REQUEST FOR PROPOSALS
for
myPLACE℠ Campuses
for The
CITY OF PHILADELPHIA

Issued by:
THE CITY OF PHILADELPHIA (“City”)
Office of the Managing Director

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

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time, on April 22nd, 2016

Optional Pre-Proposal Conference:
Date: April 7th,
Time: 10:00 a.m. – 12:00 p.m.
Location: 990 Spring Garden Street, 3rd Floor

James F. Kenney, Mayor
Michael DiBerardinis, Managing Director, Office of the Managing Director
David G. Wilson, Deputy Managing Director for Community & Culture
Diane C. Inverso, Executive Director, Mayor’s Commission on Literacy

Revised: August 2014
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I. Project Overview

A. Introduction; Statement of Purpose
This RFP seeks proposals for performance of the following services issued by the Office of the Managing Director (MDO), through the Mayor’s Commission on Literacy (“The Commission”), to establish at least (3) separate contracts, each for $110,000, and each to establish or maintain a myPLACE℠ Campus in one of the specified high-need areas of the City. Each myPLACE℠ Campus will provide intake; standardized assessments; introduction to adult learning and provision of basic digital skills; and placement into the appropriate educational program within the myPLACE℠ Partner Network.

a. Organizations who have previously been awarded a myPLACE℠ contract, and those who have not been awarded a contract, are welcome to apply.

b. Qualified organizations who apply under the guidelines of this RFP and are not awarded a contract, may also have an option to become a self-funded myPLACE℠ Campus. Applicants who do not receive a contract award will be notified by the Commission if this option is available.

c. Applicant organizations must be non-profit organizations with demonstrated experience in serving adult learners from high needs areas of the city.

B. Department Overview
The MDO is the executive office with oversight of the City’s operating departments. The MDO provides support, assistance, and coordination to build sustainable infrastructure within and across departments, ensuring the efficient delivery of quality services to the public.

The MDO plays a major role in the development and implementation of key policy initiatives; monitors and analyzes the performance and progress of individual departments; and serves as a catalyst to encourage cooperation and collaboration across departments. Additionally, several significant outward-facing public service programs are housed within MDO.

The Commission operates City-wide to assure that high-quality Adult Basic Education (ABE), Adult Secondary Education (ASE) and English as a Second Language (ESL) services are accessible to adults seeking to improve their knowledge and skills to enter gainful employment, get a better job, and advance in a career. The Commission builds systems for intake of adult learners, maintenance of electronic learning records, professional and organizational development for individual and agency providers, policy advisement, volunteer training, and learner referrals. The Commission seeks to raise the quality, quantity and accessibility of literacy and ESL opportunities in Philadelphia. The Commission is dedicated to increasing the use of workforce education and technology in instruction for adults.

C. Request for Proposals
Proposals are due by 5:00 p.m. on April 22nd, 2016. The term of the contracts is expected to commence on or about July 1, 2016 and, unless sooner terminated by the City pursuant to its
terms, shall expire on **June 30, 2017**. The compensation provided will be $110,000 in each contract. **Each applicant may apply to establish only one myPLACE™ Campus.**

**D. General Disclaimer of the City**

This RFP does not commit the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the City and may be subject to public disclosure by the City, or any authorized agent of the City. The City is not liable for any costs incurred by Applicants in preparing and submitting a proposal in response to this RFP or for any costs and expenses incurred in meeting with, or making oral presentations to the City if so requested.

**II. Scope of Work**

**A. Definitions**

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

- **Adult Basic Education (ABE)** – ABE is a program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in the family.

- **Adult Secondary Education (ASE)** – ASE is a program of instruction designed for adults who are preparing for a high school diploma or a recognized equivalency test including the GED®, HiSET®, or other similar test.

- **Adult Education** – As defined in the Workforce Investment Act of 1998: services and instruction below the postsecondary level for individuals who have attained 16 years of age, are not enrolled or required to be enrolled in secondary school under state law, and who either lack sufficient mastery of basic educational skills; do not have a secondary school diploma or its equivalent; or are unable to speak, read, or write the English language.

- **Assessment** – Pennsylvania Department of Education, Bureau of Postsecondary and Adult Education, Division of Adult Basic Education-approved standardized assessments for reporting individual adult learner gains. Assessment results are used to place learners within the instructional program, document student progress, continuously guide instruction and update goals. Please click [here](http://www.education.pa.gov/Documents/Postsecondary-Adult/Adult%20Basic%20and%20Family%20Literacy%20Education/ABLE%20Administrative%20Documents%20Library/Adult%20Education%20Policy%20Adult%20Learner%20Assessment.pdf) for additional guidelines.

- **College and Career Readiness Standards for Adult Education (CCRS)** – The CCRS are standards developed for the U.S. Department of Education and the Office of Vocational and Adult Education to identify what adults should know and be able to do for success in college and in the workplace. The CCRS were adapted from the Common...
Core State Standards. The CCRS are defined here. [https://www.vrae.org/images/customer-files/CCRStandardsAdultEd.pdf]

- **English as a Second Language (ESL)** – ESL is a subset of ABE instruction designed for the adult whose reading, writing, speaking, or listening proficiency in English is limited enough to deny the individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society. This includes individuals whose first language is a language other than English, who come from an environment where a language other than English is dominant, who were not born in the United States, or who are Native American or Alaskan Native and come from an environment where a language other than English has had a significant impact on their level of English language proficiency.

- **GED®** – The Official GED® Tests are developed by the American Council on Education (ACE) to enable persons who have not graduated from high school to demonstrate the attainment of abilities normally associated with completion of a high school program of study.

- **HiSET®** – The Official HiSET® Test was developed by ETS and is a high school equivalency test. The HiSET® is an alternative to the GED® and has been recognized by the Commonwealth of Pennsylvania.

- **Educational Functioning Level (EFL)** – The NRS (defined below) places adult educational skill sets into 12 functioning levels. Upon assessment, adult learners are entered into an NRS instructional program level based on their demonstrated abilities. Learners complete a level when their post-assessment shows mastery of all skills at that educational functioning level.

- **myPLACE℠ Introduction to Adult Learning and Careers Course (IALC)** – The IALC Course is a requirement for all myPLACE℠ learners who test 4.0+ grade equivalency in reading, or NRS Advanced ESL, on a standardized assessment. IALC is a self-paced, online course which typically takes learners 3-12 hours to complete. Curriculum covers digital skills, study skills, career exploration, and the development of an education and career pathway.

