REQUEST FOR PROPOSALS
To Provide
BICYCLE AND PEDESTRIAN SAFETY EDUCATION PROGRAMS TO
ELEMENTARY, MIDDLE, AND HIGH SCHOOL STUDENTS AND CHILDREN
for The
CITY OF PHILADELPHIA

Issued by:
THE CITY OF PHILADELPHIA ("City")
Mayor's Office of Transportation and Utilities

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 www.phila.gov/contracts, choose eContract Philly.
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, 2015.

Honorable Michael A. Nutter, Mayor
John Elfrey, Acting Deputy Mayor for Transportation and Utilities

Revised: August 2014
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A. Project Overview

A. Introduction; Statement of Purpose
B. The City of Philadelphia (“City”) seeks a firm or firms or organizations experienced in providing bicycle and pedestrian safety education to elementary, middle and high school students (“Respondent”). The City invites the submission of proposals from firms and organizations with experience and expertise in providing bicycle and pedestrian safety education programming to elementary, middle and high school students.

B. Department Overview
This is a joint effort between the Philadelphia Department of Public Health and the Mayor’s Office of Transportation and Utilities.

The Mayor’s Office of Transportation and Utilities (MOTU) is charged with building a shared vision and coordinating decision-making among various City, state and regional agencies and departments – including the City’s Streets, Commerce, Public Property, Traffic Police, City Planning, and Parks and Recreation Departments, Philadelphia International Airport, the waterfront and port agencies, Southeastern Pennsylvania Transportation Authority (SEPTA), Port Authority Transportation Corporation (PATCO), Pennsylvania Department of Transportation (PennDOT), AMTRAK, and the Delaware Valley Regional Planning Commission (DVRPC) in improve and coordinate services throughout the City’s transportation system. MOTU works to make sure that Philadelphia’s residents and visitors can get where they are going, no matter how they choose to get there; be it by foot, bike, car or transit.

The mission of the Philadelphia Department of Public Health (PDPH) is protect the health of all Philadelphians and to promote an environment that allows us to lead healthy lives. We provide services, set policies, and enforce laws that support the dignity of every man, woman, and child in Philadelphia. The Health Department is organized in the following division, each of which is responsible for providing service related to its name: AIDS Activity Coordinating Office, Air Management Services, Ambulatory Health Services, Childhood Lead Poisoning Prevention Program, Chronic Disease Prevention, Commissioner’s Office, Disease Control, Environmental Health Services, Human Resources, Laboratory Services, Maternal Child and Family Health Services, Medical Examiner’s Office. Get Healthy Philly, the Chronic Disease Prevention Division of the Health Department, works to reduce and prevent chronic diseases by making healthy choices easier for all Philadelphians. A key goal is to create livable, safe, and healthy communities where children and their families have healthy choices available for transportation and recreation.

C. Project Background
On average between 2009-2013, the City of Philadelphia experiences more than 2,200 pedestrians and bicyclists hit by drivers. Of those, approximately 30% of those hit were under the age of 18. As part of a comprehensive pedestrian and bicycle safety program, the City of Philadelphia has identified the need to provide safe biking and walking education to children. Additionally, recent health data show that obesity rates are declining among Philadelphia public school children, but are not decreasing as significantly, and in some cases are increasing, for
girls. Along with healthy eating, physical activity is as key component in reducing and preventing obesity and other chronic diseases. As studies have shown that girls are five times less likely than boys to be physically active, additional efforts are needed to effectively engage and promote physical activity for girls.

This program will be jointly funded by the Mayor’s Office of Transportation and Utilities and PDPH.

**MOTU**
The portion funded by the Mayor’s Office of Transportation and Utilities is the result of a Focus Cities grant received by Philadelphia from the Pennsylvania Department of Transportation (PennDOT) and the National Highway Traffic Safety Administration (NHTSA). The City wishes to engage a firm which will support pedestrian safety curriculum implementation in at least 25 schools near high crash zones in Philadelphia. This firm will also work with 3 schools to conduct walkability audits and community mapping to create maps of “Safe Routes” for the school community. The firm will work with three schools to implement on-going walking safety encouragement programs such as Walking School Buses, walking clubs, walking Wednesdays, and Safe Routes Ambassadors. In addition, three Walk to School Days will be promoted and resources provided to schools in identified high pedestrian crash zones. In order to create pedestrian safety role models of middle and high school students, the firm will work with 2 middle and/or high schools to engage student in a pedestrian safety program.

