

**REQUEST FOR PROPOSALS
For VIP Catering Services Delivered to the 2023 Philadelphia Marathon Weekend**

Issued:	September 1, 2023
Issued by:	The Philadelphia City Fund on behalf of the City of Philadelphia, Managing Director's Office, and the Philadelphia Marathon.
Deadline for questions related to the RFP:	September 11, 2023
Deadline for Proposal Submission:	September 22, 2023

All questions concerning this RFP must be submitted in writing via email with "PM 2023 RFP – Questions" in the subject line to marathon.contracts@phila.gov, with a cc: to cityfund@phila.gov by September 11, 2023 and may not be considered if not received by then. The Marathon will provide written responses to the submitted questions no later than **September 15, 2023**. These responses will be posted at <https://philacityfund.org/rfp-2023-marathon-vip-catering/> with original questions noted. Oral responses by any employee or agent of the Fund or the Marathon are not binding and shall not in any way be considered a commitment by the Marathon.

Proposals must be received no later than 5:00 PM E.S.T. on September 22, 2023. Proposals must be submitted with all required components and documentation to marathon.contracts@phila.gov with a cc: to cityfund@phila.gov

PART I: INTRODUCTION

A. Background

Now in its 30th year, the Philadelphia Marathon is composed of three days of events (November 17-19, 2023) featuring the Health & Fitness Expo, the Nemours Kids Run, the Rothman Institute 8K, the 13.1 mile Dietz & Watson Philadelphia Half Marathon and the 26.2 mile AACR Philadelphia Marathon (the "Philadelphia Marathon Weekend"). The event will bring more than 30,000 participants and their families to Philadelphia to participate in one of the top 10 marathons in the United States. Participants come from all 50 States, the District of Columbia and over 40 countries around the world. On race day thousands of enthusiastic onlookers will line the 26.2 mile course to cheer on friends and family members.

B. Organizational Overview

The race is produced by the City of Philadelphia ("City") Managing Director's Office (MDO) with support from the Philadelphia City Fund, formerly the Mayor's Fund for Philadelphia ("Fund"), a non-profit fiscal sponsor that provides services to projects that promote Philadelphia. The Fund serves as the fiscal and administrative agent for the Philadelphia Marathon Weekend (PMW). The race is supported by a team of administrative, operational, marketing, public relations, and community outreach professionals both internal and external to city government.

If any contract is awarded pursuant to this Request for Proposal, the Fund will award that contract and the contract will be held between the Fund and the selected vendor.

PART II: SERVICES

A. Scope of Work

The Philadelphia City Fund and the City of Philadelphia seek proposals from a qualified Contractor to provide food and beverages services (catering services) for VIP and title sponsor tents for the Philadelphia Marathon Weekend scheduled for November 17 – 19, 2023.

In this RFP, the term "**Catering Services**" includes all functions typically performed by a comprehensive catering company, such as, without limitation,

1. set up and staging for an event;
2. beer, wine, and liquor service;
3. food and beverage purchases, food preparation, cooking and warming;
4. buffet and food station operation;
5. table wait service and bussing when applicable;

6. related equipment rentals;
7. take down and clean up after the event;
8. clean up of all related materials after the event and neatly returning equipment to storage or removing it from the site.

The VIP and Sponsor tents are for a group of race registrants who have procured exclusive food, beverage service and equipment storage; dignitaries; honored guests and selected staff. All participants will be badged accordingly. Food service should be configured buffet style. The Contractor will be responsible for servicing the VIP tent (approx. 250 persons), and Title Sponsor Tent (approx. 150 persons). Linen service will need to be provided for a second Title Sponsored Tent on the Saturday of the race weekend, but no food or beverage service is required.

The VIP structure is a 40' X 80' heated tent with a laser level floor with a designated number of tables and chairs to meet capacity. A 10'x20' tent with metal roof is attached and serves as the "Cook Tent". The Title Sponsor Tents are 40'X40' with a ground contoured floor. The VIP tent serves as the hub of food preparation. Sponsor tents are in proximity to the VIP tent making the transport of food relatively easy.

The Contractor will provide food and beverage services on site for the duration of the event at prescribed hours listed and must have the appropriate license and certifications required to provide full event catering and bar service. PMW has multiple food brand partners and product placement in the tents is a contractual obligation. The Contractor will be responsible for providing the necessary equipment including but not limited to food preparation including kitchen equipment coolers, trays, warming dishes, utensils, etc. for those sponsored products. PMW leadership will work with the Contractor, sponsorship broker and brand representative to coordinate the transfer of product.

