



Cherelle Parker, Mayor
Kehinde Solanke, Commissioner, The Department of Behavioral Health and Intellectual
disAbility Services
The City of Philadelphia

FOR PROPOSALS FOR ***THE EXPANSION OF ADULT MOBILE CRISIS SERVICES FOR
THE CITY OF PHILADELPHIA***

WORK SUMMARY:

The Department of Behavioral Health and Intellectual disAbility Services (DBHIDS or Department) is seeking one provider to deliver mobile crisis services as part of its adult crisis continuum. The purpose is to identify and contract with a currently operating provider of Community Mobile Crisis Response Teams (CMCRT) services to deliver resolution-focused and recovery-oriented interventions and ensure ongoing access to emergency behavioral health services for all Philadelphians. Through the Request for Proposal (RFP) process, DBHIDS is soliciting applications from providers to deliver CMCRT services for Philadelphia residents 18 years of age and older in the Northeast Region (19111, 19114, 19115, 19116, 19135, 19136, 19149, 19152, and 19154) and surrounding areas of Philadelphia when needed.

PROPOSED COMPENSATION:

DBHIDS anticipates allocating up to \$1,139,112 for Year 1 to support start up and program implementation activities and up to 1,800,000 for Years 2-5 to support full program operations.

RFP ISSUE DATE:

October 14th, 2026

RESPONSE DEADLINE:

No later than 5 pm Philadelphia Time on November 16, 2026. **A complete proposal must be submitted by this time to be considered. Proposals in-process are incomplete.**

PRE-PROPOSAL MEETING:

A pre-proposal meeting will be held on October 23rd, 2026, at 11:00 am., Philadelphia Time. It is highly recommended that all proposers attend.

Invite Link

<https://us02web.zoom.us/j/86069862860?pwd=F6DXvxcySGk68s5cudPMKKzfCFhCrX.1>

OFFICIAL RFP CONTACT:

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Manager of Procurements and Grants
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SUBMISSION REQUIREMENTS:

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

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1. INTRODUCTION

1.1 Values

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

IF ELIGIBLE, YOU ARE ENCOURAGED TO:

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

LBEs and SBEs are encouraged to respond directly to this RFP.

1.2 Contracting with the City of Philadelphia

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

1

[CITY BUSINESS
LICENSES AND
PERMIT
REQUIREMENTS](#)

2

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

3

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

4

COMPLIANCE WITH
OEO'S SMALL &
LOCAL BUSINESS
PLAN



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

1.3 Contacting Us

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

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

1.4 Feedback about this RFP

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

2. THE OPPORTUNITY

2.1 Summary

The Department of Behavioral Health and Intellectual disAbility Services (DBHIDS or Department) is seeking one provider to deliver mobile crisis services as part of its adult crisis continuum. The purpose is to identify and contract with a currently operating provider of Community Mobile Crisis Response Teams (CMCRT) services to deliver resolution-focused and recovery-oriented interventions and ensure ongoing access to emergency behavioral health services for all Philadelphians. Through the Request for Proposal (RFP) process, DBHIDS is soliciting applications from providers to deliver CMCRT services for Philadelphia residents 18 years of age and older in the Northeast Region (19111, 19114, 19115, 19116, 19135, 19136, 19149, 19152, and 19154) and surrounding areas of Philadelphia when needed.

CMCRT services support individuals experiencing behavioral health crises or challenges in the community, focusing on resolving or ameliorating the crisis so that individuals can remain in their natural setting. Teams operate 24/7 and provide short-term rapid response, crisis stabilization, and case management services. Services are provided up to 72 hours following the initial dispatch to ensure immediate stability and linkage to supports, with referrals to new services occurring as clinically indicated, as well as coordination with existing services. Timely access to support and treatment is emphasized to divert Crisis Response Center (CRC) and other emergency room presentations and to obviate the need for Law Enforcement involvement to the extent possible.

Services must be implemented in a manner that reflects the Philadelphia system, with a focus on recovery, population health and addresses social determinants of health. This approach emphasizes interventions that improve the health of the entire community in a person-centered way, including individuals with behavioral health challenges. The Philadelphia system's population health approach assumes that services are provided in a manner which is also consistent with the system transformation of behavioral health services. The DBHIDS Practice Guidelines for Recovery and Resilience Oriented Treatment (<http://www.dbhids.org/practice-guidelines/>) resulted from the system transformation. Finally, the mobile crisis teams are expected to deliver services in a trauma-responsive, equitable manner that serves all communities in Philadelphia.

