

REQUEST FOR PROPOSALS (RFP) SUBMISSION CHECKLIST

The below checklist is a tool designed to help Applicants complete, accurate, responsive, and on time application for Professional Services RFP opportunities at or above the formal RFP threshold.

Did you submit the proposal and Application on eContractPhilly before the stated deadline in the RFP?	✓
Does your proposal explain how Applicant meets the requirements described by the Department in Section II, "Scope of Work", in the RFP?	✓
Does your proposal include a Cost Proposal consistent with requirements detailed under "Cost Proposal" in Section II, "Scope of Work", in the RFP?	✓
Does your proposal meet the overall format and content requirements described in RFP Section III, "Proposal Format, Content, and Submission Requirements; Selection Process?"	✓
Did you review the entire RFP and Contract Attachments, including Appendix A – General Provisions? ■ Did you state any objections to these General Provisions? You must raise any objections in your proposal. Objections are not favored and may be weighed against your proposal; additionally, the City need not consider later-raised objections.	✓
Reserved	✓
Did you submit Appendix C: City of Philadelphia Tax and Regulatory Status and Clearance Statement?	✓
Did you submit a Statement of Financial Capacity to perform the work sought in the RFP in addition to one or more of the following: - 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).	✓
Did you disclose all information required under Chapter 17-1400 of the Philadelphia Code, including any local political contributions, lobbyists, or subcontractors on the electronic forms in your eContract Philly account ? Did you double-check these disclosures and make sure they are correct and complete?	✓
If applicable, did you submit Appendix D: Local Business Entity or Local Impact Certification (optional) or the Appendix E: LGBTQ Applicant Opportunity Data (optional)?	✓
Was the proposal submitted electronically through your eContract Philly account ?	✓
Was the proposal submitted under the correct RFP Opportunity Number?	✓
Was your Application signed and certified by clicking on the "sign and submit" button at the conclusion of the eContractPhilly submission process?	✓
Was the individual who signed and submitted and certified the Application and Disclosures an authorized signatory for the Applicant?	✓
Is the name and Tax Identification Number (TIN) you registered with on eContractPhilly the same name and TIN on your Application? The name and TIN must be for the business that will contract and perform the proposed services and must match the Applicant Profile, Appendix C, and your W-9 form.	✓

If you need technical assistance with eContractPhilly and/or have questions regarding Chapter 17-1400, did you consult the reference materials found on the website, consult the text of Chapter 17-1400 (especially section 17-1402(1)(b)(i).(2) and section 17-1405), e-mail econtractphilly@phila.gov, or call 215-686-4914 well in advance of the Application deadline in order to ensure your Application is submitted on eContractPhilly before the Application deadline?