

Cherelle L. Parker, Mayor
Crysal Jacobs Shipman, Commissioner Sanitation Department
The City of Philadelphia

REQUEST FOR PROPOSALS FOR **SUSTAINABILITY INITIATIVES OUTREACH**

WORK SUMMARY:

The Department is issuing this RFP to select a contractor(s) to assist ongoing education and public relations work for its residential and commercial recycling program, litter reduction programs, including the support for the Philly Spring Clean-up and Anti-Litter Program, Philadelphia More Beautiful Committee (PMBC) Program, and Green Schools Grant Program.

RFP ISSUE DATE:

September 2, 2026

RESPONSE DEADLINE:

No later than 5 pm Philadelphia Time October 2, 2026. **A complete proposal must be submitted by this time to be considered. Proposals in-process are incomplete.**

PRE-PROPOSAL MEETING:

A pre-proposal meeting will be held on September 9, 2026, at 12:00 p.m., Philadelphia Time **virtually, via Teams**. It is *highly recommended* that all proposers attend.

OFFICIAL RFP CONTACT:

Scott McGrath, AICP
Environmental Planning Director
Scott.mcgrath@phila.gov

SUBMISSION REQUIREMENTS:

All proposals must be submitted electronically to the correct contract opportunity established for this RFP (identified by opportunity number) through **eContract Philly** at

<https://philawx.phila.gov/econtract/>

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1. INTRODUCTION

1.1 Values

The City of Philadelphia is committed to ensuring all businesses have access to contracting opportunities with the City and seeks to promote the economic development of small and local businesses.

IF ELIGIBLE, YOU ARE ENCOURAGED TO:

- ✓ Apply for [Local Business Entity \(LBE\) certification](#) with City's Procurement Department. If you provide your LBE status and/or promise to have a Local Impact, this must be used by the contracting department as a positive factor in evaluation and potential selection. Additionally, some opportunities are exclusively reserved for LBE certified businesses.
- ✓ Get Paid Faster! Enroll on the [Vendor Payment Portal](#) to effortlessly submit electronic invoices and monitor payment progress 24/7. The process of submitting invoices through the Vendor Payment Portal is user-friendly, efficient, and free.

1.2 Contracting with the City of Philadelphia

Consistent with our values, the City requires that all contractors and subcontractors comply with all applicable laws, regulations, and policies, including:

1

[CITY BUSINESS
LICENSES AND
PERMIT
REQUIREMENTS](#)

2

[PAYMENT OF CITY
BUSINESS TAXES
OR OTHER
INDEBTEDNESS
OWED TO THE CITY](#)

3

[CHAPTER 17-1300.
PHILADELPHIA 21ST
CENTURY MINIMUM
WAGE AND BENEFITS
STANDARD](#)



Please closely review the City's contract attachments including the standard terms and conditions found in the General Provisions under [Appendix A](#) of this RFP. Any contract resulting from this RFP will incorporate and be governed by these documents.

1.3 Contacting Us

For technical assistance with the eContract Philly website, email [**eContractPhilly@phila.gov**](mailto:eContractPhilly@phila.gov) or call (215) 686-4914.

- Please note the phone number provided is not a live helpline.
- Allow for two (2) business days prior to any application deadline to receive a response to your request. The City will not extend a deadline even if it has not responded to your question or request.
- All other questions regarding the RFP, including substantive questions, must be submitted in accordance with Section 2.3. Applicants are otherwise prohibited from contacting City representatives concerning this RFP or related matters.

1.4 Feedback about this RFP

The City recently updated the design of the RFP we use for Professional Services, and would like feedback from vendors. If you have feedback you would like to share, please complete [this voluntary survey](#). Thank you.

2. THE OPPORTUNITY

2.1 Summary

The Sanitation Department's is involved in a number of outreach activities supporting waste and recycling collections as well as Clean and Green Operations. The Department is issuing this RFP to select a contractor(s) to assist ongoing education and public relations work for its residential and commercial recycling program, litter reduction programs including the support for the Philly Spring Clean-up and Anti-Litter Program, Philadelphia More Beautiful Committee (PMBC) Program and Green Schools Grant Program. One or more selected firms will develop and manage media campaigns as needed, assist with the development and coordination of press / media events as needed, prepare artwork for various printed educational products, manage various community outreach programs supporting recycling and litter programs. This work also includes Future Track employee development program support as well as supporting various Departmental education activities.

2.2 Background

Sanitation Department Overview

The City of Philadelphia ("City") is located in Southeastern Pennsylvania and covers approximately 142 square miles. The City's population is over 1.5 million, making it the most populous city in the Commonwealth of Pennsylvania, the second largest on the East Coast of the United States, and the sixth largest in the United States. The City anchors the four-state, twelve county Greater Philadelphia region, which is the sixth-largest metropolitan area in the U.S. with more than six million residents.

