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Cherrelle Parker, Mayor  
Atif Saeed, Chief Executive Officer, Department of Aviation  
The City of Philadelphia

## REQUEST FOR PROPOSALS FOR ***FEDERAL LOBBYING SERVICES***

### **WORK SUMMARY:**

Provide professional Federal Lobbying Services under the direction of the Chief Executive Officer (“CEO”) and the Chief Administrative Officer (“CAO”) at Philadelphia International Airport (“PHL”, “Airport” or “Aviation”) and Northeast Philadelphia Airport (“PNE”). The lobbying services are to advance Aviation’s public policy initiatives, and legislative and federal funding priorities, with the United States Congress (“Congress”), the Executive Office of the President, and departments and agencies of the federal government, in addition to fostering positive working relationships with members of Congress and their staff.

### **PROPOSED COMPENSATION:**

It is expected that the successful Applicant will be awarded a cost-plus, fixed-fee contract(s). 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. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

### **RFP ISSUE DATE:**

**October 28, 2024**

### **RESPONSE DEADLINE:**

No later than 5 pm Philadelphia Time on **November 18, 2024**. A complete proposal must be submitted by this time to be considered. Proposals in-process are incomplete.

**OFFICIAL RFP CONTACT:** Shannon Clark, Departmental Procurement Specialist,  
Shannon.clark@phl.org

### **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 values **diversity, equity, and inclusion**, and seeks to provide increased access to contracting opportunities for certified local, Minority-, Woman- and Disabled-Owned Businesses (M/W/DSBE), Small Business Enterprises (SBEs), and alternative diverse businesses on registries recognized by the City.

### 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.
- ✓ Register as a [M/W/DSBE](#) certified business with the City's [Office of Economic Opportunity](#) (OEO) and be added to OEO's registry of certified businesses. The City and prime contractors use this registry to find and solicit diverse vendors for contracts and subcontracts.
- ✓ 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.

M/W/DSBEs, [alternative Diverse Businesses recognized by the City](#), vendors participating in the [Rebuild Emerging Vendors Program](#), and LBEs are encouraged to respond directly to this RFP.

## 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

[Compliance with the City's Antidiscrimination Policy, Executive Order 01-21](#)

4

[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

Aviation is seeking services of a qualified firm to provide aviation and/or transportation-focused lobbying services in order to advance Aviation's priorities at the federal level with the U.S. Congress, the Executive Office of the President, and departments and agencies of the federal government, in addition to fostering positive working relationships with members of the Congress and their staff. Aviation welcomes responses to this RFP from any national or regional firm that excels at lobbying on transportation-related policy issues and has a successful record securing federal funding for their clients.

Applicants shall have a proven track record lobbying on aviation and/or transportation related issues with both the Executive and Legislative branches of the federal government. Applicants should have experience securing federal funding for a transportation-related entity. Applicants shall demonstrate experience serving a local government, and/or an airport. All Applicants must be registered with the federal government and shall be eligible to provide federal lobbying services. Aviation reserves the right to select multiple Applicants with which to contract.

### 2.2 Background

#### **Department of Aviation Overview**

The City administers the day-to-day operations of the Airport through Aviation, under the direction of its CEO. The CEO, CAO, or their designee will manage the work performed by the Applicant. Aviation oversees and operates both PHL and PNE which combined employ nearly one thousand (1,000) City employees.

#### **Project Background**

##### **Project Specific Background**

Background information surrounding specific projects is provided in Section II, Scope of Work. It is anticipated that some of the projects assigned will be time-sensitive, and the successful Applicant may be asked to manage multiple projects at the same time. As a result, it is requested that the Applicant remain in frequent contact with either the CEO, CAO, or their designee(s).

##### **Description of Philadelphia Airport System**

PHL is classified by the Federal Aviation Administration ("FAA") as a large air traffic hub (enplaning 1.0% or more of the total passengers enplaned in the U.S.). According to data reported for calendar year 2021 by Airports Council International – North America, PHL was ranked the twenty-first busiest airport in the United States, serving 19.6 million passengers; twenty-eighth busiest in the nation for aircraft operations; and fourteenth busiest in the nation for cargo tonnage.