Currently, the following is a listing of our food and beverage partner brands:

- ACME Markets
- Clif Bar
- Dietz and Watson
- Michelob Ultra
- Nuun Hydration
- Yakult

Contractor shall employ and provide all personnel necessary and prudent for the safe and efficient performance of Catering Services. Contractor and its employees shall always conduct themselves courteously, professionally, and in a manner that reflects well upon the Philadelphia Marathon Weekend and the City. Contractor shall cause its employees to be presentable and outfitted in appropriate attire which clearly identifies them as Contractor's employee. The Fund and the City may require the Contractor to remove and replace any employee that does not meet the requirements.

The Contractor shall, at its sole cost and expense, provide, setup and use all equipment, material, and supplies necessary and prudent for the safe, efficient, and successful staging of the Event, including but not limited to kitchen equipment, china, silverware, glassware, table linens and overlays, food and beverages to be consumed at the events, and equipment needed for heating and food preparation. The PMW will provide all tents, tables and chairs, a 10' x 10' Cooking structure with metal roof, uplighting package, secured with weights adjacent to the VIP tent.

Contractor shall provide a menu that demonstrates quality, healthfulness, variety, and suitable for athletes participating in a fall endurance event. A sample menu and schedule is presented in Section C.

The Contractor, or subcontractor, may serve alcoholic beverages at the VIP tent, its Contractors and subcontractors that serve alcoholic beverages must have obtained all permits and licenses required under Applicable Laws for the serving of alcoholic beverages. If Contractor does not have the appropriate license to serve alcohol, it may subcontract with another entity to provide this service.

At least 30 days before the Event, the Contractor shall communicate with the PMW leadership to coordinate appropriate menus, schedules for delivering equipment and supplies to the VIP Tent.

The Fund and the City make no representations or warranties regarding the adequacy of the utilities and utility service currently available at the site. The PMW in consultation with the Contractor shall, connect to and or upgrade any existing utility service (electricity and propane) or create a new utility system as needed for Contractor's operation if possible.

Contractor shall, at its sole cost and expense, clean-up and remove all waste, garbage, refuse, rubbish, organic debris, and litter generated by and related to the Event and Catering in the tent area. Refuse removal will be handled by the City.

The Fund and the City encourage the Contractor to use chlorine-free, biodegradable products such as, but not limited to, paper towels, napkins, utensils, and plates if the Contractor intends to use any disposable products during Event Planning and Catering. Additionally, the Fund and the City encourage Contractors to use "Green Seal" eco-friendly products such as, but not limited to, soaps and cleaners for operational and cleaning purposes. A list of "Green Seal" certified products can be found at <https://certified.greenseal.org/directory>. The Fund and the City also encourage the serving of sustainable food products and the training of staff on environmentally friendly food practices.

As part of the City's Zero Waste Initiative, the City encourages Contractors to make every effort to reduce food waste, including a plan to donate surplus food. Contractors may consider the use of volunteer or third-party surplus food redistribution services. Contractor may be able to find food redistribution services at <http://www.foodconnectgroup.com/>.

B. Schedule

The anticipated event schedule is outlined below:

Event Date(s): Saturday, November 18, 2023 & Sunday, November 19, 2023

Setup/Build Start Date: Friday, November 17, 2023

Breakdown Start Date: Sunday, November 19, 2023 (Immediately following event conclusion)

Breakdown End Date: Monday, November 20, 2023

Race Run of Show for Saturday, November 18, 2023

- Gates Open 5:00am
- Half Marathon 6:55am
- 8K 10:55am
- Childrens Run 12:00pm

Race Run of Show for Sunday, November 19, 2023

- Gates open 5:00am
- Marathon 6:55am

C. Suggested Menu

Saturday VIP Tent - 250 ppl

Saturday AARC Tent - 100 ppl

Continental Breakfast: 5am – 6:30am

Coffee, fresh squeezed orange juice, cranberry juice, bottled water, PMW sponsored (sports drink) breakfast bars, pastries including bagels and muffins and fresh fruit salad will be available.

Breakfast Buffet: served @ 6:30am – 9:00am

- Breakfast sandwiches
- Crunchy Granola
- Oatmeal
- Fresh Fruit Salad

- Pastries
- Beverage Station

Lunch buffet served @ 11:30 – 2:00pm

- Hot Soup
- Caesar salad / Garden salad
- Gourmet deli sandwich station
- Prepared cold salads (i.e. potato salad coleslaw)
- Chips
- Desserts
- Beverage station i.e. Iced tea, lemonade, bottled water, assorted sodas, and PMW sponsored sports drink
- Bar Set Up i.e. Mimosas, Bloody Mary's and Beer (PMW sponsored beer brand)

Sunday VIP – 250pp!