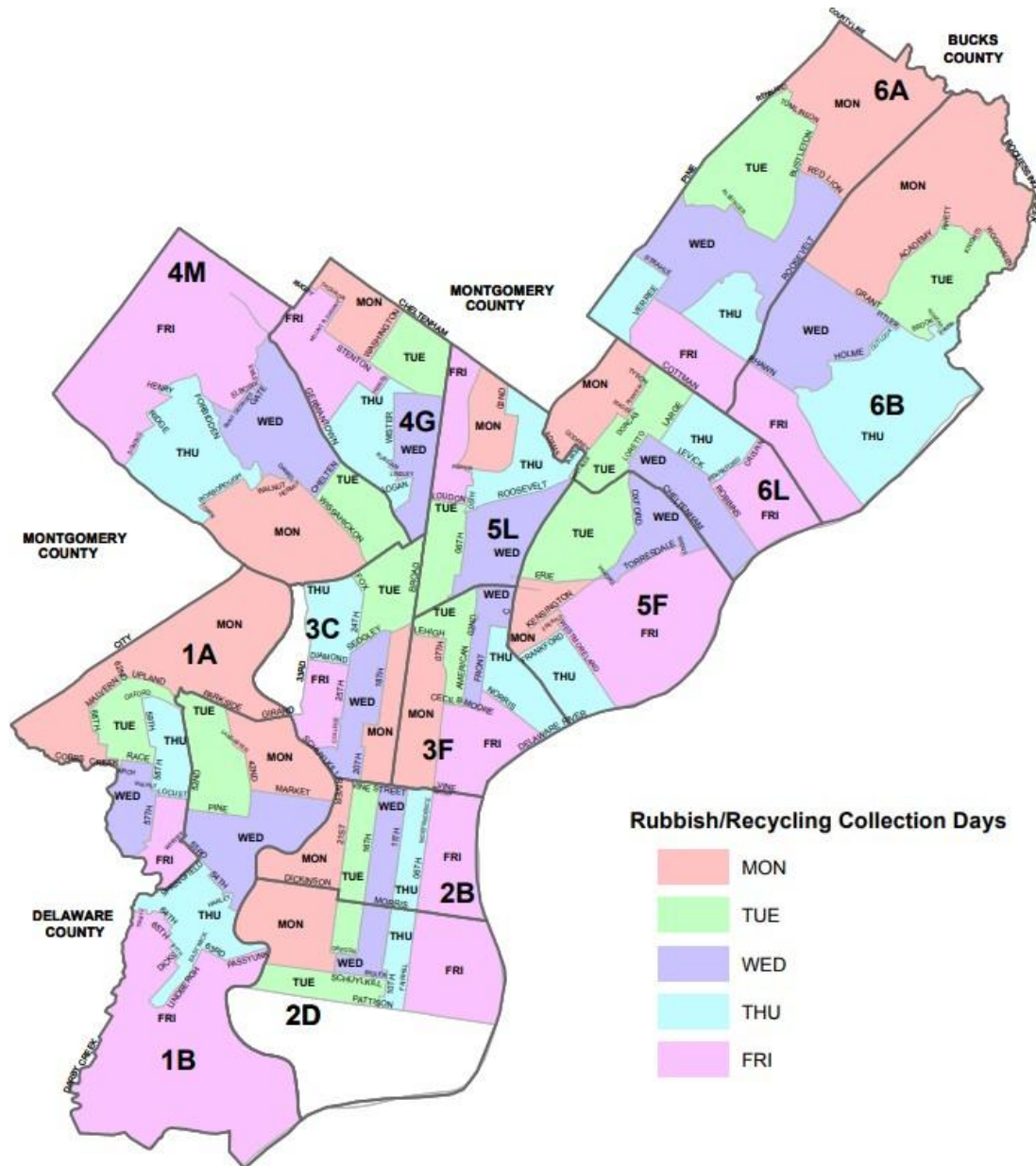
The Department provides weekly recycling and trash collection services for about 525,000 households. The Department collects about 600,000 tons per year of trash and about 85,000 tons per year of single-stream curbside Recyclable Materials. The City estimates that about 70 percent of households regularly participate in the curbside recycling program. Additional Departmental functions include:

- Administration
- Trash and Collections*
- Citywide Cleaning
- Residential Cleaning*
- Illegal Dumping Clean-up Operations*
- Special Collections
- Enforcement*
- Community Outreach
- Taking Care of Business Corridor support**
- Council District Residential Cleaning **
- On Demand Bulk Collection**
- Northwest Transfer Station Operations
- Construction and Facilities Management

In addition to its trash and recycling commitments, the Department provides cleaning services including short dump collections, mechanical street cleaning, litter basket/BigBelly collections, and special collections for various City buildings and the Philadelphia Housing Authority. The Department also deploys its Streets, Walkways, Education, and Enforcement Program (SWEEP) as well as Philadelphia More Beautiful Committee (PMBC) units to conduct a range of education, enforcement, and community support activities.

The compactor truck deployment is 345 for residential collections on a daily basis which collect about 2,500 to 3,000 tons per day, plus a second shift operation 2 pm to 10 pm that includes about 25 trucks. The Department has a workforce of about 1,700 employees.