The Airport serves residents and visitors from a broad geographic area that includes eleven counties within four states: Pennsylvania, New Jersey, Delaware, and Maryland. The Airport System consists of the following:

#### *a. Philadelphia International Airport Background*

PHL has approximately 2,598 acres located partly in the southwestern section of the City and partly in the eastern section of Delaware County, about 7.2 miles from Center City Philadelphia. The Airport's runway system consists of parallel Runways 9L-27R and 9R-27L, crosswind Runway 17-35, commuter Runway 8-26, and interconnecting taxiways. PHL's terminal facilities consist of seven terminal units totaling approximately 3.3 million square feet and include ticketing areas, passenger and baggage screening areas, passenger hold rooms and other amenities, baggage claim areas, a variety of food, retail and service establishments, and other support areas.

Outside of the PHL terminal area, PHL also has the following: six active cargo facilities; various support buildings; training areas; an air traffic control tower; a fixed-base operator; corporate hangars; a fueling supply facility; two American Airlines aircraft maintenance hangars; a first-class office complex; a 14-story hotel; seven rental car facilities; a cell-phone lot; employee parking lots; and five public parking garages.

#### *b. Northeast Philadelphia Airport Background*

PNE is located on approximately 1,118 acres situated within the City limits, ten miles northeast of Center City Philadelphia. PNE serves as a reliever airport for PHL and provides for general aviation, air taxi, corporate, and occasional military use. The airport has no scheduled commercial service. There are presently 85 T-hangars, ten corporate hangars and six open hangars for general aviation activities.

#### **Diversity, Equity and Inclusion Mission**

The Department of Aviation believes that significant value can be derived from increasing the diversity of an airport's staff and workforce. A wider representation of viewpoints, backgrounds, experiences, and skill sets enhances the work environment. Aviation is committed to diversity, equity and inclusion. As such, it desires for its Applicants to prioritize diversity, equity and inclusion within their organization. Accordingly, we ask that upon entering a contract with the Department of Aviation, your company agrees to operate inclusively and to its best effort build a diverse team of qualified professionals that reflects the makeup of the community at large.

#### **Problem Statement**

The Department of Aviation requires assistance with aviation and/or transportation-focused lobbying services in order to advance their priorities at the federal level with the U.S. Congress, the Executive Office of the President, and departments and agencies of the federal government, in addition to fostering positive working relationships with members of the Congress and their staff.

#### **Title VI Solicitation Notice**

The Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations issued thereunder (49 CFR Part 21), hereby notifies all Applicants that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## 2.3 RFP Schedule

<b>RFP Posted</b>	October 28, 2024
<b>Pre-Proposal Meeting</b>	Not applicable.
<b>Applicant Questions Due</b>	Applicants must submit questions regarding this opportunity by <b>November 7, 2024</b> at 5:00 pm Philadelphia time. All questions must be submitted via email to Shannon.clark@phl.org.
<b>Answers Posted on <u>eContract Philly</u></b>	<b>November 12, 2024</b> , 5:00 pm Philadelphia time
<b>Proposals Due</b>	<b>November 18, 2024</b> , 5:00 pm Philadelphia time
<b>Applicant Interviews, Presentations</b> <i>(City Discretion)</i>	December 10, 2024 Virtual
<b>Applicant Selection</b>	December 15, 2024
<b>Contract Execution</b>	January 1, 2025
<b>Commencement of Work</b>	January 1, 2025

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 goal is to:

1. Advance Aviation's public policy initiatives and federal funding priorities, with Congress, the Executive Office of the President, and departments and agencies of the federal government.
2. Foster positive working relationships with regional and national members of the Congress, Congressional staff, key committee members, departments and agencies of the federal government, and the Executive Office of the President.



## 2.5 Award Terms

Aviation reserves the right to have multiple awards.