Sunday AARC Tent - 100pp!

Continental Breakfast: 5am – 6:30am

Coffee, fresh squeezed orange juice, cranberry juice, bottled water, breakfast bars PMW sponsored sports drink, pastries including bagels, muffins and fresh fruit salad will be available.

Breakfast Buffet: served @ 6:30am – 10:30am

- Breakfast Meats, Eggs and Potatoes
- Crunchy Granola
- Oatmeal
- Fresh Fruit Salad
- Pastries
- Beverage Station (*Coffee, tea, hot chocolate, fresh squeezed orange juice, cranberry juice bottled water*)

Lunch buffet served @ 11:00am – 2:00

- Hot Soup or Chili
- Hot Sandwiches
- Gourmet deli sandwich station
- Caesar salad / Garden salad
- Prepared cold salads (i.e. potato salad coleslaw)
- Cold Salad
- Chips
- Cookies and Brownies and Fresh Fruit Salad
- Bar Set Up i.e. Mimosas, Bloody Mary's and Beer (PMW sponsored beer brand)

PART III: GENERAL TERMS, PROPOSAL FORMAT, AND SUBMISSION REQUIREMENTS

A. Proposal Format

In its Proposal, each Respondent must demonstrate that it has substantial experience in professional catering, event marketing, planning and operation, and that it has or can readily obtain the necessary liquor license to perform the service. Each Respondent also must demonstrate that it has sufficient financial and management capacity to operate and manage Catering Services at the highest quality level.

All Proposals must include the following, unless otherwise identified as optional:

1. Introduction / Executive Summary / Company or Agency Profile, including organizational structure.
2. Related Experience
3. Listing of Industry-Specific Licenses, Awards, and Professional Affiliations
4. References or summary of current Clients and Partners
5. Proposed Scope of Work – How will you meet the stated objectives? Please ensure that the proposed scope of work addresses the following topics:
 - a. Proposed Schedule and Important Milestones
 - b. Proposed Menu and Cost Proposal, including a detailed budget breakdown
 - i. **NOTE:** The PMW leadership has the final say on menu offerings
 - c. *Optional*: Additional Services offered by your entity that are not listed in the Scope of Services, that may be of interest
6. Proposed Subcontractor (Alcohol)
 - a. If Contractor proposes to work with a subcontractor for the provision of alcohol, provide the name of proposed subcontractor
7. Summary of Contractor's Insurance policies
8. Disclosure of Litigation and City Contracts statements (see below, sections D and E)
9. Completed Diversity Disclosure Report for RFP Applicants (Appendix A)

B. Submission Requirements

For a proposal to be considered a qualified submission, the following criteria must be met:

- Proposals must be received no later than 5:00 PM E.S.T. on **September 22, 2023**.
- The respondent must send their proposal electronically to be eligible for award of the posted opportunity. Proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have electronically submitted your proposals as follows:
 1. An electronic version of the proposal must be submitted to marathon.contracts@phila.gov with "PM 2023 RFP" in the subject line. All submissions must cc: cityfund@phila.gov. All required documents including

the proposal and any additional documents should be included as part of the entire proposal and submitted electronically to the above email addresses.

C. Diversity Disclosure Report

See Appendix A for the Diversity Disclosure Report Form for RFP Applicants.

D. Disclosure of Litigation

The respondent shall describe any pending, contemplated or ongoing administrative or judicial proceedings material to the Respondent's business or finances. This includes, but is not limited to, any litigation, consent orders or agreements with any state or federal regulatory agency issued to the Respondent or to any subcontractor the Respondent plans to use for the services described in this RFP.

E. Disclosure of City Contracts

Each Respondent must include a statement in its Proposal that discloses any current on-going City of Philadelphia contracts held by the Respondent and any City of Philadelphia contracts obtained by the Respondent within the past three years. This statement shall also explain the nature, the dollar amount and the duration of each contract.

F. Employee Conflict Provision

No Proposal shall be from, or contract awarded to, any Fund or Philadelphia Marathon employee or official who submits a Proposal or solicits any contract in which he or she may have any direct or indirect interest.

G. General Disclaimer

This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City.

H. Proposal Binding

By signing and submitting its bid, each respondent agrees that the contents of its bid are available for establishment of final contractual obligations for a minimum of 180 calendar days from the application deadline for this bid. Order specifications may be changed after

bids are awarded. A respondent’s refusal to enter into a contract which reflects the complete terms and conditions of this notice of contract opportunity, the Marathon contract or respondent’s Proposal may, in the Fund’s sole discretion, result in rejection of respondent’s Proposal or termination of any negotiations with the respondent.