- **myPLACE℠ Learning Coach** – Learning Coaches are staff members at a myPLACE℠ Campus. Learning Coaches are responsible for the following learner-related tasks: coaching for the Introduction to Adult Learning and Careers Course, identifying a suitable course of study at the Campus or at a myPLACE℠ partner agency, recruitment for the Commission’s myPLACE℠ online classes, finding alternate course placements for learners who seek out assistance, and other tasks as assigned by the Campus.

- **myPLACE℠ Learning Management System (LMS)** – The LMS (Canvas is the LMS platform used by MCOL) is an online platform where learners complete the IALC Course and myPLACE℠ Online courses.

- **myPLACE℠ Online Courses** – The Commission currently offers 6-week, cohort based courses in Reading and Math for myPLACE℠ learners testing at a 4.0-6.0 grade level on the corresponding TABE test. MCOL maintains facilitators responsible for these courses, which are offered approximately 7-8 times per year. The Commission may offer additional myPLACE℠ Online Courses in the future.

- **myPLACE℠ Online Facilitators** – The online, active, instructional personnel reporting to the Commission assigned to manage online classes and facilitate student cohort formation, and cohort and individual successful completion of the online class work.
• **myPLACE℠ Partner** -- A myPLACE℠ Partner is an agency that receives learners from myPLACE℠ campuses and uses the MCOL SIS. There are currently 32 myPLACE℠ Partners, all who have been approved by the Commission to provide quality instruction.

• **myPLACE℠ Student Information System (SIS)** – All participating learners have an account in the SIS. The accounts hold information on the learners’ educational attainment and the educational and career goals they have set. The SIS is also used to store information on myPLACE℠ Partner agency classes and learner grades.

• **myPLACE℠ Volunteer** – A volunteer which has been trained through the Commission’s volunteer training or through the agency to provide services related to a myPLACE℠ Campus, including tasks such as helping with the IALC course, data entry, assisting with myPLACE℠ Online and other tasks as approved by MCOL.

• **NRS** – National Reporting System guidelines and skills assigned to each functioning level are defined [here](http://www.nrsweb.org/docs/ImplementationGuidelines.pdf)

• **Workforce Education** – Instruction that prepares students for the workforce but is not tied directly to a specific company or industry partnership. Examples include: résumé writing, interviewing skills, communication skills, and high-priority occupation preparation classes.

• **Workforce Literacy** – Instruction that “contextualizes” literacy learning around specific industry clusters, so that the reading, writing, or math learning is done in the context of problems and texts common in that industry cluster. [Click here for Workforce Program Standards](http://philaliteracy.org/wp-content/uploads/2014/03/Workforce-Standards-full-toolkit.pdf)

B. **Project Details**

The Commission will support the development and implementation of at least three myPLACE℠ Campuses (hereinafter referred to as “Campuses”). Each Campus will be located in a different high-need area of the City of Philadelphia, to provide convenient access for adults in need of literacy services (including Adult Basic Education, Adult Secondary Education, or ESL). The Campuses will provide efficient test administration, creation of electronic learning accounts for adults seeking adult education services, case management, and referrals to appropriate literacy programs, and recruitment to the Commission’s online learning opportunities. In addition, the Campuses will provide coaching for learners to assure they have sufficient digital skills, study skills, and orientation to the online learning platform to enable them to successfully negotiate online learning.

The Commission’s objectives for this project include the following:

1. Create a system of adult education in Philadelphia by leveraging the Commission’s Student Information System to track a high number of Adult Basic Education, Adult Secondary Education, and ESL learners in the adult literacy system in Philadelphia quickly, effectively, and with the highest possible quality. Take responsibility for all relevant information within our citywide system, use this data to better understand the needs of myPLACE℠ learners, and make proactive decisions based on these needs.
2. Be committed to serving a diverse array of learners ranging in proficiency from no literacy and/or English language proficiency to advanced proficiency. Actively work to find placements and to support “hardest to serve” learners such as those who are currently and formerly incarcerated, homeless individuals, veterans, and those living in extreme poverty. Create a culture that enforces a “no learner is turned away” policy, and actively utilize the myPLACE<sup>sm</sup> Partner network to provide a quality placement for every learner.

3. Increase retention and persistence rates of myPLACE<sup>sm</sup> learners by equipping each individual with digital, study, and other skills necessary for success in adult learning, identifying the best program for him or her, and providing follow-up services when appropriate. This will allow more learners to reach goals such as English language proficiency, family sustaining careers, and high school equivalency.

4. On an ongoing basis, implement strategies that will work to integrate the myPLACE<sup>sm</sup> Campus into the host organizations’ other programs and partnerships, to maximize the effectiveness of the program and the system. When possible, strategically create new partnerships to better serve myPLACE<sup>sm</sup> learners.

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

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

C. Services and Tangible Work Products
The Commission requires at least the services listed below, including the specific tasks and work activities described. Applicant’s proposed scope of work should state in detail how it will carry out each task, including the personnel/job titles (as identified in Section I, Organizational and Personnel Requirements) responsible for completing the task. For each service specified, the Applicant should propose criteria to determine when the tasks comprising the service are satisfactorily completed. Applicants may propose additional or revised tasks and activities, but should explain why each is necessary to achieve the project objectives.

1. Services

Administer all aspects of a high-quality program
a. Provide oversight to ensure all myPLACE<sup>sm</sup> personnel properly conduct their various myPLACE<sup>sm</sup> responsibilities, and are able to serve an adult, low-literate and ESL population with high needs.
b. Attend a multi-day myPLACE® orientation following contract awards, ongoing monthly meetings, and other required Commission professional development and trainings. Attend quarterly Adult Literacy Alliance and myPLACE® Partner meetings.

c. When new staff are hired, notify the Commission and submit appropriate resumes. Ensure all new staff are trained on myPLACE® processes and procedures. Training in the SIS and LMS will be provided by the Commission. myPLACE® will not be certified ready to open without assurance of fully trained personnel.

d. Organizations who have not previously served as a myPLACE® Campus may be required to complete additional training.

e. All staff administering assessments will be required to show evidence of having participated in an official assessment training prior to conducting any testing at the Campus. All training by the Commission will be provided free of charge.

f. Open the myPLACE® Campus no later than the final date determined by the Commission. Campuses will operate year-round, with the exception of one week a year in December/January and in summer, to be determined by the Commission.

g. Closures – Determine a process for notifying both learners and the Commission of weather-related closures, holidays, and unanticipated interruptions in service with appropriate advance notice when possible. Notify appropriate staff at the Commission of any changes to intake/assessment appointments, and notify any learners who need to reschedule.