<b>Term</b>	<p>The term of this contract is expected to start on or about January 1, 2025, and end on or about December 31, 2025.</p> <p>The City may, at its sole option, amend the contract to add up to four (4) additional terms, each not to exceed one year.</p>
<b>Compensation</b>	<p>Contract(s) will state maximum compensation including all expenses.</p>
<b>Cost Proposal Type</b>	<p>Please reference <a href="#">Section 3.2</a> of this template for more information on cost proposal requirements.</p>
<b>Terms of Payment</b>	<p>Successful Applicant shall submit monthly invoices.</p>

## 3. SCOPE OF WORK

### 3.1 Description of Services

This *Section 3.1, Description of Services* includes the requirements for the project, including the services to be performed and the deliverables that must be met by the selected Applicant. The City reserves the right to change certain service requirements or deliverables based on changed circumstances, like a change in the business or technical environment or contract negotiations with Applicant(s) selected for negotiations, without issuing a revised RFP.

Applicants should read this section closely. An Applicant's proposed scope of work must detail how they will meet the service requirements or achieve the deliverables described in this section. Applicants may also propose additional or revised services or deliverables to achieve the outcomes described in *Section 2.3 Outcome Goals* of this RFP. However, Applicants must explain why each of these additional services or deliverables are necessary, and when and how they will be completed.

#### **Service Requirements**

Aviation's objectives for this project include the following:

1. Advance Aviation's public policy initiatives and federal funding priorities, with Congress, the Executive Office of the President, and departments and agencies of the federal government.
2. Foster positive working relationships with regional and national members of the Congress, Congressional staff, departments and agencies of the federal government, and the Executive Office of the President.

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 Aviation to achieve the objective.

The required services shall include, but not be limited to:

- Develop, in coordination with the CEO, CAO, or their designee(s), a federal strategy to assist Aviation in developing priority relationships with federal stakeholders, achieve key policy objectives, and secure federal funding for the Airport and PNE.
- Prepare a quarterly overview of upcoming federal funding opportunities for Aviation.
- Assist Aviation in developing, monitoring, advocating for, and securing, federal funding for ongoing or upcoming projects through appropriations, grant opportunities, or other means.
- Assist Aviation in developing relationships with the following priority stakeholders:
- Regional Congressional Members
  - Key Members of the following targeted Congressional Committees:
    - House Transportation and Infrastructure
    - Senate Commerce, Science, and Transportation
    - House Homeland Security
    - Senate Homeland Security and Governmental Affairs

- House Committee on Ways and Means
    - Senate Finance
    - House Appropriations
    - Senate Appropriations
  - Other Members of Congress and their staff as noted by Aviation.
  - Key policy makers within departments and agencies of the federal government including, but not limited to:
    - Department of Transportation
    - Federal Aviation Administration
  - Department of Homeland Security
  - Transportation Security Administration
  - Customs and Border Protection
  - Environmental Protection Agency
  - The Executive Office of the President
- Engage the legislative branch on Aviation's behalf and assist Aviation to advocate for legislation and other priorities that would benefit Aviation.
  - Provide Aviation with assistance related to developing new international air service.
  - Share Congressional, or departmental/agency, staff contact information with Aviation as requested.
  - Provide biweekly bill tracking centered on legislation relevant to Aviation.
  - Provide a monthly legislative report to the CEO, CAO, or their designee(s) outlining potential legislation of interest to Aviation. and routine updates on strategies planned and activities undertaken to Aviation.
  - Participate in regularly scheduled check-in calls with the CEO, CAO, or their designee(s).
  - Participate, at Aviation's offices, in one strategy session and one check-in meeting annually.
  - Consult with Aviation officials to achieve, through understanding of Aviation policy, legislative and federal funding priorities and assist in the development and implementation of a lobbying strategy to assist Aviation in achieving its goals.
  - Serve as a liaison between Aviation and the United States Congress.
  - Serve as a liaison between Aviation and the Executive Office of the President, and departments and agencies of the Federal Government.
  - Assess the political landscape to help guide Aviation's lobbying strategy.
  - Provide research, monitoring, and lobbying services with respect to all aspects of pending, or new legislation that impacts Aviation.
  - Other projects as requested by Aviation.

## **General Requirements**

### **A. Hours and Location of Work**

Hours and location of work will depend heavily on the project at hand in addition to the time required to complete it.