Applicants must have at least one physical site in the Northeast region, be an in-network contracted provider of CMCRT services with Community Behavioral Health (CBH) and be operational at time of awarding. Applicants must have personnel capacity to provide rapid response to individuals in the Northeast region but also may be dispatched to other areas



of the city based on need. Applicants are required to have a current crisis intervention license from the State Department of Human Services standards for Crisis Intervention Services.

2.2 Background

DBHIDS Overview

The City of Philadelphia contracts with the Commonwealth of Pennsylvania Department of Human Services (PA-DHS) for the provision of behavioral health services to Philadelphia's Medicaid recipients under Pennsylvania's HealthChoices behavioral health mandatory managed care program. Services are funded on a capitated basis through this contractual agreement. The City of Philadelphia, through DBHIDS, contracts with CBH to administer the HealthChoices program.

DBHIDS has a long history of providing innovative services in Philadelphia for people in recovery, family members, providers and communities; the Philadelphia Behavioral Health system is recognized nationally and internationally for innovation in the delivery of behavioral health care services in the public sector. DBHIDS envisions a Philadelphia where every individual can achieve health, well-being, and self-determination.

The mission of DBHIDS is to educate, strengthen and serve individuals and communities so that all Philadelphians can thrive. This is accomplished using a population health approach with an emphasis on recovery and resilience-focused behavioral health services and on self-determination for individuals with intellectual disabilities. Working with an extensive network of providers, DBHIDS provides services to persons recovering from mental health and/or substance use, individuals with intellectual disabilities, and families to ensure that they receive high quality services which are accessible, effective, and appropriate.

DBHIDS is comprised of six divisions: Division of Behavioral Health, Division of Intellectual disAbility Services (IDS), Division of [Community Behavioral Health](#) (CBH), Division of Planning Innovation, Behavioral Health and Justice Division (BHJD) and Division of Administration, Finance, & Quality. CBH manages a full continuum of medically necessary and clinically appropriate behavioral healthcare services for the City's approximately 738,000 Medical Assistance recipients under Pennsylvania's HealthChoices behavioral health managed care program. Approximately 66% (n=488,970) of Philadelphia's Medical Assistance recipients are adults 18 years of age and older.

Mobile crisis services should align with the DBHIDS Connection, Access, Resilience and Equity – CARE Framework. This includes increasing *connection* by strengthening relationships, communication and shared decision making across DBHIDS, providers, system partners and communities. It ensures reliable *access* to services and provider



viability while reducing barriers to timely, high-quality care for Philadelphians. The framework builds *resistance* by strengthening system adaptability, building a stable workforce, and increasing providers' capacity to serve through change. Additionally, it focuses on achieving *equity* by embedding fairness, inclusion, and culturally responsive care.

CMCRT services must also reflect the Philadelphia system emphasis on recovery transformation, total population health, and addressing trauma and social determinants of health (SDOH). The [DBHIDS Practice Guidelines for Recovery and Resilience-Oriented Treatment](#) provides a framework for system transformation along with the multilayered traumas individuals experience, achieving equity at the individual and community level, and engaging communities through inclusion while tapping into the wisdom of our communities. This holistic approach to treatment supports five wellness dimensions and symptom-management, addresses the Social Determinants of Health (SDOH) and mental health, and empowers individuals to achieve successful community tenure. The Philadelphia system's population health approach incorporates services that are provided in a manner consistent with the system's transformation of behavioral health services.

Project Background

The purpose of this RFP process is to identify one provider for CMCRT to serve the Northeast region as well as other areas of the city when needed. The services must be delivered in a manner that is consistent with the DBHIDS system person-centered, recovery-oriented, trauma-responsive, population health approach. The proposed services should be flexible, make available a wide variety of resolution-focused clinical interventions, address/prevent further trauma, provide recovery supports, and be individualized.

This process is designed to identify providers that are responsive to this RFP by demonstrating the capability to offer high-quality behavioral health care services. The merits of each submission will be evaluated based upon its quality and responsiveness to this RFP.

Problem Statement

Many of the 1.5 million Philadelphians experience behavioral health crises every day, with approximately 100,000 calls made to 911 and the Philadelphia Crisis Line annually for behavioral health related crises. Adult mobile crisis services received nearly 7,200 dispatches across Philadelphia in 2025.