Provide learner intake and standardized assessment
h. Conduct standardized assessment and analysis, and intake interviews for all potential adult learners. Agencies must follow established procedures from The Bureau of Postsecondary and Adult Education, Division of Adult Education Policy for (1) selecting appropriate assessment instruments, (2) administering assessments, and (3) reporting assessment results. Scores will be posted in the Commission’s SIS on all occasions. Click here for more information.

i. Provide separate monthly assessment times available regularly for at least all of the following: assessment for learners who identify as needing ESL services, assessment for regular (non-ESL) learners, and assessment geared at learners who identify as having no functional reading ability.

j. Implement a monthly schedule of myPLACE® intake/assessments at days/hours convenient for adults. Given the nature of busy, working adults, campuses must provide at least one weekend or evening intake/assessment appointment per month, with more preferred.

k. The intake/assessment schedule must be sufficient to accommodate learners referred by the Commission as well as walk-ins. The Commission reserves the right to reserve a certain percentage of slots for learners referred by the Commission.

Manage all aspects of the Introduction to Adult Learning and Careers Course (IALC)

l. Create an internal process through which all learners who qualify for the IALC course are given clear instructions as far as why the course is an important step to completing their learning goals, how to start the course, and how to be enrolled in a
face to face or partner class when they are finished. The Commission strongly encourages Campuses to use a learner contract for this purpose. Please see definitions above [Section II.A] for a description of which learners qualify for this course. Learners must complete the course onsite at a Campus.

m. Coach learners during the IALC course learners, to help learners acquire basic digital skills needed for conducting job and career searches, creating and posting Career Pathways, and managing learning opportunities.

n. Actively provide suggestions for improvement to the Commission on the IALC course, and let the Commission know immediately when any part of the course is not working.

**Actively utilize the myPLACE℠ Partner network to enroll learners in the best possible face to face or online class.**

o. Refer learners to suitable face to face or online classes listed in the Commission’s enrollment system

p. Use updated information provided by the Commission to keep track of partner requirements including orientations, fees, etc., in addition to lapses in services or changes in location.

q. Minimize the time between each learner’s first contact and enrollment in a suitable class, and minimize the number of times a learner must appear in person before such enrollment.

r. Recruit and enroll suitable candidates into the Commission’s myPLACE℠ Online classes. Provide ongoing support for the myPLACE℠ Online program, including contacting learners who have dropped out of classes and/or wish to begin a new class, scheduling and administering post-tests, and other duties as requested by the Commission. Assist the Commission’s online facilitators on their request, such as when their efforts to contact no-show learners are ineffective.

**Provide appropriate learner support and follow-up after placement in the myPLACE℠ partner network and for learners who have dropped out and are returning to myPLACE℠.**

s. Conduct monthly learner post-assessments for learners enrolled in myPLACE℠ Online classes and/or learners enrolled in classes at the organization or partners.

t. Assist learners who leave a partner agency and return to the Campus for a more appropriate placement, or drop out of the program and return. This also includes learners from myPLACE℠ online. Campuses are not expected to follow-up with all learners placed in the partner network or who drop out of the program, but Campuses must make learners aware of this service and efficiently serve any learners who return for help.

2. **Tangible Work Products**

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

**Administer all aspects of a high-quality program**

a. Staffing plan with titles of staff and proposed responsibilities.
b. Narrative program summary for end of fiscal year by no later than June 1, 2017.
c. A monthly report which tracks Key Performance Indicators for the Campus must be submitted to the Commission in a format to be supplied by the Commission.
d. Detailed weekly/monthly myPLACE\textsuperscript{sm} Campus schedule covering all learner services (intake/assessment, IALC course, etc.), and titles of staff responsible for the service. Schedule must cover a minimum of 30 hours and a minimum of 3 days of services per week. The schedule should be proposed in the application and must be finalized prior to opening.

**Provide learner intake and standardized assessment**

e. Intake information and assessment scores entered into the SIS in a timely manner and following Commission policies.

**Manage all aspects of the Introduction to Adult Learning and Careers Course (IALC)**

f. Maintain at least eight computers with up-to-date technical requirements where learners can take the IALC course, with printing capability. Specific technical requirements can be found here, under “I. Computer, Hardware, Software, and Internet” [https://www.phillykeyspots.org/partners/requirements]
g. Grades for student assignments entered into the course within three days of a learner posting an assignment, providing not only a numerical grade but feedback to learners as appropriate.

**Provide appropriate learner support and follow-up after placement in the myPLACE \textsuperscript{sm} Partner network and for learners who have dropped out and are returning to myPLACE \textsuperscript{sm}**

h. Post-testing data entered into the SIS.

**D. Hours and Location of Work**

myPLACE\textsuperscript{sm} Campuses will provide a minimum of 30 hours and a minimum of 3 days of direct services per week. Coverage must be consistent throughout the year. It is preferable that myPLACE\textsuperscript{sm} Campuses offer a somewhat flexible schedule for intake. Flexibility includes hours of service (morning, afternoon and evening) and days of the week (weekdays and weekends). As noted above (Section II.C), given the nature of busy, working adults, campuses must provide at least one weekend or evening intake/assessment appointment per month, with more preferred.

It is also required that the location of the proposed Campuses be accessible to major forms of public transportation.

**E. Monitoring; Security**

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia, and with all security policies and requirements of the City.
All personnel with access to the learners’ registration information, including personal data, assessment data, and the contents of the learner’s portfolio and learning record in the SIS and LMS will maintain complete security of the information, sharing the information only with authorized education and workforce development personnel. Only personnel approved for access to the information by The Commission will be given access to these accounts. All learners being registered and referred will grant full access to these data to personnel authorized by the Commission to assist them with their job and career search and education, in writing, as the initial step in their participation in the services of the Campus and subsequent referrals. Only learners who have granted this permission will receive these services. All learner information is to be kept confidential.

