's exercise of Best and Good Faith Efforts. The applicant's Solicitation For Participation and Commitment Form should include evidence of the M/W/DSBEs that have been solicited and any commitments to use M/W/DSBEs in performance of the contract. This form should be submitted with applicant's proposal but 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. As an expression of Best and Good Faith Efforts, 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.

2. In evaluating applicant's Best and Good Faith Efforts, OEO will review the scope, intensity and appropriateness of these efforts to ascertain whether they could reasonably be expected to achieve meaningful M/W/DSBE participation in this contract. Failure to submit the documentary evidence of Best and Good Faith Efforts will result in rejection of the proposal as nonresponsive, although 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:

- Provide reasons for not committing with any MBE/WBE/DSBEs that submitted a quote/subproposal, regardless of whether the quote/subproposal was solicited by applicant.
- Provide 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 meaningful M/W/DSBE participation, 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. 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. OEO's review will include consideration of the following:

- Whether the applicant's actions were motivated by considerations of race or gender or disability. The OEO may investigate the 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.

3. 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 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 01-21 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 01-21 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.

APPENDIX B-2

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

In response to the objectives of Executive Order 01-21, 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.

**APPENDIX B-2
City of Philadelphia – Office of Economic Opportunity
Diversity Report of Nonprofit Organizations**

1 DEMOGRAPHIC BREAKDOWN OF WORKFORCE							
Please provide the following demographic breakdown of your workforce by race/ethnicity/gender/ disability:							
	#	%		#	%		
African American				Males			
Asian/Pacific Islander				Females			
Caucasian							
Disabled							
Hispanic							
Native American							
Other							
Total Number of Employees							
2 DEMOGRAPHIC BREAKDOWN OF BOARD COMPOSITION							
Please provide the following demographic breakdown of your Board of Directors or Trustees by race/ethnicity/gender/disability:							
	#	%		#	%		
African American				Males			
Asian/Pacific Islander				Females			
Caucasian							
Disabled							
Hispanic							
Native American							
Other							
Total Number of Directors or Trustees							
3 SUPPLIER DIVERSITY							
Please check the appropriate box to indicate if you have a supplier diversity policy. If "no," please explain on your letterhead.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
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:							
Company Name	Company Address	Company Telephone	Minority	Woman	Disabled	Annual Expenditures	
1							
2							
3							
4							
5							
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:

Applicant Name*	
Contact Name and Title	
Street Address	
City, State, Zip Code	
Phone Number	
Federal Employer Identification Number or Social Security Number: *	
Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state "none")!*	
Commercial Activity License Number (f/k/a Business Privilege License) (if none, state "none")*	

____ 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

*Applicant name and number **must** correspond with those on file. Review the name and TIN requirements in the RFP's "Mandatory Online Application Requirements" section. Also, you may register your business and apply for a City of Philadelphia Business Income and Receipts Tax Account Number or a Commercial Activity License on line by visiting the City of Philadelphia Business Services Portal at <https://www.phila.gov/services/business-self-employment/business-taxes/> and clicking on "Register a business" and "Get a tax account."

Revised: October 2020 (3/22)

APPENDIX D
LOCAL BUSINESS ENTITY OR LOCAL IMPACT CERTIFICATION

The required form is attached to the RFP on eContract Philly as a separate document.

APPENDIX E
LGBTQ Applicant Opportunity Data

The required form is attached to the RFP on eContract Philly as a separate document. Responses are optional.

APPENDIX F
COST PROPOSAL TEMPLATE

The required form is attached to the RFP on eContract Philly as a separate document.

APPENDIX G
PROPOSAL TEMPLATE

The required form is attached to the RFP on eContract Philly as a separate document.