PART IV: PROPOSAL ADMINISTRATION

A. Procurement Schedule

RFP Posted	September 1, 2023
Applicant Questions Due	September 11, 2023
Answers Posted on PCF website by	September 15, 2023
Proposals Due	September 22, 2023

B. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email with “PM 2023 RFP – Questions” in the subject line to marathon.contracts@phila.gov, with a cc: to cityfund@phila.gov by **September 11, 2023 at 5:00pm E.S.T.** and may not be considered if not received by then. The Marathon will provide written responses to the submitted questions no later than **September 15, 2023**. These responses will be posted at <https://philacityfund.org/rfp-2023-marathon-vip-catering/> with original questions noted. Oral responses by any employee or agent of the Fund or the Marathon are not binding and shall not in any way be considered a commitment by the marathon.

C. Evaluation Criteria

Proposals will be evaluated by a small team of operations and event professionals organized by the Philadelphia Marathon. Proposals will be analyzed based on the following:

- Cost
 - Cost-effectiveness, cost-efficiency, proposed savings, expense reduction
 - Price, fee caps and other cost control measures

- Experience
 - Specialized experience
 - Documented prior years of experience in handling project(s) of similar size and scope -Demonstrated ability to meet deadlines.

- Proposed plan of action/strategy/solution for project(s)
 - Utilization of most efficient methodology
 - Innovativeness of solution
 - Utilization of best practices
 - Ability to meet project deadlines under proposed solution/project plan
 - Staffing model
- Consultant/vendor capacity
- Staffing qualifications (e.g., staff prior experience, education, licenses, professional achievements)
 - Technical, administrative, financial capacity
 - Specific licensure requirements for organizations/businesses
- Expressed willingness to comply with the City and/or department standards for contracting (e.g., indemnification, nondiscrimination)
- Consultant/vendor profile
 - For-profit versus non-profit status if relevant
 - Business integrity and reputation in the industry relevant to the consultant/vendor or area of work
 - Shared commitment, with department, to achieving the objectives of Executive Order 03-12 which strives for the inclusion of Minority, Women and Disabled Businesses in all phases of the City contracting;
- Superior prior experience, as confirmed by references;
- Superior skill and reputation, including timeliness and demonstrable results, as confirmed by references;
- Superior qualifications of Project Team members, as confirmed by degrees, licenses, publications, training, and/or accreditations;
- Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority, women or disabled persons;
- Administrative and operational efficiency, requiring less City oversight and administration, as confirmed by references; and
- Meets qualification requirements as set forth in the RFP.

D. Revisions to Bid Specifications

The Fund and the staff of the Marathon reserve the right to change, modify or revise the RFP at any time. Any revisions prior to award will be posted on the City Fund website, <https://philacityfund.org/rfp-2023-marathon-vip-catering/>, with the original opportunity details. It is the respondent's responsibility to check the website frequently to determine whether additional information has been released.

PART V: CONTRACT REQUIREMENTS

A. Contract Term

The anticipated term of the base contract will be approximately October 1, 2023 through December 31, 2023, pending selection timeline. The Fund may, at its sole option, amend and/or renew any Contract to add up to three (3) additional successive terms ("Additional Terms"). Each term may be up to one year in length and will be determined based on the needs of the Marathon at the time of the contract renewal. Except as may be stated otherwise in such amendment, the terms and conditions of this Contract shall apply throughout each Additional Term.

B. Compensation

The Fund will pay the consultant/vendor based on experience and the arrangement agreed upon. The consultant/vendor will invoice the Fund/Philadelphia Marathon, terms to be agreed upon at time of contract execution.

C. Contract Requirements

Respondent agrees and acknowledges that, in addition to the terms and conditions of any Contract shall include the following provisions:

- 1. Insurance.** The selected Contractor will be expected to hold sufficient insurance to appropriately cover its activities. Specific types and minimum limits to be determined during the contracting process. Contractor should expect a contract provision requiring the Fund to be named as an additional insured on the appropriate policies. Contractor. Vendor may be required to provide proof of insurance at the Fund's discretion.
- 2. Indemnification.** The successful Respondent shall indemnify, defend and hold harmless the Fund and the City of Philadelphia and any and all of its officers, employees and agents, from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees and expenses), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Respondent's act or omission or negligence or fault or the act or omission or negligence or fault of Respondent's agents, subcontractors, independent Contractors, suppliers, employees or servants in connection with the Contract that may result

from this Bid request. This includes, but is not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, intentional acts, failure to pay any Subcontractors and suppliers, any breach of the Contract, and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret).