F. Reporting Requirements
The successful Applicant shall report to the City of Philadelphia on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service.

Successful applicants must also adhere to the following meeting and reporting guidelines:

- Accommodate monthly site visits from Commission staff.
- Enter all data into the Student Information System, including learner intake information, test scores, and grades for intake/assessment and the Intro to Adult Learning and Careers course, by the monthly reporting deadline (usually one week after the final day of the month).
- Maintain accurate learner and class information in the SIS.
- Regularly review the monthly myPLACE℠ dashboard and make decisions based on data to improve the program.
- Provide monthly reports to the Commission on Key Performance Indicators by the deadline provided by the Commission. The Commission shall supply the format to the successful candidates.

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

Note: the Key Performance Indicators below are indicators for FY17. The Commission reserves the right to modify these indicators in subsequent years.

Key Performance Indicators for myPLACE℠ Campuses, FY17

<table>
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<tr>
<th>#</th>
<th>Indicator</th>
<th>Target</th>
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Revision: August 2014
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<tr>
<td><strong>1.1</strong></td>
<td>All learners who arrive at a Campus for their initial appointment complete intake/assessment quickly and efficiently; related data is entered in ASAP.</td>
<td>70 learners a month receive a &quot;P&quot; in intake/assessment at each Campus.</td>
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<td><strong>1.2</strong></td>
<td>Number of learners that are enrolled in the Intro to Adult Learning course, as compared to those that complete (Cumulative)</td>
<td>70% of Learners enrolled in the Intro to Adult Learning course receive a final grade of 80% or higher.</td>
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<td><strong>1.3</strong></td>
<td>All eligible learners are enrolled in a face-to-face or online partner course. Eligible is defined as: 1) learners who complete the Intro to Adult Learning course 2) learners who complete Intake/Assessment and are assessed at below a 4th grade level or are low-level ELLs</td>
<td>80% of eligible Learners are enrolled in a face to face or online class in the SIS.</td>
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<tr>
<td><strong>1.4</strong></td>
<td>% learners that complete Intro to Adult Learning (or are low-level) and are given an internal (Campus) placement for a class</td>
<td>At least 15% of Learners are placed in a class within the myPLACE&lt;sup&gt;sm&lt;/sup&gt; Campus where they were initially assessed.</td>
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<tr>
<td><strong>1.5</strong></td>
<td>% of learners that complete Intro to Adult Learning and Careers (or are low-level) and are given an external placement for a class</td>
<td>At least 15% of learners are placed externally with a myPLACE&lt;sup&gt;sm&lt;/sup&gt; Partner.</td>
</tr>
<tr>
<td><strong>1.6</strong></td>
<td>Learners are enrolled in an myPLACE&lt;sup&gt;sm&lt;/sup&gt; online class by a learning coach</td>
<td>6 Learners a month are enrolled in an myPLACE&lt;sup&gt;sm&lt;/sup&gt; online class (Reading and Math, 6-week cohorts), at each Campus</td>
</tr>
<tr>
<td><strong>1.7</strong></td>
<td>Number of learners that are post-tested</td>
<td>10 myPLACE&lt;sup&gt;sm&lt;/sup&gt; online learners are post-tested per quarter per Campus. 20 face to face learners are post-tested per quarter per Campus.</td>
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</tbody>
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### H. Cost Proposal

Applicants must provide a detailed cost proposal, with a line-item breakdown of the costs for specific services and work products proposed. Cost proposals must be “fixed price” proposals. The proposed price must include all costs that will be charged to the City for the services and tangible work products the Applicant proposes to perform and deliver to complete the project and including, but not limited to, costs for the following, if the Department is to pay for them: employee compensation and fringe benefits; communication; printing; administrative expenses; bonding; acquisition of real estate; rent, utilities, maintenance and security related to real estate; travel (reimbursable only at rates approved by the Department and in accordance with current City policies, which can be obtained from the Department); project management; development; testing; implementation; maintenance; training; and all other work proposed. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

Applicants should use the budget template in the format provided in Appendix E of this RFP to submit the cost proposal.

### I. Organization and Personnel Requirements

The proposal must identify all personnel who will perform work on the project, by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant’s proposal. The Commission expects the following with respect to the successful Applicant’s organizational structure and personnel:

- Letter from the IRS granting 501c3 status to the organization
- Name and title of the supervisory manager for the project
- The successful bidder must designate at least one employee as full time on this project and submit their name and their title.
- Organization history/experience: years of experience, experience with project of a similar size/scope; knowledge and experience specific to adult basic and/or ESL education, assessment, workforce literacy, and/or case management
- Organization’s references
- Technical expertise of personnel: licenses, certifications, years of experience
- Financial capacity requirements (most recent audited statement)
- Current Liability Insurance certificate
- Applicants will identify all personnel they will use to perform the work, by education level, skill set, experience level, and job title. Applicants will provide resumes for all identified project personnel. For any staff to be hired upon award of the contract, provide a job description.
- Description of the facilities where the Campus will be located, including a description of access to major public transportation. Include space and computer equipment to be

| 1.8 | Number of myPLACE℠ Volunteers at each campus | 3 myPLACE℠ Volunteers at each Campus annually |
dedicated to each of the activities of the Campus, nearby facilities such as KEYSPO\n\nJ. Technology Capabilities (if applicable)
The successful Applicant will be responsible for having and using the following technology capabilities and resources in performing the work:
- Staff trained in using the Commission’s SIS;
- Staff trained in using the Commission’s LMS;
- Computers with internet access for electronic intake, and Introduction to Adult Learning and Careers course.
- Maintain at least eight computers with up-to-date technical requirements where learners can take the IALC course, with printing capability. Specific technical requirements can be found [here](https://www.phillykeyspots.org/partners/requirements), under “I. Computer, Hardware, Software, and Internet”
- The City will provide the following technology capabilities and resources: SIS, LMS, training and helpdesk support in both systems, managing any helpdesk tickets that need to be submitted to the appropriate SIS and LMS providers, notifying all staff of any outages or interruptions in service.

K. Available Information
Applicants should be able to demonstrate knowledge of the [Workforce Education Standards](http://philaliteracy.org/wp-content/uploads/2014/03/Workforce-Standards-full-toolkit.pdf) for Programs.