DBHIDS envisions a crisis system in which there is "no wrong door" to behavioral health treatment and where the crisis response helps to ameliorate the crisis. Crisis services should be available 24/7 to everyone, anywhere. The role of Philadelphia's crisis system is to

mitigate or resolve behavioral health crises, support recovery, center the individual in their own crisis response and resolution, and decrease reliance on higher levels of care such as emergency rooms/CRCs and inpatient psychiatric treatment. This vision recognizes the importance of working across systems/silos and addressing the impact of multiple social determinants of health.

2.3 RFP Schedule

RFP Posted	October 14th, 2026
Pre-Proposal Meeting	A pre-proposal meeting will be held on October 23rd, 2026, at 11:00 a.m., Philadelphia Time. It is highly recommended that all proposers attend. <i>Invite Link</i> https://us02web.zoom.us/j/86069862860?pwd=F6DXvxcySGk68s5cudPMKKzCFhCrX.1
Applicant Questions Due	Applicants must submit questions regarding this opportunity by October 30, 2026, at 5 PM Philadelphia time. All questions must be submitted via email to DBHIDS.Grants.Procurements@Phila.gov
Answers Posted on eContract Philly	November 6th, 2026, 5pm Philadelphia time
Proposals Due	November 16th, 2026, 5pm Philadelphia time
Applicant Interviews, Presentations (City Discretion)	November 23rd, 2026 Virtual options should/must be offered here as well.
Applicant Selection	November 30th 2026
Contract Execution	December 1st, 2026
Commencement of Work	December 1st, 2026

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

2.4 Outcome Goals

1. Reduce unnecessary emergency department utilization following a behavioral health crisis. Increase the percentage of individuals experiencing a behavioral health crisis who are safely stabilized in the community and do not require an emergency department visit within 24 hours of CMCT intervention.
2. Increase successful stabilization in the least restrictive setting. Increase the percentage of crisis episodes in which individuals are safely stabilized without psychiatric hospitalization, emergency department admission, or law-enforcement involvement when those interventions are not clinically necessary.
3. Improve timely connection to ongoing behavioral health care. Increase the percentage of individuals served by CMCTs who successfully engage with an appropriate behavioral health or community-based support service within 7 days following a crisis episode.
4. Reduce repeat behavioral health crises. Decrease the percentage of individuals who experience a subsequent crisis response, emergency department visit, or psychiatric hospitalization within 30 days of receiving CMCT services.
5. Improve outcomes for individuals experiencing behavioral health crises. Increase the percentage of individuals whose immediate safety and behavioral health needs are resolved or meaningfully improved by the end of the crisis episode, as measured through a standardized assessment or documented outcome measure.

2.5 Award Terms

Term	The term of this contract is expected to start on or about December 1, 2026, and end on or about June 30, 2027. The City may, at its sole option, amend the contract to add up to 4 additional terms, each not to exceed one year.
Compensation	Contract will state maximum compensation including all expenses not to exceed \$1,139,112 for year one and \$1,800,000 each additional year.
Cost Proposal Type	The cost proposal is a fixed rate cost proposal.
Terms of Payment	Payment will be made upon submission and approval of invoices and completion of specified deliverables in accordance with the contract.

Applicants are advised that the contract resulting from this RFP will require the approval of Philadelphia City Council prior to execution. By submitting a proposal in response to this RFP, Applicants acknowledge their understanding and agree that any proposed contract with the selected Applicant will be (i) submitted to City Council in the form of a proposed ordinance; (ii) subject to the

customary process of public notice and hearing for the enactment of legislation by City Council; and (iii) may not result in a final, executed contract unless the proposed contract, and all terms and conditions contained therein, receives a majority vote in favor of the contract.

3. SCOPE OF WORK

CMCRTs are a critical service in Philadelphia's comprehensive continuum of crisis services. CMCRTs provide 24/7 community-based crisis services including emergency screening, assessment, crisis stabilization, de-escalation, short term counseling, and triage. Services are resolution-focused and recovery-oriented. The teams provide immediate, behavioral health assessments and respond to a variety of situations including but not limited to wellness checks, intoxication, conflict resolution, non-emergency medical treatment, and transportation to social services.

CMCRT serves individuals in their homes, workplaces, or in the community, with the goal of stabilizing crises in the community and serving as a diversion from an emergency department, psychiatric hospital, or police encounter. When indicated, CMCRT may make referrals to other clinically appropriate levels of care, including connecting individuals to facility-based care as needed through warm hand-offs and coordinate transport when warranted. Individuals 18 years of age and older residing in Philadelphia are eligible for CMCRT; as such, triage to funded services for non-Medicaid eligible individuals, such as those with private insurance or uninsured individuals, must be provided during the initial response to the crisis referral.