City waste and recycling collections are performed using rear loading compactor trucks ranging in size: 25 cubic yard high density, 20 cubic yard high density, 20 cubic yards, and 10 cubic yard. Most collection crews collect two routes per day, collecting a total of 14 to 20 tons per day for trash and 4 to 6 tons for recycling. The Sanitation Division administers these services through 6 Sanitation Areas and 13 Sanitation Districts. The map provided below shows the Sanitation Areas, Districts, collection day boundaries.



Project Background

The Sanitation Department utilizes its media, education and outreach contract to support a wide range of activities. This work is separated into two contracts. First is a broad Sanitation and Office of Glean and Green support contract. Approximately 85% of funding is allocated to the current contract which includes the components listed below:

- *General outreach Initiatives, Sanitation Materials, & Recycling 5% to 7%*
- *Promotion of Fall Leaf collections 1% to 2%*
- *Promote Holiday Recycling 1% to 2%*
- *Management of the Block Captain Rally 8% to 10%*
- *Philly Spring Cleanup support and promotion 5%*
- *Join the Fight / America 250 / Clean and Green 20% to 25%*
- *BigBelly and Truck Wraps 3% to 4%*
- *Sanitation Workforce Development 2%*
- *Community Outreach / Philly Future Track Program Recruitment 3% to 5%*
- *SWEEP & PMBC Support and Promotion 2%*
- *Green Schools Grants 3%*
- *William Penn Foundation Clean and Green Grant 4%*
- *Trash and Recycling Cart & BB Pilot Program Support 2%*
- *Micro Block Captain Grants 1% to 2%*
- *Agency Project Management, Administration, media buys, creative 25% to 30%*

A separate contract is currently used to focus on overall recycling media, recycling outreach, recycling creative development, and media buys. Historically, the Department has used one firm for both activities, however, the number of initiatives has greatly expanded, so the recycling education / media component has been separated so the creative aspect of the recycling program education efforts can be focused on as a larger component of the overall program development.

Problem Statement

The Sanitation Department is issuing this RFP to select one or more firms to perform media, education and outreach campaigns and program support activities. The Department has a wide range of needs to meet competing objectives supporting a complex operational environment. The challenge is to keep these ongoing initiatives closely integrated with Sanitation operations while keeping the public informed along with key stakeholders of the Department goals, and operational objectives.

2.3 RFP Schedule

RFP Posted	September 2, 2026
Pre-Proposal Meeting	A pre-proposal meeting will be held on September 9, 2026, at 12:00 p.m., Philadelphia Time, virtually via Teams.
Applicant Questions Due	Applicants must submit questions regarding this opportunity by September 11, 2026, at 5:00 pm Philadelphia time. All questions must be submitted via email to scott.mcgrath@phila.gov
Answers Posted on <u>eContract Philly</u>	September 15, 2026, 5pm Philadelphia time
Proposals Due	October 2, 2026, 5pm Philadelphia time
Applicant Interviews, Presentations (City Discretion)	October 2026
Applicant Selection	October 2026
Contract Execution	November 16, 2026
Commencement of Work	November 16, 2026

The above dates are estimates only. Notice of changes in any pre-proposal meeting or site visit date, time or location, due date for Applicant questions, or proposal due date will be posted as a notice/Addendum with the original RFP on [eContract Philly](#) and will become a part of the RFP.

2.4 Outcome Goals

The Department's broad goal is to support the Mayor's vision to make the City of Philadelphia the Safest, Cleanest, and Greenest City with Economic Opportunity for All. Various operational functions have been created to support this broad goal including curbside recycling, enforcement of Sanitation regulations, PMBC outreach, streets cleaning operations, illegal dumping clean-up operations, and Clean and Green operations. The selected firms(s) goal is to assist the Department in developing consistent and coordinated outreach approach that increases awareness, engages residents and community organizations in a positive manner and encourages residents to support the Mayor's vision for the City.

2.5 Award Terms

Term	The term of this contract is expected to start on or about November 16, 2026, and end on or about November 15, 2027. The City may, at its sole option, amend the contract to add up to 4 additional terms, each not to exceed one year.
Compensation	Contract will state maximum compensation including all expenses To Be Determined.
Cost Proposal Type	A proposer may use fix price rate and/or hourly rate based on the type / level of personnel used on a task-by-task basis with a not to exceed budget total estimated.
Terms of Payment	Monthly Invoicing and / or when a task has been completed, based on the nature of the work.

3. SCOPE OF WORK

The work tasks / project areas described below are the primary work tasks associated with the contract associated with the items described in the problem statements. Each task is associated with building a integrated waste management system managed by the Sanitation Department. These tasks range from regulatory / planning requirements, operational efficiencies to making strategic management decisions and are closely aligned with the outcome goals described above.

3.1 Description of Services

Philly Spring Clean-up

The Annual Philly Spring Clean-up is a one-day event in April that involves over 750 community groups and over 14,000 volunteers. Planning typically begins in early January. Work includes management of web site assets that support the clean-up including databases of volunteers, project sites, and participating community groups. Communications to participating groups and volunteers. Work also includes development of media paid and free promoting the program and coordination with corporate partners. Creative work and printing as needed to support the program. Public relations work includes setting up media events and press releases working with Streets Public Affairs and the Mayor's Office.