### **B. Monitoring; Security**

By submission of a proposal in response to this RFP, Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City, and with all security policies and requirements of the City and the Transportation Security Administration ("TSA"). Applicants are required to comply with Section 7 of the Airport Rules and Regulations regarding Airport Security. To review Section 7, contact Airport Security at 215-937-5452. The Applicant's personnel may be

required to display in full view a specific identification badge to be issued by Aviation. Background checks of personnel may be required. Background checks, fingerprinting (\$32), and badging (\$33) costs for each employee are the responsibility of the Applicant, if required. In the event that the Applicant is privy to any Airport security information, the Applicant and all of its personnel and subcontractors (if any) shall be subject to Title 49 Code of Federal Regulations (CFR) Part 1520. Security will be maintained in accordance with TSA Regulations under the provisions of 49 CFR Part 1542. Failure to comply with the City's and TSA's rules and regulations shall be a material breach to the contract and, in addition to all other rights and remedies of the City under the contract, at law or in equity, the City shall be entitled to terminate the contract without liability to the City, and upon such termination, the Applicant shall be liable to the City for all outstanding fees and charges and all costs, including attorney costs, expenses and damages arising out of such termination.

### **C. Organization and Personnel Requirements**

The proposal must identify all personnel who will perform work on the project, by job title. Resumes of all personnel so identified should be included in Applicant's proposal. The Applicant will also be requested to appoint a Project Manager, who will be the point of contact for all Aviation assignments. The Project Manager should be readily available and capable of obtaining prompt responses from the various parts of the Applicant's organization.

## **3.2 Performance Metrics, Contract Management & Payments**

### **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 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.

### **How We Will Pay the Selected Applicant**

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. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

At a minimum, the cost proposal must include the following:

1. Project cost summary: Applicants must propose a fixed fee price for the services to be provided, including a not-to-exceed cap on the cost of services for the entire project. There will be no additional reimbursable expenses funded outside of the fixed fee contract cap.
2. Project cost assumptions and details: assumptions used to develop project costs. Although the contract will proceed on a fixed-fee arrangement, please provide the details that were assumed to develop the proposed contract cost, including a list of project staff recommended to work on the project, their hourly rates, anticipated number of project hours by project phase and any other related expenses.
3. Proposed Payment Schedule (monthly, quarterly, etc.)

## 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 below 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?
7. Is the Applicant's business registered as a minority-, woman-, or disabled-owned business or disadvantaged business with which certifying agency?

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

Provide a proposed scope of work, including a cost proposal (See Section III.2 for more information) in accordance with Section III, "Scope of Work," of this RFP. Describe the proposed strategy that Applicant would employ in order to achieve the objectives stated in this RFP, including but not limited to:

1. Types of activities that will convey Aviation's priorities to federal legislators;
2. The staffing structure the Applicant proposes to support this work, including:
  - a. Organizational Chart for proposed team, identify key team members, define where work will be performed;
  - b. A listing of the staff members for the prime Applicant and each subconsultant who are expected to be assigned to work under this contract, with title and description of each person's duties. The list should clearly indicate the Airport's contact and measures taken to maintain client service continuity and satisfaction. The list will also include specific owners and officers and/or partners authorized to bind the company to the provisions of the proposal;
  - c. Resumes of all key staff listed for the prime Applicant and sub consultants and other commitments of key staff; and
  - d. Attach any professional registrations and/or certifications of applicable proposed staff.
3. The levels of involvement the Applicant proposes to assume for various activities (e.g. research, bill monitoring, attending hearings, meeting coordination, communication strategy, and advocacy materials); and
4. Any additional information the Applicant deems valuable to Aviation's decision process.

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

1. 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.
2. Provide a brief overview of the Applicant's experience working with local governments and/or the federal government on aviation and/or transportation related issues, or any related experience. Include successes and results achieved in lobbying over the past four (4) years.

3. Provide proof that the Applicant's firm and staff are registered lobbyists with the Federal Government and that the firm is in compliance with all financial reporting requirements.
4. Provide the names and addresses of all clients where the Applicant performed assignments similar in scope and nature to the types of services listed in Section II. Provide for each client:
  - Name of the client;
  - Description of services provided;
  - Dates the Applicant provided the services;
  - Annual contract value;
  - Management fees or other compensation; and
  - Point of contact (name, address, telephone number and email address).