CMCRTs provide in person rapid response 24/7 to referrals within 30 minutes, then solution-based case management and proactive follow-up care to reinforce linkages to the appropriate social services and behavioral health interventions. CMCRT services are collaborative, strength-based, and resolution-focused, with barriers to long-term stabilization addressed at each contact. Services are flexible, leading to additional services when appropriate, with an emphasis on the individual's adaptive coping and ultimate autonomy and ability to end services.

3.1 Description of Services

Essential functions of mobile crisis teams include:

- Triage and screening, including explicit screening for suicidality, using standardized tools like the Columbia Suicide Severity Rating Scale.
- Assessment, including explicit comprehensive suicide risk assessment



- Brief interventions to reduce suicide risk, including safety planning and counseling to reduce access to lethal means
- Trauma-informed de-escalation
- Peer support
- Referral and coordination with new and/or existing medical and behavioral health services, as appropriate
- Crisis safety planning and follow-up

Teams respond to calls that are directly called into the Philadelphia Crisis Line (PCL) or those that were appropriately directed to the PCL from the 911 system. Staff utilize training, skills, and experience to ensure non-violent crisis resolution. CMCRT response entails assessment of the situation and provision of immediate stabilization in case of urgent behavioral health crisis. CMCRTs are equipped to work with individuals experiencing mental health crises, substance use, and/or intense behaviors, symptoms, and emotions that raise concern for potential harm to self or others. In addition to addressing high levels of acuity, teams may support individuals in seeking crisis services early. As such, “crisis” can be defined by the caller when events exceed current capacity to cope.

The following elements must be part of all CMCRT services:

1. Location

Applicants must currently have a site located in the Northeast region, serving the following ZIP codes: 19111, 19114, 19115, 19116, 19135, 19136, 19149, 19152, and 19154. While this is their general region of operations, DBHIDS has employed GPS capability, and providers may be dispatched outside their region if they have available teams near the crisis.

2. Rapid Response

CMCRTs will provide rapid responses to all referrals within 30 minutes of initiation of the referral and ongoing as needed for the duration of services. Rapid response should occur in person for all referrals received 24 hours a day, 7 days a week. The selected applicants will be required to staff multiple teams with one team per shift in operation to meet the 24/7 coverage requirement.

3. Stabilization

Response staff will immediately provide services to engage and calm the individual, initiate resolution of the crisis, and based on the response to the intervention and continued need, the response staff in collaboration with the individual will determine whether expedited access to other services, such as outpatient care, is needed. Strategies should be collaborative rather than coercive. An explicit goal is to reduce the use of involuntary

commitment within the behavioral health service system. The CMCRT staff should prioritize assisting individuals in obtaining relief and regaining a sense of understanding and control.

CMCRTs should provide crisis stabilization through evidence-based/evidence informed interventions that include, but are not limited to crisis intervention, crisis de-escalation, engagement, family-focused and resolution focused approaches. Evidence-based and evidence supported approaches should effectively engage and stabilize the individual in crisis. Strength-based engagement is foundational to creating a trusting climate, achieving effective crisis relief, and activating adaptive coping and problem-solving capabilities in a short period of time. When sufficient relief/harm reduction is not forthcoming a collaborative decision may be made to refer to the CRC.

If CRC referrals are necessary, CMCRTs will accompany individuals and provide a warm hand-off to the CRC team, including providing all relevant information about the crisis to inform the CRC assessment and intervention. CMCRT staff should remain in the CRC until CRC has assessed the individual and interventions are underway to the individual's satisfaction.

4. Assessment

Assessment is an ongoing function of the CMCRT and is most effectively carried out when an individual feels the environment and treatment provider are safe. This includes addressing individual concerns, family concerns, and fears about what led to the CMCRT referral; the individual's comfort with CMCRT staff, environment in which the service is being delivered, and how they are experiencing the treatment itself. This also means helping attend to basic, priority needs as soon as possible.

Assessment should be provided along with ongoing crisis intervention. Efforts to relieve the crisis should not be delayed for the sake of assessment, and a formal assessment should not constitute an entire contact with an individual. A structured tool can be administered to aid initial understanding of the crisis when circumstances are complex. It is important to keep assessment strategies brief and focused on the clinical material related to the crisis. Individuals should define the crisis as they are experiencing it and interpreting it. Crisis assessment should be conducted from a holistic perspective, accounting for culture, development, experience, assets, trauma, and any known diagnoses or disabilities that may impact functioning in crisis situations

5. Crisis Stabilization Plan

Crisis stabilization planning will be completed with each individual and should be tailored to the needs, strengths, and abilities of the person. Strategies that have historically or presently aided in crisis resolution should be listed in a clear, written plan. With consent, the plan

should be shared with the CRC, family or household members and other service providers who may become involved to ensure consistency.