Clean and Green Program

Work includes management of web site assets that support the clean-up programs including databases of volunteers, project sites, and participating community groups, and communications to participating groups and volunteers. Work also includes development of media paid and free promoting the program and coordination with corporate partners. Community outreach working with community groups and promoting these programs is a key aspect of the program. Creative work and printing as needed to support the program. Public relations work includes organizing media events and press releases, working with Streets Public Affairs and the Mayor's Office. The City will continue to develop and use existing creative components of Clean PHL.

Marketing and education support for programs such as the council district cleaning teams, scheduled multi department cleaning programs, gateway cleaning projects, illegal dumping program support, and greening projects.

Recycling Program

The recycling program education efforts are focused on residential curbside recycling and commercial recycling as well as the municipal building recycling program.

- America Recycles Day: The Department, primarily through the Recycling Office, recognizes America Recycles Day, a nation-wide event held each November. The recognition typically includes organization of a media event, coordination among program partners, press releases, Mayoral proclamations and City Council Resolutions, and related events such as the opening of new recycling centers and bin distributions.
- Earth Day: Earth Day was celebrated along with the contract signing with a massive recycling bin giveaway and social media of Recycling education campaign materials.
- Additional special events may be identified to support the City's program objectives.

Block Captain Rally

The Sanitation Department sponsors an Annual Block Captain Rally event at the Convention Center. About 1,200 Block Captains attend and over 40 groups have exhibits and information tables for the event. The selected consultant will work with PMBC and the Department's Public Affairs Unit to organize the Block Captain Rally coordinate the sign up of groups for the exhibit area, arrange for accommodations at the Convention Center including set up for the event area, workshop areas and provision of lunch for the event, coordination of media activities raffle prizes for Block Captains, coordination of public relations activities and presentations. The selected contractor will act as a pass-through for Convention Center costs.

Future Track Program Support

The Department supports a workforce development program managed by the Office of Clean and Green. The initial recruitment / hiring process begins with outreach to communities and organizations that can assist with providing potential applicants that are vetted for the program.

Other Program Support

Creative and program support for the programs such as the Household Hazardous Waste Program, PMBC, and SWEEP, BigBelly Program, Streets Personnel, Transportation and Highway Division, as well as the City's Solid Waste and Recycling Advisory Committee (SWRAC). Support can include creation of presentations, creation/posting of flyers, creation of informational signage, brochures, etc. Function as a pass through for various special events and program expenses as well as for professional conference registration costs.

Other Department Support Activities

As requested, other City Department's may use this contract to support various media, community outreach, workshops, and public relations support activities. Department's that have used this contract in the past include Revenue, License and Inspections, and the Sustainability Office.

Various tactics used included the following:

- Create, develop and update recycling program education materials including flyers, bin labels, Water Department Bill Stuffers, interactive web-based games/information, and promotional items as needed.
- Create, update and develop focused media campaigns, including social media toolkits, and social media interaction feedback processes; Create/produce Public Service Announcements (PSA's) and place with distribution outlets.
- Coordinate production and manage distribution of materials to support marketing efforts.
- Target activities and campaigns supporting special collections, and commercial single & multi-family buildings.
- Web Site and Social Media support for organic and paid social media campaigns. Host landing pages for linked to the City's web site for specialized support such as managing project sign up and approvals for projects.

- Public Relations Support Work with Sanitation / Clean and Green Public Affairs and the Mayor's Office to prepare press release and media alert documents as well as develop and coordinate press event activities. Major events include the Annual Spring Clean-up and Block Captain Rally. Additional events are planned throughout the year to highlight recycling and cleaning initiatives.
- Community Outreach: A range of tactics are used for community outreach to build support for programs and inform the public about Sanitation Department activities. These activities have included door to door canvassing, attending community meetings, City Council community meetings, Police District community meetings and special events, and coordinating community summits. Newsletter, email, blog and other physically distant means must be employed. The selected Consultant must develop relationships with the Sanitation's community partners to build and expand support for its Recycling and Pick it Up Philly programs. This work is Coordinated with SWEEP, PMBC, Philly Rising and the Division's networks of community organizations.
- Creative: The selected Consultant will maintain and develop existing products used for its recycling education flyer, direct mailing, Water Department bill stuffers.
- Advertising / Media Buys: Media buys range in scope from \$15,000 to \$500,000. Media used has been primarily transit advertising, radio advertising, interactive web-based advertising with a minor distribution to print media. Television ad campaigns have been used to launch major program elements such as a change in recycling collections.

General Requirements

- Preparation of the Act 101 Plan must comply with PADEP regulations Title 25 Chapter 272.201 of the Pennsylvania Code and Technical Guidance Document 254-2212-504.
- Waste and recycling sorts / composition studies shall be completed utilized industry best practices and in compliance with safety requirements of transfer station facility, recycling facility and disposal site requirements.
- Waste and recycling sorts may be billed at a lump sum rate.

3.2 Performance Metrics, Contract Management & Payments

The City of Philadelphia is interested in identifying metrics in order to monitor and improve performance during the life of the contract. The Sanitation Department has identified the following metrics and will work with the awarded provider(s) to add to or refine this list during contract negotiations. The final set of performance metrics and frequency of collection will be negotiated by each successful Applicant and the Sanitation Department prior to the finalization of an agreement between parties and may be adjusted overtime as needed.