Additional information has been provided in various sections of this RFP, including references for Pennsylvania Department of Education approved adult assessments, Career Pathways and Case Management for adult workforce literacy, and the workforce development system. You can reference information [here](http://www.paadultedresources.org/program-resources.html) for an outline of career coaching as a component of case management for our adult education providers.

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

A. Proposal Format
Proposals submitted in response to this RFP must include a cover letter signed by the person authorized to issue the proposal on behalf of the Applicant, and the following information, in the sections and order indicated:

1. Table of Contents
2. Introduction/Executive Summary

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

Provide a narrative description of the Applicant itself, including the following:
Applicant’s business identification information, including name, business address, telephone number, website address, and federal taxpayer identification number or federal employer identification number;
   a. A primary contact for the Applicant, including name, job title, address, telephone and fax numbers, and email address;
   b. A description of Applicant’s business background, including, if not an individual, Applicant’s business organization (corporation, partnership, LLC, for profit or not for profit, etc.), whether registered to do business in Philadelphia and/or Pennsylvania, country and state of business formation, number of years in business, primary mission of business, significant business experience, whether registered as a minority-, woman-, or disabled-owned business or as a disadvantaged business and with which certifying agency, and any other information about Applicant’s business organization that Applicant deems pertinent to this RFP.

4. Project Understanding

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

5. Proposed Scope of Work

Provide a proposed scope of work, including a cost proposal (budget) in accordance with Section II, “Scope of Work,” of this RFP.

6. Statement of Qualifications; Relevant Experience

Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. If any minimum qualifications for performance are stated in this RFP, Applicant must include a statement confirming that Applicant meets such minimum requirements.

6a. Statement of Qualifications, Current myPLACE℠ Campuses Only: Campuses who are currently contracted by the Commission must provide a detailed explanation of the following: a) Extent to which monthly and quarterly performance indicators to date for FY16 have been met. (For any indicators that have not been met, please explain.) b) Extent to which challenges identified by the Commission in mid-year review meetings for FY16, and other challenges as noted by the Commission or the Campus were addressed with appropriate interventions, and whether the interventions were successful. c) Campuses may also note strengths, including performance indicators that were consistently exceeded, attempts to integrate the Campus into existing agency services, etc.

6b. Statement of Qualifications, Current myPLACE℠ Partners Only: Partners must provide a detailed explanation of whether partner requirements detailed in the Partner MOU that
the Commission holds with each agency have been met. Partners must also include a copy of the signed MOU with this application. For any requirements that have not been met, please explain. A summary of partner requirements is as follows: Submit class listings at least 3 weeks before each class cycle for entry into the SIS, enter into SIS monthly attendance and completion grades for myPLACE™ learners, attend dedicated partner and other Commission events, be a registered member of the Philadelphia Adult Literacy Alliance. Applicants may contact the Commission to verify whether they are a myPLACE™ Partner and need to submit the above information.

7. References
   Provide at least three references, preferably for projects that are similar in type, scope, size and/or value to the work sought by this RFP. If applicable, Applicant should provide references for projects with other municipalities that are similar in size to the City of Philadelphia. For each reference, include the name, address and telephone number of a contact person.

8. Proposed Subcontractors
   State the intention to use subcontractors to perform any portion of the work sought by this RFP. For each such subcontractor, provide the name and address of the subcontractor, a description of the work Applicant intends the named subcontractor to provide, and whether the subcontractor can assist with fulfilling goals for inclusion of minority, woman, or disabled-owned businesses or disadvantaged businesses as stated in Appendix B. Note that if subcontractors at any tier may perform services arising directly out of a City contract resulting from this RFP, Applicants must inform them of the City’s minimum wage and benefits requirements and must require them to comply with such requirements. (See Section III.F for more information.)

9. Requested Exceptions to Contract Terms
   State exceptions, if any, to City Contract Terms that Applicant requests, including the reasons for the request and any proposed alternative language. (See Section III.B for more information.)

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

11. Tax and Regulatory Status and Clearance Statement
    Include a statement, in the form requested in Appendix C, attesting to Applicant’s tax and regulatory compliance with the City. (See Section III.E for more information.)
12. Disclosure of Litigation; Disclosure of Administrative Proceedings

State, for the 5-year period preceding the date of this RFP, a description of any judicial or administrative proceeding that is material to Applicant’s business or financial capability or to the subject matter of this RFP, or that could interfere with Applicant’s performance of the work requested by this RFP, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency. For each such proceeding, state the name of the case or proceeding, the parties involved, the nature of the claims involved, its current status and the final disposition, if any. Provide the same information for any officer, director, principal, or partner of Applicant’s organization, and for any subcontractor Applicant plans to use to perform the services described in this RFP.

13. Statement of Financial Capacity

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. Consider providing one or more of the following:
- General statement of the Applicant’s financial condition;
- Applicant’s most recent audited or unaudited financial statements;
- Disclosure of any bankruptcy filings over the past five years;
- Most recent IRS Form 990 (for non-profit organizations only).

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

If applicable, Applicant may elect to provide the certification statement in the form of Appendix D as to Applicant’s status as a Local Business Entity or its local impact if awarded the contract. (See Section III.H for more information.)

15. Disclosure Requirements

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

16. Defaults

Provide a description, in detail, of any situation occurring within the past five (5) years in which the Applicant, or a joint venture or partnership of which Applicant was a part, defaulted or was deemed to be in noncompliance of any contractual obligations, explaining the issues involved in the default, the outcome, the actions taken by Applicant to resolve the matter. Also provide the name, title and telephone number of the party to the contract who asserted the event of default or noncompliance or the individual who managed the contract for that party.

18. Statement of Anticipated Job Creation

Applicant shall provide a narrative description on whether and how a contract award based on its proposal will result in new job creation within the following: 1) City of Philadelphia; 2) Philadelphia Metropolitan Statistical Area; 3) Commonwealth of Pennsylvania; 4) United States of America. For each job anticipated, the Applicant shall describe the following: job title, job description, educational qualifications, and anticipated annual salary or anticipate annual hourly rate.
B. Notice to Applicants to State Requested Exceptions to Contract Terms in Proposal

The City’s standard contract terms and conditions for services of the type sought by this contracting opportunity (Contract Terms) are set forth in the General Provisions attached to this RFP as Appendix A. By submitting a proposal in response to this contract opportunity, the Applicant agrees that, except as provided herein, it will enter into a contract with the City containing substantially the Contract Terms.

