



CITY OF PHILADELPHIA OFFICE OF SUSTAINABILITY

REQUEST FOR PROPOSALS FOR SMALL ORDER PURCHASE FOR FISCAL ADMINISTRATOR OF COMMUNITY RESILIENCE GRANTS PROGRAM

RESPONSE DEADLINE:

No later than 5 pm Local Philadelphia Time on November 19, 2021

SUBMISSION REQUIREMENTS:

All proposals must be submitted electronically to the correct contract opportunity established for this RFP (identified by opportunity number) through **eContract Philly** at <https://philawx.phila.gov/econtract/>

M/W/DSBE Solicitation:

The City values diversity, equity and inclusion and actively solicits, Minority-, Women- and Disabled-Owned Businesses (M/W/DSBE). Visit the Office of Economic Opportunity website <https://www.phila.gov/departments/office-of-economic-opportunity/> for more information.

James Kenney, Mayor
Christine Knapp, Director of Sustainability
The City of Philadelphia

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
1.1 Values.....	3
1.2 Contracting with the City of Philadelphia	3
1.3 Contacting Us.....	4
2. SERVICES WE ARE LOOKING FOR	5
2.1 Overview	5
2.2 Project Details	6
Services	6
Compensation	9
3. HOW TO SUBMIT YOUR RESPONSE.....	11
3.1 RFP Schedule.....	11
3.2 What You Must Include in Your Response.....	13
4.1 Overview	15
4.2 Selection Process.....	15
4.3 Award.....	16

1. INTRODUCTION

1.1 Values

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

IF ELIGIBLE, YOU ARE ENCOURAGED TO:

- ✓ Apply for **Local Business Entity** (LBE) certification with City's Procurement Department. If you provide your LBE status and/or promise to have a Local Impact, this must be used as a positive factor in evaluation and potential selection. Additionally, some opportunities are exclusively reserved for LBE certified businesses.
- ✓ Register as a **M/W/DSBE** certified businesses with the City's Office of Economic Opportunities (OEO) Registry. The City and prime contractors use this registry to find and solicit diverse vendors for contracts and subcontracts.

M/W/DSBEs, **alternative Diverse Businesses recognized by the City**, vendors participating the Rebuild Emerging Vendors Program, and LBEs are encouraged to respond directly to this RFP

1.2 Contracting with the City of Philadelphia

The City of Philadelphia ("the City") has two primary categories of contract opportunities:

PROFESSIONAL SERVICES

Includes consulting, legal or creative services and other service types

PROCUREMENT

Includes supplies and equipment and public works

Consistent with our values, the City requires that all contractors and subcontractors be in compliance with our laws, regulations, and policies, including:

1

City business licenses and permits requirements

2

Payment of City taxes or other indebtedness owed to the City

3

Compliance with the City's Antidiscrimination Policy established under Executive Order 03-12

4

Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Please closely review the City's contract attachments including the standard terms and conditions. Any contract resulting from this RFP will incorporate and be governed by these documents. **You must raise any objections to these standard terms and conditions in your proposal. Objections are not favored and may be weighed against your proposal and negotiation of proposed objections may extend the contracting time. Additionally, the City need not consider later-raised objections.**

1.3 Contacting Us

For technical questions or concerns connected to this RFP, email eContractPhilly@phila.gov or call (215) 686-4914.

- Please note the phone number provided is not a live helpline.
- Allow for enough time prior to any application deadline to receive a response to your request. The City will not extend a deadline even if it has not responded to your question or request.

2. SERVICES WE ARE LOOKING FOR

2.1 Overview

Department Issuing	This RFP is being issued by the Office of Sustainability (OOS). OOS is responsible for implementing Greenworks Philadelphia, the City's comprehensive sustainability plan. The Office of Sustainability (OOS) works with partners around the City to improve quality of life in all Philadelphia neighborhoods, reduce the City's carbon emissions, and prepare Philadelphia for a hotter, wetter future.
Term	The term of the contract is expected to start on or about December 1, 2021-November 30, 2022. The City may, at its sole option, amend the Contract to add up to three (3) additional terms, each not to exceed one year.
Compensation	Compensation cannot not exceed a total of \$77,000.00
Local Business Criteria	Both Local Impact and certified Local Business Entity status can be considered positive factors in evaluation. Local Impact is considered employing City residents or performing work in the City.
Services	Through this RFP, the City is seeking a contractor to perform the following services: Perform process creation, fiscal administration and grant management for a community resilience grants program.