6. Trauma Informed Services

Most individuals who use crisis services have experienced some form of trauma. As a result, all services must be trauma-responsive, and all staff must have sufficient training to work effectively and empathically with individuals who have experienced trauma.

7. Social Determinants of Health Screening

Recognition of the role Social Determinants of Health (SDOH) and racial inequities play in influencing health and quality of life funds require attention in behavioral health care settings. Although SDOH are proven to have a significant impact on health outcomes before and after a crisis incident, there is no standardized screening for SDOH as part of early intervention and connection to appropriate community resources. The challenge has always been identifying multiple domains of social risk/needs like food and housing insecurity, financial instability, transportation, childcare, education, employment, exposure to violence, and more recently social isolation, without the ability to offer meaningful resources and supports. Integrating a standardized and universal social needs assessment using a screening tool can predict future use of crisis services and is an essential first step in facilitating more targeted interventions, averting repeated crisis episodes.

Racial health inequities persist within Philadelphia, including within service delivery systems. Significant work is required by diverse stakeholders to reach health equity of racial and ethnic minorities. Disparities can lead to significant differences in life expectancy depending on the neighborhoods. Assessment of socio-economic factors that include where an individual lives, their ability to afford treatment/time for treatment, access to treatment and other barriers will need to be considered to support removal of racial health inequity barriers and promote access to treatment.

8. Supporting Individuals with Special Needs

CMCRT services are used by individuals with a variety of special needs. The treatment procedures must be designed to fit individuals with at least the following needs:

- Individuals who are older than the age of 65
- Individuals with substance use disorders
- Individuals with intellectual disabilities
- Individuals with concurrent serious medical issues
- Individuals and/or families who are not fluent in English.
- Individuals who are chronically homeless and/or of lower socioeconomic status

CMCRT services will be used by individuals 18 years of age and older. The expectation for the CMCRTs will be to serve all classifications of behavioral health needs, including individuals with intellectual disabilities and co-occurring mental illness. Individuals between the ages of 18-21 will likely be considered for response by the CMCRT, however, if the person between the ages of 18-21 is enrolled in high school and/or diagnosed with intellectual disabilities, the Children's Mobile Crisis Team may be considered for response and support.

9. Evidence Based Practices

DBHIDS has a strong focus on the use of evidence-based practices (EBPs) for all levels of service throughout its provider network. The mobile teams procured through this RFP is strongly encouraged to establish an EBP that is appropriate for the population served. If an EBP will be pursued or is already established within the agency, training, supervision, and quality assurance strategies should be described to ensure the EBP is being implemented and sustained. Applicants are encouraged to become familiar with DBHIDS' EPIC department as well as its EBP designation process.

10. Peer Support

Peer engagement is an essential component of crisis intervention. The crisis needs to be defined, with support from the CMCRT to aid in describing the precipitating events. Solutions should be individual led as often as possible, and the Peer Specialist should assist the individual in exploring reserves of strengths, resources, techniques that have been previously successful, and family and community support. Peer Specialists should have a major role in working with individuals to provide advice, helping the person understand and select behavioral health resources for themselves.

11. Linkages

Regionalized services will provide a committed presence in a defined area and can engender stronger relationships between providers, families, and community-based entities. The CMCRTs and the team leadership will prioritize creation of linkages to care at the community level through collaboration with the community at large and key stakeholders within the community. The CMCRTs will gain an understanding of cultural needs and distinctions in the communities. Becoming an inclusive member of the assigned community(ies) ensures consideration is made of the diversity that exists within the community(ies). CMCRTs will engage, collaborate, and coordinate with community-based agencies to address social determinants of health that contribute to negative behavioral health outcomes when not engaged in crisis work/calls.

CMCRTs will maintain updated information around treatment services, community supports and other relevant services, which will be utilized to connect individuals and families with

needed and desired services. CMCRTs will provide support to the individual for up to 72 hours following the first rapid response to assist with stabilization, coordinate with existing service providers, and provide appropriate connections. Linkages and warm handoffs to services will be a component of CMCRT through the duration of the CMCRT treatment.