Success will be measured in terms of the selected provider's ability to meet milestones, deadlines, and how reports and products generated by the provider can be integrated in policy decision making process and how products are implemented within the Department's operational environment.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility	Data Review Cadence	Past Performance Benchmark (if known)
Work Product	Plans and Reports, inspections, project deliverables	Monthly for Plans and Reports. Quarterly for field data collection work and/or prior to each Lump Sum Part completion	Consultant Project Manager	Check in and close out meetings	N/A
On Time	Milestones and Scope of Work, accurate critical path schedules	Monthly and Quarterly reports and following completion of a Task and/or prior to each Lump Sum Part	Consultant Project Manager	Check in and close out meetings	N/A
On Budget	Work Orders and Invoices	Prior to Work and as work products are completed prior to each Lump Sum Part, at least quarterly, monthly meetings during preliminary and final design	Consultant Project Manager	Check in and close out meetings	N/A
Communications	Internal emails and meetings, public meetings, coordination with all relevant parties	Monthly and as required.	Consultant Project Manager	Check in and close out meetings	N/A

Contract Performance Monitoring

As part of the City of Philadelphia's commitment to improved outcomes, the City seeks to actively and regularly monitor service delivery to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, the City reserves the right to request/collect other key data and metrics from providers related to the performance of the contract and to reject any item of work that does not meet the performance standards described in the contract.

The Sanitation Department will utilize multidisciplinary project teams with technical area expertise, along with administrative and operational expertise to continuously monitor progress. These teams will be managed by a project manager that may also report to a project director with input / guidance provided by the Department's Deputy Commissioner and Commissioner. The project manager / director briefs the Department's Deputy Commissioner and Commissioner as needed and may brief the Department's Executive Team as needed.

Success will be measured in terms of the selected provider's ability to meet milestones, deadlines, regulatory requirements established by PADEP, and how reports and products generated by the provider can be integrated into the policy decision making process and how products are implemented within the Department's operational environment.

How We Will Pay the Selected Applicant

A proposer may use fix price rate and/or hourly rate based on the type / level of personnel used on a task-by-task bases with a not to exceed budget total estimated. An overall not to exceed budget will be set each contract year. The proposer shall specify the payment method on a task-by-task basis. Working with the Department funds for hourly rate tasks may be reallocated on a case-by-case basis with approval from the Department's project Director.

Option 1, for Fixed Price Compensation:

The contract for each chosen provider will include a contract maximum amount that cannot be exceeded without a written contract amendment. 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, 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); 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.

Option 2, for Hourly Rate Compensation:

Applicants must state hourly rates for all personnel, identified by education level, skill set, experience level, and job title, who will perform work under any contract resulting from this RFP. For each task necessary to perform a service, deliver a tangible work product, or, if included in this RFP, accomplish a milestone identified in this RFP and/or the Applicant’s proposed scope of work, the Applicant must state an estimate of the number of hours required to complete that task for each hourly rate that applies to each level of personnel identified to perform that task. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

4. HOW TO SUBMIT YOUR RESPONSE

4.1 What You Must Include in Your Proposal

For your proposal to be considered, proposals must be submitted:

- a) electronically;
- b) through the City's designated system (not email);
- c) before the deadline; and,
- d) signed by an authorized representative of the Applicant.

Additionally, your proposal must include the information listed in the Proposal Requirements below and be organized in the order shown. Failure to submit your proposal in the manner and format required by this RFP may result in your proposal being rejected.

Proposal Requirements:

1. Table of Contents

2. Introduction/Executive Summary (Give a short description of your proposal.)

Provide an overview of your company, the goods or services you offer and how you plan to meet the City's needs.

3. Applicant Profile (Tell the City about yourself).

Please complete the Applicant information sheet and include it with your proposal submission.

Part 1. Please provide the following for the Applicant's Business:

- 1. Name of Business
- 2. Business Address
- 3. Telephone Number
- 4. Fax Number (if applicable)
- 5. E-mail Address
- 6. Website Address
- 7. Federal Taxpayer Identification Number or Federal Employer Identification Number

Part 2. Please provide the following for the Applicant's Primary Contact:

- 1. Name
- 2. Job Title
- 3. Address
- 4. Telephone Number
- 5. Fax Number (if applicable)
- 6. E-mail Address

Part 3. Please provide a description of the Applicant's business background by answering the following:

1. What is the Applicant's Business Organization type (i.e. corporation, partnership, LLC, for or not for profit, etc.)?
2. Is the Applicant's Business registered to do business in Philadelphia and/or Pennsylvania?
3. What is the country and state of the Applicant's business' formation?
4. How many years has the Applicant's business been operating?
5. What is the primary mission of the Applicant's business?
6. What is the Applicant's significant business experience?