2.2 Project Details

Services

<p>Overall goals and objectives</p>	<p>Overview:</p> <p>The Office of Sustainability (OOS) is seeking proposals from qualified applicants to be fiscal administrators of an equitable grant process to administer a community resilience grants program. OOS seeks to pilot a grant program which resources communities experiencing historical and contemporary environmental injustice to advance their vision of an equitable and resilient future. The process through which grant recipients are selected must incorporate the voices and perspectives of those most impacted.</p> <p>The community resiliency grants program will be steered by the Environmental Justice Advisory Commission (EJAC), and supported by the Office of Sustainability. The Environmental Justice Advisory Commission, currently in development, will be a body of 17+ individuals external to City government who will advise the City on policy and actions to address environmental injustice.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Design and implement an equitable, community driven grants framework. • Administer funds to selected communities in Philadelphia through: <ul style="list-style-type: none"> ○ Community resilience microgrants of up to \$10,000 ○ Emergent leader microgrants of up to \$2500 • Provide technical assistance to grant applicants and recipients throughout the grantmaking cycle. • Support the EJAC by administering stipends to EJAC members.
<p>Tasks, milestones, or deliverables</p>	<p>Deliverable 1: Establish, update, and manage online applicant submission and grants management database</p>

Deliverable 2: Conduct competitive process to solicit and select grantees with support from OOS and the Environmental Justice Advisory Commission (EJAC). The process should:

- Incorporate the voices and perspectives of those most impacted by environmental injustice in the decision making process
- Reduce barriers to applying to the grants program such as providing technical assistance, accessible language and translation, and conducting outreach to target communities

Deliverable 3: Execute grant agreements with grant recipients identified by the selection committee based on agreed scopes and milestones with subcontractors.

Deliverable 5: Distribute funds and monitor budget to support the implementation of community resilience projects per grant agreements.

Deliverable 6: Conduct a fiscal review and report out to the OOS and EJAC regarding grant spend per project, including a mid-grant cycle check-in meeting.

Deliverable 7: As appropriate, provide technical assistance to grant recipients.

Deliverable 8: Assist with wrap-up meeting with OOS, EJAC, and grant recipients.

Deliverable 9: Administer stipends to EJAC members.

Deliverable 10: Provide a final report to OOS and EJAC outlining the programmatic accomplishments of projects.

Organization and personnel requirements

Firms based in Philadelphia, people of color, women, LGBTQIA+, gender-oppressed, veterans, people with disabilities, and intergenerational-owned firms, and

	<p>firms with experience in community grants programs are encouraged to apply. The City strongly encourages and promotes the employment of qualified MBE/WBE/DBE firms in all aspects of its procurement of goods and services. If applicant is a Certified M/W/DBE, defined as Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), or Disabled Business Enterprises ("DBE"), please submit information to confirm Certification as part of bid proposal. Collaborative proposals from firms working to develop well-balanced teams are encouraged.</p> <p>A successful Applicant will have the following qualifications:</p> <ul style="list-style-type: none"> • Experience with grants administration and accounting software • Familiarity with equitable grants making frameworks • An understanding of environmental justice and the history and current context of environmental injustice in Philadelphia • Experience working with communities of color and low-income residents in Philadelphia • Data analysis and reporting skills
<p>Technological requirements</p>	<ul style="list-style-type: none"> • Experience with grants management software
<p>Reporting requirements</p>	<p>The successful Applicant shall report to OOS and a Project Team on a regular basis regarding the status of the project and its progress in providing the contracted services. The Applicant agrees to meet by phone or in-person at a regular cadence with the Project Team to provide updates on contractual goals and deliverables, including progress on milestones and barriers to implementation. In addition to regular check-ins. The applicant will provide:</p> <ul style="list-style-type: none"> • Periodic reports on fiscal spenddown of grant funds.

- Final report on fiscal spenddown and programmatic accomplishments of the pilot grants and scholarship program.

Compensation

Applicants are required to provide a cost proposal in their response which includes:

- A line-item breakdown of the costs for the specific services and work products proposed.
- A price that includes all costs, such as administrative or fringe costs, proposed to be charged to the City.

Cost proposals typically are:

- Fixed price, where payment is not based on time or resources expended, or
- Hourly rate, where payment is based on time or resources expended.