**PDPH**
The City wishes to engage a firm which will provide bicycle safety education and encouragement programming. This firm will support bicycle curriculum implementation in at least 10 schools, implement and evaluate bicycle-related operational, policy, and programmatic changes in at least one new “Get Active School,” and support existing “Get Active Schools.” Elementary schools along priority corridors will be selected as potential Get Active Schools. This selection process will be primarily based on past engagement with bicycle safety programming and where the school geographically exists within the City; preference should be given to schools in zip codes with the highest rates of childhood obesity. For all activities, the firm will be asked to place a particular focus on engaging girls and collaborating with existing youth development and leadership activities in schools such as Healthy You. Positive Energy (HYPE).

**D. Request for Proposals**
The City of Philadelphia is seeking proposals from firms or organizations that will provide bicycle and pedestrian safety education programs to elementary, middle, and high school students and children. The specific items to this request are more fully explained in the Scope of Work section below.

**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

The following definitions will be used throughout this document.

<table>
<thead>
<tr>
<th>Glossary</th>
<th>Term Definition</th>
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<tbody>
<tr>
<td>MOTU</td>
<td>Mayor’s Office of Transportation and Utilities</td>
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<tr>
<td>PDPH</td>
<td>Philadelphia Department of Public Health</td>
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<td>GHP</td>
<td>Get Healthy Philly Initiative</td>
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<tr>
<td>NHTSA</td>
<td>National Highway Traffic Safety Administration</td>
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<tr>
<td>PennDOT</td>
<td>Pennsylvania Department of Transportation</td>
</tr>
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</table>

B. Project Details

The City desires to engage a qualified firm or organization to provide bicycle and pedestrian safety education to elementary, middle, and high school students and children. The successful Respondent shall be responsible for the implementation of bicycle and pedestrian safety education at elementary, middle, and high schools in Philadelphia.

The City has identified several process oriented goals that it wishes to achieve through this bicycle and pedestrian safety education program. The successful Respondent will state how it will implement the following key pieces to achieve a comprehensive, goal oriented bicycle and pedestrian safety program.

1. Pedestrian Safety Education
   Possess developed pedestrian education curriculum and resources for classroom and PE teachers. A developed curriculum could include pedestrian safety lessons which aim to teach young people safety skills through vocabulary, videos, and simulation activities. Respondents may opt to provide direct workshops to students or train classroom and PE teachers. The successful Respondent will state how they will implement this curriculum at 25 schools at or near high crash intersections or corridors to students in any grade K-3.

2. Walkability Audits and Participatory Mapping
   The successful Respondent will work with students, community members, law enforcement, and the City of Philadelphia to organize walkability audits and participator mapping. The walkability audit helps to determine the safest routes to school for parents and children and can also be an effective way to engage older students in grades 6-8. While the audits identify needed infrastructure improvements, they also identify non-
infrastructure changes that can often be implemented more quickly. For instance, changing the location or procedure for vehicles picking up and dropping off students can lead to safety improvements for pedestrians. The successful Respondent will state how they will implement walkability audits at 3 schools then assist in creating Safe Routes maps for the school community and collaborate with the Principal to generate a travel plan using the safe routes.

3. Walk to School Days
   Walk to School Days are events that encourage students to walk to school. Though many students in Philadelphia already walk to school student travel tallies conducted over the past three years reveal that many families who live within a school catchment area still choose to drive their children to school. Walk to School Days highlight the benefits of walking to school, such as increasing daily exercise and reducing traffic congestion and pollution around the school. Walk to School Days also serve as an opportunity to reinforce pedestrian safety lessons. The successful Respondent will state how they will promote Walk to School Days and make resources available to all schools in crash zones and how they will plan and promote 5 Walk to School Days.

4. Middle and High School Engagement
   In order to engage middle and high school students, a more interactive approach may be taken. The successful Respondent will describe the curriculum or tools they will use to engage students at 2 middle and/or high schools to engage students in critical thinking about traffic safety and behavior.