12. Discharge/Continuing Care

CMCRT services can and should be ended whenever clinically appropriate and mutually determined; services should promote an individual's strength, resilience, autonomy, and ability to access community support. The crisis stabilization plan should be reviewed during the final contact to ensure the person is prepared to manage stressors and conflict that may arise. When another service has been recommended, CMCRTs should assist in understanding and addressing any apprehension or ambivalence that might prevent attendance of a first appointment or that indicate that alternate service options should be explored. Telephonic follow-up will be completed within the 72-hour service period of CMCRT and should include the CPS, as noted above.

13. Community Outreach

CMCRTs will be responsible for education and promotion of the program to obtain referrals from local hospitals, clinics, police departments, family support programs, substance use treatment programs, community-based organizations, probation officers and shelters, and families in the assigned region. The program should develop relationships with other crisis services (for example, psychiatry and outpatient treatment services) and ensure there is access to a continuum of crisis services. In keeping with a Population Health approach, outreach should aim to promote increased wellness and stability among populations served in each region.

14. Technological Capabilities

Applicants must have the technology capabilities to perform the activities proposed in this RFP, including the capability for electronic claims submission, service data reporting and telehealth capability. As noted above, on-call staff for CMCRTs will need mobile access to electronic files and other resources to allow effective responses to crises 24/7, allow essential paperwork to be completed in/forwarded from the field—minimizing reliance on a physical office to complete tasks. GPS capability, and mechanisms for summoning 911 responses are essential support for mobile teams.

15. Transportation Capabilities

Applicants will be required to have vehicles to perform the activities proposed in this RFP. The vehicles must be ADA compliant to perform the activities proposed in this RFP. The transporting of individuals or family members will be determined on a case by case basis,

with consideration for other, appropriate methods of transportation, such as providing tokens or offering ride-share services. Including the transportation capabilities will guarantee a warm hand off to next level of care, if appropriate.

General Requirements

The Department 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 H, Organization 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.

In addition to meeting the requirements stated in the description of the services listed above, the requirements for the tangible work products listed above include the following components:

1. Timetable

The full program timetable will be finalized with selected applicants during contract negotiations. They must be fully operational on the awarded date.

2. Continuous Quality Improvement (CQI) and Program Monitoring

As part of the DBHIDS initiative to assure delivery of high-quality services with positive measurable outcomes, Applicants will be expected to describe a plan for continuous quality improvement (CQI) that includes planned, systematic, formal and ongoing processes for assessing and improving the outcomes of each proposed service. Applicants will also be expected to include diversity, equity, and inclusivity (DEI) monitoring as a core function on the CQI plan. The plan will be expected to detail a workforce that reflects the communities served, supports mitigating health disparities and that understands and demonstrates sensitivity to the needs of underserved communities.

Awarded providers will be subject to evaluation, program, compliance, and budgetary monitoring by DBHIDS and CBH. On-site reviews, including participation in treatment teams, may occur as deemed necessary by CBH.

Applicants are also expected to describe their planned processes to track, evaluate and report outcomes at the individual and program levels. An essential component of service monitoring is gathering information that includes post-discharge monitoring of individuals who have received services, with particular focus on reduced hospital readmissions and/or reliance on crisis services and the Crisis Response Center (CRC). The post-discharge

monitoring function should include standardized quality of care metrics, tracking the use of involuntary commitment. This should be included as part of the Applicant's quality assurance plan to assess and strengthen ongoing collaborative services and to follow up on the progress of individuals who received treatment.

Programs which are contracted will be subject to evaluation, program, compliance, and budgetary monitoring by DBHIDS and CBH. A full monitoring plan will be set forth with awardee(s) during contract negotiations.

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply and cooperate with all contract and compliance monitoring and evaluation activities undertaken by the City of Philadelphia, and with all security policies and requirements of the City.

3. Reporting Requirements

By accepting an award under this RFP, Applicants agree to comply with all data reporting requirements of CBH. Awardees agree to supply all the required data necessary for outcome evaluation and CQI purposes and to participate in required assessments. To fulfill the data reporting requirements, successful Applicants must work with CBH and, where applicable, the CBH Claims, Information Services, Data Informatics and Research Information Management (RIM) Departments to ensure the quality and completeness of data. Reporting requirements may be modified prior to or during the contract award period.

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.

4. Performance Standards

The selected applicant will be required to meet the performance standards established by CBH during the term of the contract along with meeting CBH credentialing and compliance standards. All successful applicants will be expected to have a compliance plan along with all other required documents for CBH initial credentialing.

5. Cost Proposal

Applicants will be required to submit an operations budget. This budget must include all operating costs such as staff, administrative costs, ongoing supplies, ongoing building expenses including vehicles and maintenance, etc. The successful applicant will be

reimbursed using a value-based model, which is designed to incentivize high-quality and cost-efficient care.