Compensation	Not to exceed \$77,000.000 for a contract resulting from this RFP.
Cost Proposal Type	The proposal should be fixed price. PLEASE NOTE: The compensation amount above includes both the cost of administrative overhead for the selected fiscal administrator and the grant funds. Cost proposals should provide a breakdown of the expenses associated with fund administration services (a portion of the total compensation) and the amount of funds available for distribution (remaining portion).
Terms of Payment	The department will work with selected vendor on conditions of payment.

Please note travel costs are reimbursable only if approved by the Department and in accordance with current City policies; commuting costs are not reimbursable. The City has adopted the **Federal Government Maximum Per Diem rate.**

Project Schedule

A proposed timeline is listed below. We are open to working with the selected vendor to refine / adjust this timeline.

Dates	Activities
Dec 15	Contract Begins
Week of Dec 15	Kick off meeting with Project Team - vendor proposes project approach including strategic vision for equitable community-driven grant-making and implementation timeline and schedule
Jan 5	First draft application and process due proposal, for discussion with project team
Jan	Project team review and provide feedback with consultant, grant review board selected
Feb 1	Application Open
Feb 14-31	Public Grant Q and A sessions (2)
Mar 14	Application Close
Mar 14-25	Applicant Review
Mar 28	Finalist notified
Week of Apr 7	Kick off Meeting
Apr - May	Technical assistance to Grantees re: receiving funds and reporting.
May	Project Team Check-in/Spend-down report
Jul	Progress reports from grantees
Sep	Project Team Check-in/Spend-down report
Nov	Spend-down planning meeting
Dec	Final Wrap-up meeting with Grantees/Final report delivery

3. HOW TO SUBMIT YOUR RESPONSE

3.1 RFP Schedule

RFP Posted	November 1, 2021
Pre-Proposal Meeting	<p>There will be an optional virtual Q&A session for interested applicants. Details are below.</p> <p>Philadelphia's Office of Sustainability is inviting you to a scheduled Zoom meeting.</p> <p>Time: Nov 12, 2021 12:00 PM Eastern Time (US and Canada)</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/88999843105?pwd=VkNnZXpiTEFLUFBxOU4wSiswR2Fidz09</p> <p>Meeting ID: 889 9984 3105 Passcode: 064141 One tap mobile +12678310333,,88999843105#,,,,*064141# US (Philadelphia) +19292056099,,88999843105#,,,,*064141# US (New York)</p> <p>Dial by your location +1 267 831 0333 US (Philadelphia) +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago) +1 346 248 7799 US (Houston)</p> <p>Meeting ID: 889 9984 3105 Passcode: 064141 Find your local number: https://us02web.zoom.us/j/88999843105?pwd=VkNnZXpiTEFLUFBxOU4wSiswR2Fidz09</p>
Site Visit	Not Applicable
Applicant Questions Due	All questions must be emailed to matina.granieri@phila.gov no later than November 5 th , 2021 at 5 PM Philadelphia Local Time
Answers Posted on eContract Philly	November 9 th , 2021
Proposals Due	November 19 th , 2021 5pm Local Philadelphia Time

Applicant Interviews, Presentations	Virtual interviews of selected applicants will happen at the City's discretion the week of Nov 22 nd .
Applicant Selection	November 29 th , 2021
Contract Execution	December 3 rd , 2021
Commencement of Work	Dec 15 st , 2021

The above dates are estimates only. Notice of changes in the pre-proposal meeting date, time or location, and due date for Applicant questions will be posted on **eContract Philly**. **Should the Department change the** date for the Application submission, a notice/Addendum will be posted on **eContract Philly**.

3.2 What You Must Include in Your Response

1. Introduction
2. Company Profile
3. Company contact information
4. Proposed Scope of Work, addressing all items in Section 2 and describing how the Applicant will meet project requirements including a statement on their approach to an equitable grants making process
5. Proposed Schedule
6. Cost Proposal - PLEASE NOTE: The compensation amount above includes both the cost of administrative overhead for the selected fiscal administrator and the grant funds. Cost proposals should provide a breakdown of the expenses associated with fund administration services (a portion of the total compensation) and the amount of funds available for distribution (remaining portion).
7. Project Personnel Statement of Applicant's Qualifications/Relevant Experience
8. References
9. Written Statement of Financial Capacity and at least one current financial document (audited or unaudited financial statements, bank statements or references, Form 990)
10. Stated exceptions to terms and conditions, if any, and reasons for the request
11. Local Business Certification and justification and/or documentation
12. If applicable, documentation of M/W/DSBE, Rebuild Emerging Vendors Program, City recognized alternative diverse businesses registration status,
13. LGBTQ Applicant Data (optional)

Applicant Proposed Scope of Work responses should be limited to 5 pages.