5. Ongoing Work With Pedestrian Safety Programs
   The successful Respondent will assist schools with on-going Pedestrian Safety and Encouragement Programs such as those listed below.
   a. Walking School Buses: A Walking School Bus uses trained volunteers, usually parents, to walk groups of children to and from school, stopping at predetermined stops along the route pick up or drop off students.
   b. Walking Wednesdays: Schools organize and promote ongoing Walk to School Days (does not necessarily need to be Wednesdays).
   c. Walking Clubs: Before or after school clubs which promote walking and safe pedestrian behavior.

6. Sustain and expand bicycle safety curriculum implementation
   The successful Respondent will possess existing bicycle safety curriculum and will support its implementation in at least 10 schools (as well as ongoing implementation in past Safe Routes focus schools – approximately 10-20 schools). Priority should be given to schools in zip codes with the highest rates of childhood obesity.

7. Implement and Evaluate Bicycle Encouragement Activities
   The successful Respondent will work with schools to implement and maintain initiatives that encourage more students to bike to school and make it easier for them to do so, such as bicycle racks/parking, bike-ability audits and safest routes identification, Safe Routes parent committees and community volunteers, bike to school days, youth bicycle
ambassadors, after school bicycle clubs, bicycle rodeos, learn to ride classes, and bicycle trains. The one new “Get Active School” will ideally be in a zip code with high rates of childhood obesity and a large Latino population. Respondent will place a particular focus on engaging girls.

8. Promote and seek sustainable funding for bicycle and pedestrian school education programming
   The successful Respondent will promote bicycle and pedestrian school education programming and impact through traditional and social media, partnerships and collaborations, and other means. The Respondent will also seek long-term funding for bicycle and pedestrian school education programming work in Philadelphia.

9. Evaluate Programming
   At those schools receiving bicycle and/or pedestrian education programming, the respondent will perform a pre-intervention baseline assessment of walking and biking at the school, track participation rates by age/grade, gender and (when feasible) race/ethnicity, and conduct an end-of-year evaluation.

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.

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 K, 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.

   - Implement pedestrian safety curriculum at 25 schools at or near high crash intersections or corridors to students in any grade K-3.
   - Promote and make resources available to all schools in crash zones in order to plan and promote 5 Walk to School Days.
- Engage students at 2 middle or high schools to implement pedestrian safety engagement activities.
- Plan and implement 3 on-going pedestrian safety and encouragement programs
- Complete walkability audits at 3 schools
- Support implementation of bicycle safety curriculum in at least 10 schools.
- Identify, evaluate and support implementation of bicycle-encouragement activities at 1 new “Get Active School,” ideally in a zip code with a large Latino population and high rates of childhood obesity.
- Support 3 existing “Get Active Schools” in maintaining their bicycle-encouragement activities.
- Regularly promote Safe Routes Philly programming and impact and seek sustainable, long-term funding.

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 K, 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.

- Track participation rates by age/grade, gender and (when feasible) race/ethnicity. The successful Applicant will track participation rates in the programming by age/grade, gender, and, when feasible, race/ethnicity.
- Produce monthly and final reports. The successful Applicant will produce monthly and final reports outlining their fulfillment of the various service work products set forth in this RFP.

D. Milestones

The Department anticipates the work for this project will be organized into the following milestones (at a minimum), i.e. or groups of tasks, services and/or work products, listed below. For each milestone, the Applicant should propose criteria to determine when the milestone has been satisfactorily completed. Applicants may propose additional or revised milestones, or a project structure that does not rely on milestones, but should explain their reasons for the structure proposed and how it will facilitate completion of the work.

Milestone 2: Conduct at least one training workshop, teaching teachers about the pedestrian and bicycle safety curriculum. Provide one-on-one assistance, trainings as needed, especially for new teachers or those teachers which should be reengaged.

Milestone 3: Identify at least 1 new Bicycle-focused Get Active School:
   - Identify primary deterrents to bicycling to school and develop solutions
   - Conduct survey work
   - Implement bicycle encouragement programs

Milestone 4: Recruit and promote district-wide participation in bike to school days.