The Applicant is to use the budget forms which are provided separately on the DBHIDS website to develop each budget.

6. Organization and Personnel Requirements

The applicant should provide the following:

- i. Information on the management and administrative structure of the applicant agency and the place of the proposed service in the organization's structure.
- ii. Information on whether the applicant organization is a for-profit or not-for-profit organization.
- iii. Information on the applicant organization's history, mission, years of experience providing similar services and references.
- iv. Information on the organization's financial capacity should be detailed.
- v. All employees and contracted individuals providing CMCRT services must comply with Pennsylvania Department of Human Services (DHS) staff requirements. The information concerning required clinical, administrative, and multidisciplinary staff required by DHS are found in the proposed [55 Pa. Code §§ 5250](#). Numbers of staff provided have been estimated and can be expanded to meet regional capacity needs. CMCRTs will be comprised of:
 - Medical Professionals
 - Licensed Behavioral Health Professionals
 - Crisis Intervention Services Workers
 - Certified Peer Specialist

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. For each staff position, the applicant should provide information on the individual's licenses and certifications, educational level, experience, specific skills and years of experience. Staff for each program must have cultural competence. Applicants are required to describe how staff will communicate with families who speak languages other than English.

7. Technology Capabilities

Applicants must have the technology capabilities required to perform the proposed activities in this RFP.

3.2 Performance Metrics, Contract Management & Payments

Performance Metrics

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

Performance Metric	Data Source	Data Collection Frequency	Data Collection responsibility	Data Review Cadence	Past Performance Benchmark (if known)
Response Time	BHL/Qlik	Monthly	DBHIDS	Monthly	30 minutes
Disposition	BHL/Qlik	Monthly	DBHIDS	Monthly	N/A
Accepted/completed dispatches	BHL/Qlik	Monthly	DBHIDS	Monthly	N/A
Contract rate	BHL/Qlik	Monthly	DBHIDS	Monthly	N/A
Team Members	BHL/Qlik	Monthly	DBHIDS	Monthly	N/A

Contract Performance Monitoring

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

How We Will Pay the Selected Applicant

The contract for each chosen provider will include a contract maximum amount that cannot be exceeded without a written contract amendment. Applicants must provide a detailed cost proposal, with a line-item breakdown of the costs for specific services and work products proposed. Cost proposals must be "fixed price" proposals. The proposed price must include all costs that will be charged to the City for the services and tangible work products the Applicant proposes to perform and deliver to complete the project, including, but not limited to, costs for the following, if the Department is to pay for them: employee compensation and fringe benefits; communication; printing; administrative expenses; bonding; acquisition of real estate; rent, utilities, maintenance and security related to real estate; travel (reimbursable only at rates approved by the Department);

project management; development; testing; implementation; maintenance; training; and all other work proposed. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

4. HOW TO SUBMIT YOUR RESPONSE

4.1 What You Must Include in Your Proposal

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

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

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

Proposal Requirements:

1. Table of Contents

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

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

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

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

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

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

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

- 1. Name

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

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

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

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

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

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

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

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

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

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

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

- Company Name
- EIN
- Scope of Work



- SBE or LBE Certification (if applicable)
- Percentage of total work allocated to each firm

In addition, as required by OEO pursuant to [Mayoral Executive Order 06-25](#), please complete the Solicitation & Participation Form included as an attachment to [Appendix B](#) and submit it as part of your proposal. This captures all S/LBEs you have asked to work on this project with you, whether they have committed to do so, and the amount or percentage of the overall contract anticipated to be paid to each.

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

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

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

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

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

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

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

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

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

- A general, independent statement of the Applicant's financial condition, prepared by an external auditor or accountant;

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

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

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

For contracts valued at \$1 million or more annually, please also detail in your proposal the local impact if you are awarded the contract, by including the following information:

- a. Anticipated quality jobs created or sustained in Philadelphia through the contract;
- b. Anticipated hiring of Philadelphia residents to perform work under the contract;
- c. Will you open offices in Philadelphia if awarded the contract?;
- d. Are you planning to form a joint venture or subcontract with any Philadelphia-based entities? If so, please detail those arrangements; and,
- e. Any other information you deem relevant to demonstrating local impact.

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

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

4.2 How To Submit Your Application

Online Submission Required by the Application Deadline

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



eContract Philly submission process. You will receive a confirmation email that your Application was submitted.