3.3 Response Requirements

Online Submission Required by the Application Deadline

You must apply online through **eContract Philly** to be considered for this contract opportunity. The City will not accept responses in any other format.

If you are not already registered with **eContract Philly**, you must first register for an account before you can apply to this opportunity. Note that each legal entity must have a separate account; you may not utilize or repurpose another entity's account for this application.

A Complete Application is Required

Please give yourself as much time as possible to start and complete your online application. The City will not consider proposals that are submitted late.

Use the Below Submission Checklist

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

DOES MY RESPONSE MEET THE PROPOSAL REQUIREMENTS?

Did you submit the proposal before the stated deadline in RFP Section 3.1?	✓
Did the proposal explain how Applicant meets the goals and objectives, tasks, milestones, and deliverables, and other requirements described by the Department under "Services" in RFP Section 2.2?	✓
Does your cost proposal meet the requirements under "Compensation" in RFP Section 2.2?	✓
Does your cost proposal meet the requirements under "Project Schedule" in RFP Section 2.2?	✓
Does your proposal meet the overall format and content requirements described in RFP Section 3.2, including the page limit?	✓
If applicable, was the Local Business Certification and justification and/or documentation provided in the proposal?	✓
If applicable, is documentation for M/W/DSBE, alternative Diverse Businesses recognized by the City , and/or Rebuild Emerging Vendors Program status provided in the proposal?	✓
Did you review the entire RFP and Contract Attachments, including the Terms and Conditions?	
<ul style="list-style-type: none"> ■ Did you state any objections to these document Terms and Conditions? You must raise any objections to these standard terms and conditions in your proposal. Objections are not favored and may be weighed against your proposal; additionally, the City need not consider later-raised objections. 	✓
Was the proposal submitted electronically through eContract Philly ?	✓
Was the proposal submitted under the correct opportunity number?	✓
Was the application signed by clicking on the "submit" button at the conclusion of the eContract Philly submission process?	✓
Was the individual who signed the application an authorized signatory for the Applicant?	✓

4. HOW WE SELECT A CONTRACTOR & AWARD THE CONTRACT

4.1 Overview

After the proposal deadline, a diverse panel will review the submitted, complete and eligible proposals. In some cases, the finalists may be contacted for an interview or other final selection step. Once the department managing the RFP selects an Applicant, the Applicant will be notified and will enter into negotiations with the department.

4.2 Selection Process

Although, cost to the City is a material factor, it is not the sole, or necessarily the determining factor, in proposal evaluation. If the City chooses to make an award of a contract from this RFP, the City may, at its sole discretion, award such contract to a person or entity other than the responsible Applicant submitting the lowest price when the City determines, in its sole discretion, it is most advantageous to the City and in the City's best interest to do so.

To select an Applicant for this contract opportunity, the City uses the below standard criteria in its selection process.

1. Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
4. Superior quality, efficiency and fitness of proposed solution for City Department
5. Superior skill and reputation, including timeliness and demonstrable results
6. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
7. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
8. Lower cost
9. Administrative and operational efficiency, requiring less City oversight and administration
10. Anticipated long-term cost effectiveness
11. Meets prequalification requirements
12. Applicant's certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12

The Department cannot communicate with other Applicants not selected for the opportunity about their proposals until after an agreement is finalized

The Department is not obligated to debrief an unsuccessful Applicant on why we've made the decision not to select them for award.

4.3 Award

The City will post a notice on [eContract Philly](#) once the City decides which Applicant will be awarded the contract. There is no waiting period before the contract may be executed.

If selected for award, the Applicant will have to comply with laws, regulations, polices in order to be eligible for award of the contract and to maintain the contract after award.

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

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

REGISTER [HERE](#).

Have an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

Obtain a Philadelphia Tax and Regulatory Status and Clearance

OBTAIN A TAX CLEARANCE CERTIFICATE [HERE](#)

Meet the Campaign Contribution Disclosures Requirements

INFORMATION ON DISCLOSURE/ELIGIBILITY IS [HERE](#)

Comply with the 21st Century Minimum Wage and Benefits Ordinance

CURRENT LIVING WAGE RATE CAN BE FOUND LOCATED [HERE](#)

If applicable, comply with federal Health Insurance Portability and Accountability Act (HIPAA)

SEE TERMS AND CONDITIONS IN THE OPPORTUNITY INFORMATION