Milestone 5: Work with school administration, especially at Get Active Schools, to develop mechanisms for encouraging students to bike to school and making that an easier choice for families.

Milestone 6: Create walking and biking program toolkits geared toward youth wellness councils.

Milestone 7: Work with 1 HYPE Youth Wellness Council to implement walking or biking initiatives.

Milestone 8: 12 e-newsletters sent during contract period to citywide database of teachers and administrators to share education updates and encouragement activities.

Milestone 9: Write 4 blog posts as a means of sharing pedestrian and bike safety successes, tips, and information.

Milestone 10: Recruit an intern to work 15+ hours a week.

Milestone 11: Author a final report summing up the year’s work.


Milestone 13: Work with 3 schools to conduct walkability audits and community mapping. Assist in creating maps for the school community and collaborate with the principal to generate a travel plan using the safe routes.

Milestone 14: Promote Walk to School Days and make resources available to all schools in the crash zones. Assist with planning and promotion for 5 Walk to School Days.

Milestone 15: Assist 3 schools with planning and implementing on-going walking safety and encouragement.

Milestone 16: Work with 2 middle and/or high schools to engage students in critical thinking about traffic safety and behavior

The Department reserves the right to condition payments on the satisfactory completion of the specified milestones, tasks, services and/or work products listed above. In addition to describing how each proposed milestone will be accomplished, the scope of work proposed by Applicant should identify the milestones the Applicant proposes as payment milestones and the amount it proposes for each milestone payment. Applicants may propose alternative means of payment, but should explain their reasons for the alternative and how it will facilitate completion of the work.

E. Timetable
The Department anticipates that the work required under this RFP will be completed within approximately 52 weeks after project start and according to the approximate schedule in the table below, based on the Department’s identification of critical milestones and tasks. The scope of
work proposed by Applicant should include a detailed project schedule that identifies all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each. The Applicant should state the number of days following the Department’s authorization to proceed under the City contract by which it will be ready to start the work, including any mobilization time. If the Applicant proposes a different overall time of performance, it should state its reasons.

<table>
<thead>
<tr>
<th>Reportable Milestone</th>
<th>Timeline (Initiation to Completion)</th>
<th>Measure</th>
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<tbody>
<tr>
<td>Milestone 2: Conduct at least one training workshop, teaching teachers about the pedestrian and bicycle safety curriculum. Provide one-on-one assistance, trainings as needed, especially for new teachers or those teachers which should be reengaged.</td>
<td>July 2015 – June 2016</td>
<td>Participate in 1 professional development opportunity each year; engage/re-engage teachers at 3 new schools; training and technical assistance records.</td>
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<tr>
<td>Milestone 3: Identify at least 1 new Bicycle-focused Get Active School:</td>
<td>September 2015 – June 2016</td>
<td>Meeting records, relevant data records; Student travel Tally and Parent Surveys.</td>
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<tr>
<td>- Identify primary deterrents to bicycling to school and develop solutions</td>
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<td>- Conduct survey work</td>
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<td></td>
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<tr>
<td>- Implement bicycle encouragement programs</td>
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<td>Milestone 4: Recruit and promote district-wide participation in bike to school days.</td>
<td>September 2015 – June 2016</td>
<td>Support bike to school days at 5 schools.</td>
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<td>Milestone 5: Work with school administration, especially at Get Active Schools, to develop mechanisms for encouraging students to bike to school and making that an easier choice for families.</td>
<td>September 2015 – June 2016</td>
<td>Bicycle encouragement policy in school handbook and/or wellness council document. Amendment to School District Wellness Policy to include active transportation encouragement.</td>
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<td>Milestone 6: Create walking and</td>
<td>September 2015 – June 2016</td>
<td>Toolkits created and distributed</td>
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<td>Milestone 7: Work with 1 HYPE Youth Wellness Council to implement walking or biking initiatives.</td>
<td>September 2015 – June 2016</td>
<td>1 HYPE group focused on walking and/or biking efforts; staff will provide targeted support to that group, resulting in youth-directed walking or biking initiatives</td>
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<td>Milestone 10: Recruit an intern to work 15+ hours a week.</td>
<td>September 2015 – June 2016</td>
<td>1 intern per semester hired to assist with programming.</td>
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<tr>
<td>Milestone 11: Author a final report summing up the year’s work.</td>
<td>June 2016</td>
<td>Meeting records, relevant data records</td>
</tr>
<tr>
<td>Milestone 13: Work with 3 schools to conduct walkability audits and community mapping. Assist in creating maps for the school community and collaborate with the principal to generate a travel plan using the safe routes.</td>
<td>September 2015 – June 2016</td>
<td>Audit reports with low, mid, or high intervention outputs to suggest to school and community members to enhance safety.</td>
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<tr>
<td>Milestone 15: Assist 3 schools with planning and implementing on-going walking safety and encouragement.</td>
<td>September 2015 – June 2016</td>
<td>Work with at least 3 schools on enhanced activities like; walking school buses, walking clubs, Safety Ambassador programming.</td>
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</tbody>
</table>
Milestone 16: Work with 2 middle and/or high schools to engage students in critical thinking about traffic safety and behavior