4. Proposed Scope of Work (Tell the City what you propose to do).

Review Section 3 of this RFP, "Scope of Work" and directly state what services and materials you will provide to meet the City's described needs. Be specific, and, as necessary, describe your services and materials in plain language for the evaluation team to understand. Include a proposed budget or cost proposal, and a schedule for when the services and materials will be provided.

5. Statement of Qualifications; Relevant Experience (Tell the City why you are the best choice).

Provide a statement of your relevant qualifications and demonstrate how your experience meets or exceeds the City's requirements. Include a list and description of similar projects you have worked on, including the number of such projects and the amount of time spent on them.

6. References (Tell us who can vouch for similar work you have completed).

Provide at least three references, preferably for projects that are similar to the work sought by this RFP. Include the company/entity, a contact person's name, the contact person's title, their address, their email address, and telephone number. The more similar the reference is to the City the better, such as other local government entities.

7. Proposed Subcontractors (Tell the City who will work with you).

Please provide a complete list of prospective subcontractors with whom you plan to work on this project. Include:

- Company Name
- EIN
- Scope of Work
- Percentage of total work allocated to each firm

8. Requested Exceptions to Contract Terms (Tell the City any changes you would like to the contract).

In exceptional cases, a successful Applicant might be afforded exceptions to the City's Contract Terms. State if you would like to request exceptions to the City's Contract Terms, including those contained in this RFP, including [Appendix A](#) and any other documents incorporated by link or reference. Identify the location of the proposed change as well as possible (noting the document, section, heading, and page), the reason for the change request, and proposed alternative language. The City may consider your proposed changes or may disqualify your proposal at its option. However, please be aware that exceptions are not made often and so you should thoroughly explain why the change is necessary and appropriate for the contract. Any proposed exceptions to the City's Contract Terms are subject to various internal review procedures before they can be accepted.

Note: Your proposal is a [binding offer](#) to contract and failure to propose exceptions binds you to the City's terms, if your proposal is accepted.

9. Tax and Regulatory Status and Clearance Statement (Certify that you do not owe the City).

Obtain a [Tax Clearance Certificate](#) and complete [Appendix B](#) attesting to Applicant's tax and regulatory compliance with the City.

10. Disclosure of Litigation, Administrative Proceedings, and Contract Defaults (Tell the City about any legal proceedings or contract disputes your company or its leaders were involved with).

Provide a description of any legal proceedings or contract disputes in the past five (5) years that might affect your business, finances, or ability to perform the work described by this RFP. Include all instances of litigation, bankruptcy, debarment, suspension, contract default claims, any criminal conviction or indictments, settlements, and court or administrative orders. For each matter, state the name and nature of the matter, the parties involved, and its current status. For contract disputes, provide the name and contact information for the opposing party. Provide the same information for any matter involving an officer, director, principal, partner, or affiliate of the Applicant, and for any intended subcontractor of the Applicant.

11. Statement of Financial Capacity (Demonstrate how stable your business is).

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. You may include any of the following:

- A general, independent statement of the Applicant's financial condition, prepared by an external auditor or accountant;
- Applicant's most recent audited or unaudited financial statements, including:
 - Balance Sheet,
 - Income Statement, or
 - Cashflow Statement;
- Most recent IRS Form 990 (for non-profit organizations only); or,
- Any other documentation that demonstrates your financial capacity to meet the requirements of this RFP.

12. Local Business Entity or Local Impact Certification (Tell the City if you are a local business or how you envision affecting the local economy).

The City is committed to leveraging its buying power to uplift and grow our local economy, which will result in more jobs for Philadelphians, including local and small businesses. For this reason, the City will consider local impact as a significant factor in our proposal evaluation for this contracting opportunity. If you meet the requirements of a certified Local Business Entity (LBE), we strongly recommend that you get certified for free by following the steps found [HERE](#) and include a copy of your certification with your proposal and/or include a statement about how you envision impacting the local economy through this work.

13. Disclosure Requirements (Tell the City about your political contributions).

Excess political contributions to City candidates and incumbents can disqualify you from a City contract. Complete the mandatory [disclosures](#) required as part of the electronic application process in eContract Philly, including any local political campaign contributions, by selecting “[Apply for Contract](#)” from the opportunity information screen (where this RFP was located). Additional information and instructions are located under the “[Disclosure/Eligibility](#)” tab on the top of the [eContract Philly](#) homepage. Please make sure to review these requirements closely before completing these disclosure forms.

4.2 How To Submit Your Application

Online Submission Required by the Application Deadline

You must **complete your application through [eContract Philly](#) before the deadline** to be considered for this contract opportunity. Proposals may be changed at any time up until the submission deadline and the City will not review your proposal until after the deadline. The proposal is not considered submitted until the “submit” button is pressed at the conclusion of the eContract Philly submission process. You will receive a confirmation email that your Application was submitted.

Applicants are encouraged to allow sufficient time to complete the application process in order to become familiar with the requirements of the eContract Philly interface, upload all required documents, and resolve any technical issues prior to the submission deadline. The City need not accept, and may discard, responses that are incomplete, late, or submitted in any other format.