Applicants must state clearly and conspicuously any modifications, waivers, objections or exceptions they seek (“Requested Exceptions”) to the Contract Terms in a separate section of the proposal entitled “Requested Exceptions to Contract Terms.” For each Requested Exception, the Applicant must identify the pertinent Contract Term by caption and section number and state the reasons for the request. The Applicant must also propose alternative language or terms for each Requested Exception. Requested Exceptions to the City’s Contract Terms will be approved only when the City determines in its sole discretion that a Requested Exception makes business sense, does not pose unacceptable risk to the City, and is in the best interest of the City. By submitting its proposal, the Applicant agrees to accept all Contract Terms to which it does not expressly seek a Requested Exception in its proposal. The City reserves the right, in its sole discretion, to evaluate and reject proposals based in part on whether the Applicant’s proposal contains Requested Exceptions to Contract Terms, and the number and type of such requests and alternative terms proposed.

If, after the City issues its Notice of Intent to Contract to an Applicant, the Applicant seeks Requested Exceptions to Contract Terms that were not stated in its proposal, the City may, in its sole discretion, deny the Requested Exceptions without consideration or reject the proposal.

The City reserves the right, in its sole discretion, (i) to waive any failure to comply with the terms of this Notice to Applicants if it determines it is in the best interest of the City to do so; and (ii) to require or negotiate terms and conditions different from and/or additional to the Contract Terms in any final contract resulting from this contract opportunity, without notice to other Applicants and without affording other Applicants any opportunity to revise their proposals based on such different or additional terms.

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

Each Applicant is subject to the provisions of Mayoral Executive Order 03-12, the City’s Antidiscrimination Policy for participation by Minority Business Enterprises (“MBE”), Woman Business Enterprises (“WBE”) and Disabled Business Enterprises (“DSBE”) (collectively, “M/W/DSBE”) as those terms are defined in Executive Order 03-12. While there are no specific participation ranges established for this RFP, Applicants are required to exercise their “Best and Good Faith Efforts” to provide meaningful opportunities for the participation of M/W/DSBEs in their proposals. Forms, instructions and special contract provisions which explain the requirements of the Antidiscrimination Policy for City contracts in more detail are included in Appendix B-1 to this RFP. Appendix B-1 includes the “Solicitation for Participation and Commitment Form” which Applicants should complete and return with their proposal if Applicant has solicited and/or made commitments to use M/W/DSBEs as part of its proposal. M/W/DSBEs are also encouraged to respond directly to this RFP.
If Applicant is a nonprofit organization, Mayoral Executive Order 03-12 requires nonprofit Applicants to document their diversity policies. Applicants that are nonprofit organizations should refer to the special contract provisions and instructions attached to this RFP as Appendix B-2. Included in Appendix B-2 is the form, “Diversity Report of Nonprofit Organizations,” which should be completed and returned with proposals submitted by nonprofit Applicants even if a nonprofit Applicant is also submitting a “Solicitation for Participation and Commitment” form.

E. The Philadelphia Tax and Regulatory Status and Clearance Statement

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

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

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

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

Applicants need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract contemplated by the RFP. Applications for a Business Income and Receipts Tax Account Number should use that number, as it is automatically their Commercial Activity License Number, and need not apply for a new Commercial Activity License Number. Similarly, Applicants with a Business Privilege Tax Account Number should use that number as their Business Income and Receipts Tax Account Number.

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1 Applicants that have a Business Privilege Tax Number should use that number, as it is automatically their Commercial Activity License Number, and need not apply for a new Commercial Activity License Number. Similarly, Applicants with a Business Privilege Tax Account Number should use that number as their Business Income and Receipts Tax Account Number.
Number or a Commercial Activity License\(^2\) may be made on line by visiting the City of Philadelphia Business Services Portal at http://business.phila.gov/Pages/Home.aspx and clicking on “Register Now.” If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Income and Receipts Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Commercial Activity License.

F. Compliance with Philadelphia 21\(^{st}\) Century Minimum Wage and Benefits Ordinance

Applicants are advised that any contract awarded pursuant to this RFP is a “Service Contract,” and the successful Applicant under such contract is a “Service Contractor,” as those terms are defined in Chapter 17-1300 of the Philadelphia Code (“Philadelphia 21\(^{st}\) Century Minimum Wage and Benefits Standard Ordinance”) Any Subcontractor (as defined in the General Provisions attached as an Appendix to this RFP), and any sub-subcontractor at any tier proposed to perform services sought by this RFP, is also a “Service Contractor” for purposes of Chapter 17-1300. If any such Service Contractor (i.e. Applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions set forth in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care and sick leave benefits, are mandatory and must be provided to Applicant’s employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFP. Applicants and any subcontractors at any tier proposed by Applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code,\(^3\) the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly homepage for further details concerning the applicability of this Chapter to, and obligations it imposes on certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful Applicant’s failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300, or any discrimination or retaliation by the successful Applicant or Applicant’s subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFP. By submitting a proposal in response to this RFP, Applicants acknowledge that they understand, and will comply with the requirements of Chapter 17-1300, and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFP. Applicants further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFP of the requirements of Chapter 17-1300.

G. Certification of Compliance with Equal Benefits Ordinance

If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 17-1901(4) (“A contract for the furnishing of services to or for the City, except where

\(^2\) Commercial Activity Licenses are not typically required for non-profit organizations; however, Business Income and Receipts Tax Account Numbers typically are required.