| September 2015 – June 2016 | Work with at least 2 middle/high school population identified near high priority crash zones. |

F. Hours and Location of Work
It is expected that the successful Applicant will have at least 1 staff member located in Philadelphia to manage day-to-day activities and be available for in-person meetings throughout the term of the contract.

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

H. Reporting Requirements
The respondent agrees to the following reporting requirements:

a) Monthly progress meetings: to meet by phone or in-person with PDPH staff to provide updates on contractual goals and deliverables.

b) Progress reports: The subcontractor agrees to submit monthly progress reports and annual report to the Program Manager by the 15th of the month.
   1. Progress on milestones
   2. Barriers to implementation
   3. Success Stories
   4. Other programmatic reporting to be determined

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.

I. Specific Performance Standards
The City expects that the contract resulting from this RFP will include performance and quality standards for the project, including but not limited to the following:

- Timeliness – Meet program deadlines
- Responsiveness – Regular communications, new or unplanned requests
- Achievement – Accomplish milestones, handle problems
- Collaboration with Non-PDPH partners
- Capacity to implement, evaluate and administer programs
The City reserves the right to reject any item of work that does not meet the Department’s minimum standards of performance and quality, or that does not conform to the contract scope of work. The City shall not be obligated to pay for rejected work.

J. 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.

Respondents should propose a schedule of rates that reflects the actual work and costs associated with each portion of the services and tangible work outlined above, not to exceed $75,000 - $78,000 during the contract term.

K. 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:

- Organization structure: the management, administrative, or technical project staff structure; whether non-profit or for-profit.
- Organization history/experience: years of experience, experience with project of a similar size/scope
- Organization’s references
- Technical expertise of personnel: licenses, certifications, years of experience
- 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.

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:

3. Table of Contents

4. Introduction/Executive Summary
   Provide an overview of the services being sought and proposed scope of services.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.F 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.)

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 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. Consider providing one or more of the following:
   - General statement of the Applicant’s financial condition;
   - Applicant’s most recent audited or unaudited financial statements;
   - Disclosure of any bankruptcy filings over the past five years;
   - 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.H for more information.)

15. Disclosure Requirements
   Disclose all information required under Chapter 17-1400 of the Philadelphia Code, including any local and state political campaign contributions, on the forms provided through eContract Philly. (See Section III.I for more information.)

16. 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.

17. 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.

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.

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. Office of Economic Opportunity – Participation Commitment/Diversity Reports

Each Applicant is subject to the provisions of Mayoral Executive Order 03-12, the City’s Antidiscrimination Policy, and is required to exercise its “Best and Good Faith Efforts” in response to the ranges specified in the Appendix B-1 portion of Appendix B, included with this RFP for participation by Minority Business Enterprises (“MBE”), Woman Business Enterprises (“WBE”) and Disabled Business Enterprises (“DSBE”) (collectively, “M/W/DSBE”) as those terms are defined in Executive Order 03-12. Forms, instructions and special contract provisions for the Antidiscrimination Policy explain these requirements in more detail and are included in Appendix B-1 to this RFP. Applicants are required to complete and return with their proposals the “Solicitation for Participation and Commitment” form which is included in Appendix B-1. The City encourages proposals from M/W/DSBE Applicants. M/W/DSBE Applicants, like all other Applicants, are required to submit a proposal that is responsive to the Antidiscrimination Policy. The M/W/DSBE Applicant will receive credit towards the participation range for its certification category (i.e., MBE range, WBE range or DSBE range).