Electronic File Limitations

[eContract Philly](#) accepts attachments up to 8MB of the following file types: Microsoft Word, Microsoft Excel, Microsoft Project, Adobe PDF or in a compressed zip file. Larger attachments must be split into smaller attachments to accommodate this file size limitation. There is no limit to the number of attachments that may be uploaded.

Every Entity Applies for Itself

Except in the case of [Joint Ventures](#), which follow special rules described below, **every entity must apply for itself**. If the prospective applicant is not already registered with [eContract Philly](#), you must first register for an account before you can apply to this opportunity. Note that each legal entity must have a separate account; you may not utilize or repurpose another entity's account for this application. To identify each legal entity, the eContract Philly application system uses an entity's Taxpayer Identification Number, either a Social Security Number (SSN) or Employer Identification Number (EIN). Make sure the Tax Identification Number associated with your profile matches the Tax Identification Number of the company that is applying. Applications from an affiliated entity or made on another entity's behalf will cause the City to reject the proposal.

See the [Joint Venture](#) rules if you are applying on behalf of a Joint Venture.

Use the Submission Checklist Below

This is a tool to help you to submit a complete, accurate, responsive, and on time application.

DOES MY RESPONSE MEET THE PROPOSAL REQUIREMENTS?

Did you submit the proposal before the stated deadline of this RFP?	✓
Did the proposal explain how Applicant meets the goals and objectives, tasks, milestones, and deliverables, and other requirements described by the Department in the Opportunity and Scope of Work sections?	✓
Does your cost proposal meet the requirements under " Compensation "?	✓
Does your service proposal meet the requirements under " Description of Services "?	✓
Does your proposal meet the overall format and content requirements described in " What you must include in your proposal "?	✓
If eligible, did you enroll with the City's Vendor Payment Portal to effortlessly submit electronic invoices and monitor payment progress 24/7?	✓
Did you review the entire RFP and contract attachments, including the Contract Terms and Conditions, and request any exceptions? You must propose contract language changes with your proposal or the City's terms are deemed accepted.	✓
Was the proposal submitted electronically through eContract Philly ?	✓
Did you complete the mandatory political contribution disclosures through the application?	✓

Was the proposal submitted to the correct opportunity number?	✓
Was the application signed by clicking on the “submit” button at the conclusion of the eContract Philly submission process? The proposal is not considered submitted until this button is pressed, regardless of when you started to complete the proposal. You will receive an email acknowledgment of your submission.	✓
Was the individual who signed the application authorized to sign on behalf of the Applicant? For more information on who is authorized to sign your application, please see page 32 of the sample application found on eContract Philly here . You must be logged in to eContract Philly to access the document.	✓
Does the Applicant’s eContract Philly Profile match the Applicant information provided in the proposal? Do the Taxpayer Identification Numbers match? (Do not use the SSN of the person filling out the proposal, unless the contract will be with that actual person; use the number of the entity applying and on its eContract Philly profile.)	✓
Special Rule for Joint Ventures	✓

4.3 Proposal Binding

Your proposal is a binding offer to contract for what you propose. 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 and will enter a contract containing the same terms. If the City accepts your proposal as submitted, the City need not negotiate additional or different terms. Applicants must state clearly and conspicuously any modifications, waivers, objections, or exceptions they seek in a separate section of the proposal entitled “[Requested Exceptions to Contract Terms](#).”

The City reserves the right, in its sole discretion, to negotiate terms and conditions different from and/or additional to the Contract Terms without notice to other Applicants.

5. HOW WE CHOOSE

The City will consider many factors, including cost, when evaluating proposals submitted to this RFP. While cost is an important factor, it is not the sole, or necessarily the deciding factor. The City may choose to award the contract resulting from this RFP to an Applicant whose proposal is the most advantageous to the City and in the City's best interest even if the Applicant is not offering the lowest price.

The City will base its selection on criteria that may 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, local, or small businesses
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.

If a contract is awarded from this RFP, a notice will be published on the City's [eContract Philly](#) website identifying the name of the selected Applicant and the basis for award to that Applicant, as well as the names of all other Applicants to this RFP. To access this notice, select the button that says "Notice of Intent to Contract" and search for your opportunity number.

6. GENERAL RULES GOVERNING RFPs/PROPOSALS

WHAT ARE MY RESPONSIBILITIES IF I'M AWARDED THE CONTRACT?

Maintain an active Business Income and Receipts Tax (BIRT) Account Number.

REGISTER [HERE](#).

Maintain an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

Obtain a Philadelphia Tax and Regulatory Status Clearance and return [Appendix B](#) and stay current with all City and School District taxes and fees or payment plans.

OBTAIN A TAX
CLEARANCE
CERTIFICATE [HERE](#)

Continuously disclose your political contributions and stay under the [contribution limits](#) that allow you to be awarded a contract.

SEE THE
"DISCLOSURE/
ELIGIBILITY" TAB ON
ECONTRACT PHILLY
[HERE](#) FOR MORE
INFORMATION

Submit all Contracting Disclosures requirements. Provide demographic information about your workforce and your work for the City in the past five years (This is only required once an organization is awarded a contract with the City of Philadelphia).