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

Electronic File Limitations

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

Every Entity Applies for Itself

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

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

Use the Submission Checklist Below

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

DOES MY RESPONSE MEET THE PROPOSAL REQUIREMENTS?

Did you submit the proposal before the stated deadline of this RFP?	✓
Did the proposal explain how Applicant meets the goals and objectives, tasks, milestones, and deliverables, and other requirements described by the Department in the Opportunity and Scope of Work sections?	✓
Does your cost proposal meet the requirements under " Compensation "?	✓
Does your service proposal meet the requirements under " Description of Services "?	✓

Does your proposal meet the overall format and content requirements described in " What you must include in your proposal "?	✓
If eligible, did you register with the Office of Economic Opportunity as a certified SBE or with the Procurement Department as a certified LBE ?	✓
If eligible, did you enroll with the City's Vendor Payment Portal to effortlessly submit electronic invoices and monitor payment progress 24/7?	✓
Did you review the entire RFP and contract attachments, including the Contract Terms and Conditions, and request any exceptions? You must propose contract language changes with your proposal or the City's terms are deemed accepted.	✓
Was the proposal submitted electronically through eContract Philly ?	✓
Did you complete the mandatory political contribution disclosures through the application?	✓
Was the proposal submitted to the correct opportunity number?	✓
Was the application signed by clicking on the "submit" button at the conclusion of the eContract Philly submission process? The proposal is not considered submitted until this button is pressed, regardless of when you started to complete the proposal. You will receive an email acknowledgment of your submission.	✓
Was the individual who signed the application authorized to sign on behalf of the Applicant? For more information on who is authorized to sign your application, please see page 32 of the sample application found on eContract Philly here . You must be logged in to eContract Philly to access the document.	✓
Does the Applicant's eContract Philly Profile match the Applicant information provided in the proposal? Do the Taxpayer Identification Numbers match? (Do not use the SSN of the person filling out the proposal, unless the contract will be with that actual person; use the number of the entity applying and on its eContract Philly profile.)	✓
Special Rule for Joint Ventures	✓

4.3 Proposal Binding

Your proposal is a binding offer to contract for what you propose. Each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP and will enter a contract containing the same terms. If the City accepts your proposal as submitted, the City need not negotiate additional or different terms. Applicants must

state clearly and conspicuously any modifications, waivers, objections, or exceptions they seek in a separate section of the proposal entitled "[Requested Exceptions to Contract Terms](#)."

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

5. HOW WE CHOOSE

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

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

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

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

6. GENERAL RULES GOVERNING RFPs/PROPOSALS

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

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

REGISTER [HERE](#)

Maintain an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

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

OBTAIN A TAX
CLEARANCE
CERTIFICATE [HERE](#)

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

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

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

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

Pay a Contract Preparation Fee

SEE AND PAY THE FEE
[HERE](#)

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

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

If the awarded contract is valued at or over \$250,000, you must extend Equal Benefits to life partners of employees that are

INFORMATION
REGARDING EQUAL

extended to spouses of its employees, under 17-1900 of the Philadelphia Code.

BENEFITS IS LOCATED [HERE](#)

Register for electronic payments

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

Comply with OEO's Small and Local Business Plan

SEE [APPENDIX B](#)

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

**SEE [HIPAA](#) SECTION
BELOW**

6.1 Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract entered into pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA) or other state or federal laws or regulations governing the privacy and security of health information.

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

6.2 Special Rules Applicable to Joint Ventures

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

6.3 Mandatory Political Contribution Disclosures and Penalties

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

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

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

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

6.4 Political Contribution Limits for City Contractors

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

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

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

6.5 City Employee Conflict Provision

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

6.6 Reservation of Rights

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

6.7 Confidentiality and Public Disclosure

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

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

Appendix A – General Provisions

THE CITY OF PHILADELPHIA
PROFESSIONAL SERVICES CONTRACT
GENERAL PROVISIONS
FOR
DBHIDS



Appendix B – Small & Local Business Plan

As attachments to Appendix B:

Appendix 1 – Participation Range Memo

Appendix 2 – Solicitation & Participation Form



Appendix C - City of Philadelphia Tax and Regulatory Status and Clearance Statement

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

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

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

Applicant Name		
Contact Name and Title		
Street Address		
City, State, Zip Code		
Phone Number		
Federal Employer Identification Number or Social Security Number:		
Philadelphia Business Income and Receipts Tax Account Number (if none, state "none")		
Commercial Activity License Number (if none, state "none")		

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

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

Authorized Signature

Date

Print Name and Title