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

D. The Philadelphia Tax and Regulatory Status and Clearance Statement
It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in the Philadelphia Code. To assist the City, through its Department of Revenue and Department of Licenses and Inspections, in determining this status, each Applicant is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement which is attached to this RFP as Appendix C.

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

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

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

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

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

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

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

F. Certification of Compliance with Equal Benefits Ordinance

If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 17-1901(4) (“A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”), and will result in a Service Contract in an amount in excess of $250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (see footnote 3 for online access to the Philadelphia Code), the successful Applicant shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful Applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all Applicants so acknowledge and certify that, if awarded a Service

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3 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.”
Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful Applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful Applicant does not provide employment benefits to the spouses of married employees. The successful Applicant’s failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful Applicant against any employee on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the General Provisions attached to this RFP and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

G. Local Business Entity or Local Impact Certification
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 Exhibit 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 postive factor where the Applicant has, in the City’s sole discretion, met the Local Business Entity or Local Impact criteria.

H. 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 www.phila.gov/contracts by clicking on eContract Philly. 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. Except in the case of joint ventures, applications posted on

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4 The eContract Philly website is compatible with Internet Explorer, Google Chrome and Apple Safari; but the site is not presently compatible with Mozilla Firefox.
eContract Philly from Applicants that purport to be 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 campaign contributions to political candidates and incumbents who are running for, or currently serving in, a local (Philadelphia) or state-wide elected office anywhere within the Commonwealth of Pennsylvania (federal campaign contributions are not included); 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 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’ campaign contributions to political candidates and incumbents who are running for, or currently serving in, a local (Philadelphia) or state-wide elected office anywhere within the Commonwealth of Pennsylvania (federal campaign contributions are not included). 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.

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

The City will base its selection on criteria that include, but are not limited to:
   1. Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
   2. Eligibility under Code provisions relating to campaign contributions
   3. Superior prior experience of Applicant and staff
4. Superior quality, efficiency and fitness of proposed solution for City Department
5. Superior skill and reputation, including timeliness and demonstrable results
6. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
7. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
8. Lower cost
9. Administrative and operational efficiency, requiring less City oversight and administration
10. Anticipated long-term cost effectiveness
11. Meets prequalification requirements
12. Applicant’s certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12

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

C. Proposal Administration

A. Procurement Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Posted</td>
<td>Tuesday, June 2, 2015</td>
</tr>
<tr>
<td>Applicant Questions Due</td>
<td>Monday, June 8, 2015 at 5:00pm</td>
</tr>
<tr>
<td>Answers Posted on eContract Philly Website</td>
<td>Wednesday, June 10, 2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>No later than 5:00pm Tuesday,, June 16, 2015 Local Philadelphia Time</td>
</tr>
<tr>
<td>Applicant Interviews</td>
<td>June 18 and/or June 19, 2015</td>
</tr>
<tr>
<td>Applicant Selection</td>
<td>June 22, 2015</td>
</tr>
<tr>
<td>Contract Execution</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>Commencement of Work</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>

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

B. Questions Relating to the RFP
All questions concerning this RFP must be submitted in writing via email to Ema Yamamoto at Ema.Yamamoto@phila.gov no later than Monday, June 8, 2015 at 5:00 PM local Philadelphia time 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 website at www.phila.gov/contracts (click on eContract Philly and go to the Opportunity Details page for this notice of contracting opportunity). Responses posted on the City’s website become part of the RFP upon posting. The City reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

C. Interviews; Presentations
Following submission of proposals the City may ask applicants to present their firm’s capabilities and answer questions in person as part of an interview. Any costs associated with the interview or presentation shall be the sole responsibility of the applicant.

D. Term of Contract
It is anticipated that the initial term of the Contract shall commence on July 1, 2015 (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, 2016. 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.