CONTRACTING
DISCLOSURE AND
FILING INSTRUCTIONS
ARE [HERE](#)

Pay a Contract Preparation Fee

SEE AND PAY THE FEE
[HERE](#)

Contracts resulting from this RFP are "Service Contracts" and awarded Applicants, along with their subcontractors at any level, are "Service Contractors" who must comply with the 21st Century Minimum Wage and Benefits Standard found in Philadelphia Code Sec. 17-1300.

THE CURRENT LIVING
WAGE RATE AND
BENEFITS
REQUIREMENTS AND
APPLICABILITY CAN
BE LOCATED [HERE](#)

If the awarded contract is valued at or over \$250,000, you must extend Equal Benefits to life partners of employees that are extended to spouses of its employees, under 17-1900 of the Philadelphia Code.

INFORMATION
REGARDING EQUAL
BENEFITS IS
LOCATED [HERE](#)

Register for electronic payments

INSTRUCTIONS FOR
REGISTRATION CAN
BE FOUND [HERE](#)

Comply with federal Health Insurance Portability and Accountability Act (HIPAA) if applicable.

SEE [HIPAA](#) SECTION
BELOW

6.1 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) or other state or federal laws or regulations governing the privacy and security of health information.

If the contract is with any of the "[Covered Units](#)" designated by the City or the chosen provider is otherwise a "Business Associate" under HIPAA, the selected Applicant must comply with the "[Terms and Conditions Relating to Protected Health Information](#)" which are posted on [eContract Philly](#) under the "[About](#)" section and which will be incorporated into the contract by reference.

6.2 Special Rules Applicable to Joint Ventures

Generally, applications submitted through 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 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.

6.3 Mandatory Political Contribution Disclosures and Penalties

Pursuant to [Chapter 17-1400](#) of the Philadelphia Code, Applicants are required to disclose the following as part of their required online application:

- their direct and indirect campaign contributions to:
 - political candidates and incumbents who are nominated for, running for, or serving in, a local Philadelphia elected office; and
 - political committees/parties that are operating in Philadelphia¹
- any consultants used in responding to the RFP and political contributions those consultants have made as described above; and
- whether the Applicant or any representative of the Applicant has received from any City employee a request for money or other items of value.

Applicants who make material misstatements or omissions in required disclosures may be prohibited from entering into contracts resulting from this or any other RFP of the City for one to three years and subjected to fines of up to three-times (3x) the amount that a contribution exceeded the [political contribution limits](#), up to \$2,000 for each contribution, pursuant to [Section 20-1302](#) of the Philadelphia Code

For more information, please consult the text of [Chapter 17-1400](#), the “[Disclosure/Eligibility](#)” tab on [eContract Philly](#), e-mail econtractphilly@phila.gov, or call 215-686-4914.

6.4 Political Contribution Limits for City Contractors

The current contribution limits are adjusted every four years (starting in 2008) and are posted on the [eContract Philly](#) home page. The limits are established by law, apply continuously throughout the life of an awarded contract and for as long as the official benefiting is in office. Applicants are advised that individuals and businesses that make campaign contributions in excess of the amounts set forth in [Section 17-1404\(1\)](#) of the Philadelphia Code are ineligible to enter into a City contract or subcontract at any tier in excess of \$10,000 for individuals or \$25,000 for businesses. Contributions are attributed according to [Section 17-1405](#) of the Philadelphia Code and Applicants should take this into consideration in electing to apply for this opportunity and in selecting subcontractors, if any.

Applicants certify that their subcontractors are eligible to work on City contracts and will be responsible for any consequence if that later proves untrue. To assist Applicants, the City has provided disclosure forms under the “[Disclosure/Eligibility](#)” “[Subcontractor Disclosure](#)” tab on [eContract Philly](#) for subcontractors to complete and provide to the Applicant at their option. These forms do not need to be submitted to the City.

¹ State and federal campaign contributions do not have to be disclosed unless the subject/candidate in the campaign is also running for, or currently serving in a local Philadelphia elected office.

6.5 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.

6.6 Reservation of Rights

By submitting a response to this contract opportunity, the Applicant accepts and agrees to the [City's Standard Reservation of Rights](#), linked and incorporated in this document by reference, and to the terms of this contract opportunity, including all information contained in this RFP and information posted or accessible by link from the [eContract Philly "Opportunity List"](#) page, accessible under the "[New Contract Opportunities](#)" tab on the [eContract Philly](#) homepage.

6.7 Confidentiality and Public Disclosure

Each Applicant shall treat all information obtained from the City as a result of this opportunity or any resultant contract, which information is not generally available to the public, as confidential and/or proprietary to the City in accordance with the terms of any resultant contract. The Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The 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

General Provisions

THE CITY OF PHILADELPHIA PROFESSIONAL SERVICES CONTRACT GENERAL PROVISIONS
FOR GENERAL CONSULTANT SERVICES

SEE ATTACHED



Appendix B

City of Philadelphia Tax and Regulatory Status and Clearance Statement

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 (if none, state "none")		
Commercial Activity License Number (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

Appendix C

CITY OF PHILADELPHIA OFFICE OF ECONOMIC OPPORTUNITY

SLBP Solicitation & Participation Form

SEE ATTACHED