\(^3\) A link to the Philadelphia Code is available on the City’s official web site, www.phila.gov. Click on “City Code and Charter,” located to the bottom right of the Welcome page under the box “Transparency.”
services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”), and will result in a Service Contract in an amount in excess of $250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (see footnote 3 for online access to the Philadelphia Code), the successful Applicant shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful Applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all Applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful Applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful Applicant does not provide employment benefits to the spouses of married employees. The successful Applicant’s failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful Applicant against any employee on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the General Provisions attached to this RFP and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

H. Local Business Entity or Local Impact Certification

Pursuant to Mayoral Executive Order No. 04-12, the City Department will, in the selection of the successful Applicant, consider whether that Applicant has certified that either (1) Applicant meets the criteria stated in Section 17-109(3)(b) of the Philadelphia Code to qualify as a Local Business Entity or (2) in the performance of the resulting contract, Applicant will employ City residents, or perform the work in the City. Any Applicant who wishes to demonstrate its eligibility for this consideration shall do so by completing, executing and attaching to its application a completed Local Business Entity or Local Impact Certification, the form of which is attached to this RFP as Exhibit D. The Applicant shall then also include in a separate section of the application, labeled “Local Business Entity or Local Impact Certification,” a statement that the Applicant believes it has met the Local Business Entity or Local Impact criteria “as set forth in the attached Local Business Entity or Local Impact Certification.” The City Department shall deem it a positive factor where the Applicant has, in the City’s sole discretion, met the Local Business Entity or Local Impact criteria.

I. Mandatory Online Application Requirements

You must apply online in order to be eligible for award of the non-competitively bid contract opportunity described in this RFP; proposals and any other related documents prepared in response to this RFP will not be considered unless they are filed to the correct contract opportunity established for this RFP (identified by opportunity number), within the prescribed time period, through eContract Philly, which can be accessed on the City’s website at

Revised: August 2014
www.phila.gov/contracts by clicking on eContract Philly.\textsuperscript{4} The posting of this RFP on eContract Philly is also referred to as a Notice of Contracting Opportunity.

The City requires that any Applicant who establishes an account on eContract Philly and utilizes that account for the purpose of responding to a particular contract opportunity is the same individual or business entity that, if awarded the contract, will enter into and perform the resulting contract with the City. Except in the case of joint ventures, applications posted on eContract Philly from Applicants that purport to be filing an application on behalf of another individual or business entity will not be considered, even if the other business entity is an affiliate of the Applicant.

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

Pursuant to Chapter 17-1400 of the Philadelphia Code, Applicants are required to disclose their campaign contributions to political candidates and incumbents who are running for, or currently serving in, a local (Philadelphia) or state-wide elected office anywhere within the Commonwealth of Pennsylvania (federal campaign contributions are not included); any consultants used in responding to the RFP and contributions those consultants have made; prospective subcontractors; and whether Applicant or any representative of Applicant has received any requests for money or other items of value or advice on particular firms to satisfy minority-, woman- or disabled-owned business participation goals from City employees. This information, as well as a proposal or any other response document required, is part of the online application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants are advised that under Chapter 17-1400 individuals and businesses that make campaign contributions in excess of the amounts set forth in Section 17-1404(1), as periodically adjusted, are ineligible to enter into a City contract or subcontract at any tier. Applicants should take this into consideration in electing to apply for this opportunity or in selecting subcontractors if awarded a contract to perform the work sought by this RFP.

\textsuperscript{4} The eContract Philly website is compatible with Internet Explorer, Google Chrome and Apple Safari; but the site is not presently compatible with Mozilla Firefox.
At their option, Applicants may require that their subcontractors disclose to the Applicants, the subcontractors’ campaign contributions to political candidates and incumbents who are running for, or currently serving in, a local (Philadelphia) or state-wide elected office anywhere within the Commonwealth of Pennsylvania (federal campaign contributions are not included). Disclosure forms may be found on the Disclosure/Eligibility – Subcontractor Disclosure tab on eContract Philly. Applicants are not required to submit these forms to the City.

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

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

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

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

**J. Selection Process**

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

The City will base its selection on criteria that include, but are not limited to:

1. Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
4. Innovativeness of solution
5. Utilization of best practices
6. Ability to meet project deadlines under proposed project plan/strategy/solution
7. Staffing model
8. Vendor capacity
9. Superior quality, efficiency and fitness of proposed solution for City Department
10. Superior skill and reputation, including timeliness and demonstrable results
11. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
12. Staffing qualifications (e.g., staff prior experience, education, licenses, professional achievements)
13. 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
14. Lower cost
15. Administrative and operational efficiency, requiring less City oversight and administration
16. Anticipated long-term cost effectiveness
17. Meets prequalification requirements
18. Applicant’s certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12
19. For current myPLACE Campuses and myPLACE Partners, ability to meet current performance requirements as mentioned in Section III.A.
20. Experience working with one or more of the following sub-sections of adult learners: ABE, ASE, ESL

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

IV. Proposal Administration
A. Procurement Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Posted</td>
<td>March 30th, 2016</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>April 7th, 2016</td>
</tr>
<tr>
<td>Site Visit</td>
<td>Date(s), Time(s), and Location(s) to be determined</td>
</tr>
<tr>
<td>Applicant Questions Due</td>
<td>April 12th, 2016</td>
</tr>
<tr>
<td>Answers Posted on eContract Philly Website</td>
<td>April 15th, 2016</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>April 22nd, 2016</td>
</tr>
<tr>
<td>Applicant Selection</td>
<td>May 13th, 2016</td>
</tr>
<tr>
<td>Contract Execution</td>
<td>June 15th, 2016</td>
</tr>
<tr>
<td>Commencement of Work</td>
<td>July 1st, 2016</td>
</tr>
</tbody>
</table>

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

B. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to Jennifer Kobrin, Mayor’s Commission on Literacy (Jennifer.Kobrin@phila.gov no later than April 12th, 12:00 p.m., and may not be considered if not received by then. The City will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the City’s website at www.phila.gov/contracts (click on eContract Philly and go to the Opportunity Details page for this notice of contracting opportunity). Responses posted on the City’s website become part of the RFP upon posting. The City reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

C. Pre-Proposal Conference, Site Visits, Inspection of Materials

A pre-proposal meeting to review the requirements of this RFP will be held in Philadelphia, Pennsylvania on April 7th, 2016, starting at 10:00 a.m., at the following location: 990 Spring Garden Street, 3rd Floor, Philadelphia, PA 19123. Attendance at the pre-proposal meeting is optional.

D. Term of Contract

It is anticipated that the initial term of the Contract shall commence on July 1st, 2016 (the “Initial Term”) and, unless sooner terminated by the City pursuant to the terms of the Contract, shall expire up to twelve months thereafter, on June 30th, 2017. The City may, at its sole option, amend the Contract to add up to three (3) additional successive one-year terms (“Additional Terms”). Except as may be stated otherwise in such amendment, the terms and conditions of this Contract shall apply throughout each Additional Term.
V. General Rules Governing RFPs/Proposals; Reservation of Rights and Confidentiality

A. Revisions to RFP
The City reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on eContract Philly with the original Opportunity Details. It is the Applicant’s responsibility to check the eContract Philly website frequently to determine whether additional information has been released or requested.