D. 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:

<table>
<thead>
<tr>
<th>Amount of Contract or Amendment</th>
<th>For-Profit Fees</th>
<th>Non-Profit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contract</td>
<td>Amendment</td>
</tr>
<tr>
<td>$0-$30,000</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>$30,001-$100,000</td>
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<td>$340</td>
</tr>
<tr>
<td>$500,001-$1,000,000</td>
<td>$900</td>
<td>$520</td>
</tr>
<tr>
<td>Over $1,000,000</td>
<td>$1,500</td>
<td>$1,000</td>
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</tbody>
</table>

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

E. Reservation of Rights
By submitting its response to this notice of contract opportunity as posted on the eContract Philly web site (“eContractPhilly”), the Applicant accepts and agrees to this Reservation of Rights. The term “notice of contract opportunity,” as used herein, means this RFP and includes all information posted on 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:

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

(b) to reject any proposal if, in the City’s sole judgment, the Applicant has been delinquent or unfaithful in the performance of any contract with the City or with others; is delinquent, and has not made arrangements satisfactory to the City, with respect to the payment of City taxes or taxes collected by the City on behalf of the School District of Philadelphia, or other indebtedness owed to the City; is not in compliance with City regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant;

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

(d) to require, permit or reject, in the City’s sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information, and/or corrections to their proposals by some or all of the Applicants at any time following proposal submission and before the execution of a final contract;

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

(f) to enter into negotiations with any one or more Applicants regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the City may require, at any time prior to execution of a final contract, whether or not a notice of intent to contract has been issued to any Applicant and without reissuing this notice of contract opportunity;
(g) to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless the City, in its sole discretion, determines that doing so is in the City’s best interest;

(h) to discontinue negotiations with any Applicant at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued to the Applicant, and to enter into negotiations with any other Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;

(i) to rescind, at any time prior to the execution of a final contract, any notice of intent to contract issued to an Applicant, and to issue or not issue a notice of intent to contract to the same or a different Applicant and enter into negotiations with that Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;

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

(k) to require any one or more Applicants to make one or more presentations to the City at the City’s offices or other location as determined by the City, at the Applicant’s sole cost and expense, addressing the Applicant’s proposal and its ability to achieve the objectives of this notice of contract opportunity;

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

(m) to inspect and otherwise investigate projects performed by the Applicant, whether or not referenced in the proposal, with or without consent of or notice to the Applicant;

(n) to conduct such investigations with respect to the financial, technical, and other qualifications of each Applicant as the City, in its sole discretion, deems necessary or appropriate; and,

(o) to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post on 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 GENERAL CONSULTANT SERVICES

Revised: August 2014
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
APPENDIX B-2

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Race/Ethnicity/Gender/Disability</th>
<th>Male #</th>
<th>Male %</th>
<th>Female #</th>
<th>Female %</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td></td>
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<tr>
<td>Asian/Pacific Islander</td>
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<tr>
<td>Caucasian</td>
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<tr>
<td>Disabled</td>
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<tr>
<td>Hispanic</td>
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<tr>
<td>Native American</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Number of Employees</strong></td>
<td></td>
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</tbody>
</table>

### DEMOGRAPHIC BREAKDOWN OF BOARD COMPOSITION

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

<table>
<thead>
<tr>
<th>Race/Ethnicity/Gender/Disability</th>
<th>Male #</th>
<th>Male %</th>
<th>Female #</th>
<th>Female %</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
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<td>Asian/Pacific Islander</td>
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<td>Native American</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Number of Directors or Trustees</strong></td>
<td></td>
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</table>

### SUPPLIER DIVERSITY

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

- [ ] Yes
- [x] 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:

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

Signature: [ ] Date: Non-Profit Name:
APPENDIX C

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

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

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

| 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

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

Revised: August 2014
APPENDIX D

LOCAL BUSINESS ENTITY OR LOCAL IMPACT CERTIFICATION

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

Applicant Name: ________________________________

Local Business Entity Certification

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

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

II. During the preceding 18 months, Applicant:

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

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

Local Impact Certification

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

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

Authorized Signature ________________________________ Date ________________________________

Print Name and Title ________________________________