#### **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
- Minority-, Women-, or Disabled-Business / Disadvantaged Business Entity Certification (if applicable)
- Percentage of total work allocated to each firm

In addition, as required by the Office of Economic Opportunity, please complete the Subcontractor Solicitation and Commitment Form referenced in [Appendix B](#) and attach it to your RFP. This captures all minority-, woman-, and disabled-owned firms you have asked to work on this project with you, whether they have committed to do so, and the amount or percentage of the overall contract anticipated to be paid to each.

#### **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 C](#) 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, Minority-, Woman-, and Disabled-owned businesses and other diverse 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 <a href="#">deadline</a> 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 <a href="#">Opportunity</a> and <a href="#">Scope of Work</a> sections?	✓
Does your cost proposal meet the requirements under " <a href="#">Compensation</a> "?	✓
Does your service proposal meet the requirements under " <a href="#">Description of Services</a> "?	✓
Does your proposal meet the overall format and content requirements described in " <a href="#">What you must include in your proposal</a> "?	✓
If eligible, did you register with the <a href="#">Office of Economic Opportunity</a> as a M/W/DSBE, alternative Diverse Business recognized by the City, and/or with the <a href="#">Rebuild Emerging Vendors Program</a> ?	✓
If eligible, did you enroll with the City's <a href="#">Vendor Payment Portal</a> 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? <b>You must propose contract language changes with your proposal or the City's terms are deemed accepted.</b>	✓
Was the proposal submitted electronically through <a href="#">eContract Philly</a> ?	✓
Did you complete the mandatory political contribution <a href="#">disclosures</a> 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 <a href="#">eContract Philly</a> submission process? <b>The proposal is not considered submitted until this button is pressed, regardless of when you started to complete the proposal.</b> 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 <a href="#">here</a> . You must be logged in to eContract Philly to access the document.	✓

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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.)



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Special Rule for [Joint Ventures](#)

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## 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 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.

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.

**Compliance with Federal Grant Assurances**

The successful Applicant shall be required to comply with all applicable federal grant assurances. 49 CFR Part 18; 2 CFR Part 200; Title 49, United States Code. Further, the Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Applicants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. Federal Aviation Administration, *AIP Grant Assurances: Airport Sponsors* (May 6, 2020, 4:30 PM), [http://www.faa.gov/airports/aip/grant\\_assurances/](http://www.faa.gov/airports/aip/grant_assurances/).

## 6. GENERAL RULES GOVERNING RFPs/PROPOSALS

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

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

REGISTER [HERE](#).

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Maintain an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

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

OBTAIN A TAX CLEARANCE CERTIFICATE [HERE](#)

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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

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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](#)

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Pay a Contract Preparation Fee

SEE AND PAY THE FEE [HERE](#)

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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 21<sup>st</sup> 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](#)

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*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](#)

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**Register for electronic payments**

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

**Comply with Diversity and Inclusion Standards**

SEE [APPENDIX B](#)

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

SEE [HIPAA](#) SECTION  
BELOW

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## 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 Philadelphia<sup>1</sup>
- 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, or advice as to specific entities that can satisfy minority, woman, or disabled-owned business participation goals.

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](mailto: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.

## 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

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<sup>1</sup> 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.



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.

## APPENDICES

### Appendix A – General Provisions

THE CITY OF PHILADELPHIA PROFESSIONAL SERVICES CONTRACT GENERAL PROVISIONS.

***(Posted as a separate document with this Opportunity on eContract Philly)***

### Appendix A-2 – Exhibit PA-3 Airport Requirements

***(Posted as a separate document with this Opportunity on eContract Philly)***

# Appendix B – Subcontracting and Antidiscrimination Policy

CITY OF PHILADELPHIA OFFICE OF ECONOMIC OPPORTUNITY

ANTIDISCRIMINATION POLICY - MINORITY, WOMAN AND DISABLED OWNED BUSINESS  
ENTERPRISES

SPECIAL CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS

***(Posted as a separate document with this Opportunity on eContract Philly)***

# Appendix C - 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 D

LOCAL Business Entity or Local Impact Certification

***(Posted as a separate document on Econtract Philly)***



Appendix E

Insurance Requirements

***(posted on Econtract Philly as a separate document)***