B. City Employee Conflict Provision
City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

C. Proposal Binding
By submitting its proposal, each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP. An Applicant’s refusal to enter into a contract which reflects the terms and conditions of this RFP or the Applicant’s proposal may, in the City’s sole discretion, result in rejection of Applicant’s proposal.

D. Contract Preparation Fee
Pursuant to Chapter 17-700 of the Philadelphia Code, the successful Applicant must generally pay a contract preparation fee. Regulations promulgated by the City Solicitor currently establish the following schedule of fees for preparation of the initial contract and subsequent amendments, based upon the amounts involved and whether the successful Applicant is a for-profit or nonprofit entity:

<table>
<thead>
<tr>
<th>Amount of Contract or Amendment</th>
<th>For-Profit Fees</th>
<th>Non-Profit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contract</td>
<td>Amendment</td>
</tr>
<tr>
<td>$0-$30,000</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>$30,001-$100,000</td>
<td>$200</td>
<td>$170</td>
</tr>
<tr>
<td>$100,001-$500,000</td>
<td>$500</td>
<td>$340</td>
</tr>
<tr>
<td>$500,001-$1,000,000</td>
<td>$900</td>
<td>$520</td>
</tr>
<tr>
<td>Over $1,000,000</td>
<td>$1,500</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

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

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

1. **This Notice of Contract Opportunity**

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

   - **F.** to reject any and all proposals and to reissue this notice of contract opportunity at any time prior to execution of a final contract;
   - **G.** to issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this or a previous notice of contract opportunity;
   - **H.** to issue a new notice of contract opportunity with terms and conditions that are the same or similar as those set forth in this or a previous notice of contract opportunity in order to obtain additional proposals or for any other reason the City determines to be in the City’s best interest;
   - **I.** to extend this notice of contract opportunity in order to allow for time to obtain additional proposals prior to the notice of contract opportunity application deadline or for any other reason the City determines to be in the City’s best interest;
   - **J.** to supplement, amend, substitute or otherwise modify this notice of contract opportunity at any time prior to issuing a notice of intent to contract to one or more Applicants;
   - **K.** to cancel this notice of contract opportunity at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued, with or without issuing, in the City’s sole discretion, a new notice of contract opportunity for the same or similar services;
   - **L.** to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post on eContractPhilly.

2. **Proposal Selection and Contract Negotiation**

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

   - **(a)** to reject any proposal if the City, in its sole discretion, determines the proposal is incomplete, deviates from or is not responsive to the requirements of this notice of contract opportunity, does not comply with applicable law (including, without limitation, Chapter 17-1400 of the Philadelphia Code), is conditioned in any way, or contains ambiguities, alterations or items of work not called for by this notice of contract opportunity, or if the City determines it is otherwise in the best interest of the City to reject the proposal;
   - **(b)** to reject any proposal if, in the City’s sole judgment, the Applicant has been delinquent or unfaithful in the performance of any contract with the City or with others; is delinquent, and has not made arrangements satisfactory to the City, with respect to the payment of City taxes or taxes collected by the City on behalf of the School District of Philadelphia, or other indebtedness owed to the City; is not in compliance with City regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant;
(c) to waive any defect or deficiency in any proposal, including, without limitation, those identified in subsections (a) and (b) preceding, if, in the City’s sole judgment, the defect or deficiency is not material to the proposal;

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

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

(f) to enter into negotiations with any one or more Applicants regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the City may require, at any time prior to execution of a final contract, whether or not a notice of intent to contract has been issued to any Applicant and without reissuing this notice of contract opportunity;

(g) to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless the City, in its sole discretion, determines that doing so is in the City’s best interest;

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

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

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

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

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

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

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

(o) to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post on eContractPhilly.
3. **Miscellaneous**
   
   (a) **Interpretation; Order of Precedence.** In the event of conflict, inconsistency or variance between the terms of this Reservation of Rights and any term, condition or provision contained in any notice of contract opportunity, the terms of this Reservation of Rights shall govern.

   (b) **Headings.** The headings used in this Reservation of Rights do not in any way define, limit, describe or amplify the provisions of this Reservation of Rights or the scope or intent of the provisions, and are not part of this Reservation of Rights.

F. **Confidentiality and Public Disclosure**
The successful Applicant shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. The successful Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Applicant agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By submission of a proposal, Applicants acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.
APPENDIX A

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

Revised: August 2014
APPENDIX B
(CONSISTING OF APPENDIX B-1 AND APPENDIX B-2)

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

SPECIAL CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS
APPENDIX B-2

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

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

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

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

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

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

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

## DEMOGRAPHIC BREAKDOWN OF BOARD COMPOSITION

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

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

## SUPPLIER DIVERSITY

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

- Yes
- No

If you maintain a supplier diversity policy, please attach a copy of your supplier diversity policy.

Please identify below, your agency’s five (5) highest minority, woman, and/or disabled owned business suppliers of products or services, indicating your estimated annual expenditure(s) with the firm:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
<th>Company Telephone</th>
<th>Minority</th>
<th>Woman</th>
<th>Disabled</th>
<th>Annual Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: ____________________  Date: ____________________  Non-Profit Name: ____________________

Revised: August 2014
APPENDIX C

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

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

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

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name and Title</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Federal Employer Identification Number or Social Security Number:</td>
<td></td>
</tr>
<tr>
<td>Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state “none”)*</td>
<td></td>
</tr>
<tr>
<td>Commercial Activity License Number (f/k/a Business Privilege License) (if none, state “none”)*</td>
<td></td>
</tr>
</tbody>
</table>

____ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in the Philadelphia Code.

___ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City’s tax and other regulatory requirements.

Authorized Signature ............................................................ Date

Print Name and Title

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

LOCAL BUSINESS ENTITY OR LOCAL IMPACT CERTIFICATION

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

Applicant Name: ______________________________

Local Business Entity Certification

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

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

II. During the preceding 18 months, Applicant:

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

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

Local Impact Certification

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

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

Authorized Signature ____________________________________________________________________________ Date ________________

Print Name and Title

Revised: August 2014