PART VI: RESERVATION OF RIGHTS AND CONFIDENTIALITY

By submitting a proposal pursuant to this RFP or any related Notice of Contract Opportunity, Respondent understands and agrees to the following reservation of rights:

A. The Fund and the Philadelphia Marathon’s Reservation of Rights in Connection with the RFP and/or Notice of Contract Opportunity. The Fund and/or the Philadelphia Marathon reserves and may exercise any one or more of the following rights and options with respect to its RFP and/or Notice of Contract Opportunity process:

1. To reject any and all proposals and to reissue a revised RFP and/or Notice of Contract Opportunity at any time prior to execution of a final Contract;
2. To issue a new RFP and/or Notice of Contract Opportunity with terms and conditions substantially different from those set forth in a previous RFP and/or Notice of Contract Opportunity;
3. To issue a new RFP and/or Notice of Contract Opportunity with terms and conditions that are the same or similar as those set forth in a previous RFP and/or Notice of Contract Opportunity in order to obtain additional proposals;
4. To extend an RFP and/or Notice of Contract Opportunity in order to allow for time to obtain additional proposals prior to such RFP and/or Notice of Contract Opportunity application deadline; or,
5. To cancel any RFP and/or Notice of Contract Opportunity with or without issuing another RFP and/or Notice of Contract Opportunity.

B. Proposal Selection Process and the Fund and the Philadelphia Marathon’s Reservation of Rights in Connection with Selection of Proposal(s) for Review. The Fund and the Philadelphia Marathon reserves and may exercise any one or more of the following rights and options with respect to its selection process:

1. To reject any proposal if, in the Fund and the Philadelphia Marathon’s sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of the RFP and/or Notice of Contract Opportunity or it is otherwise in the best interest of

the Fund and the Philadelphia Marathon to reject the proposal.

2. To supplement, amend, substitute or otherwise modify any RFP and/or Notice of Contract Opportunity at any time prior to award of one or more Respondents for negotiation.
3. To reject the proposal of any Respondent that, in the Fund and the Philadelphia Marathon's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Marathon, is financially, or technically incapable or is otherwise not a responsible Respondent.
4. To reject as informal or non-responsive, any proposal which, in the Fund and the Marathon's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from the RFP and/or Notice of Contract Opportunity or contains erasures, ambiguities, alterations or items of work not called for by the RFP and/or Notice of Contract Opportunity.
5. To waive any informality, defect, non-responsiveness and/or deviation from the RFP and/or Notice of Contract Opportunity that is not, in the Fund and the Philadelphia Marathon's sole judgment, material to the proposal.
6. To permit or reject, at the Fund and the Philadelphia Marathon's sole discretion, amendments (including information inadvertently omitted), modifications, clarifying information, alterations and/or corrections to proposals by some or all of the Respondents following proposal submission and before contract award and/or contract execution.
7. The Fund and the Philadelphia Marathon further reserve the right to conduct on-site investigations of the Respondents' facilities or of those facilities where the Respondent performs its services. Proposals will be evaluated, in part, according to whether the Respondent meets the minimum qualifications and submits a proposal complying with all the requirements of the RFP and/or the Notice of Contract Opportunity.
8. The Fund and the Philadelphia Marathon reserves the right to enter into negotiations with any or all Respondents regarding price, Scope of Services, or any other term of their proposals, and such other contractual terms as the Philadelphia Marathon may require, at any time prior to execution of a final Contract.
9. The Fund and the Philadelphia Marathon may, at its sole election, enter into simultaneous, competitive negotiations with multiple Respondents or negotiate with individual Respondents either together or in a sequence. Negotiations with Respondent(s) may result in the expansion or reduction of the Scope of Services, or

changes in other terms and the submitted proposals. In such event, the Fund and the Philadelphia Marathon shall not be obligated to inform other Respondents of the changes, or to permit them to revise their proposals in light thereof unless the Fund and the Marathon, in their sole discretion, determine that doing so is in the Fund and the Philadelphia Marathon's best interest. The Fund and the Philadelphia Marathon may accept or reject any or all of the items in any proposal and award the Contract in whole or in part if it is deemed in the Fund and the Philadelphia Marathon's best interest.

10. In the event negotiations with any Respondent(s) are not satisfactory to the Fund and the Philadelphia Marathon, the Fund and the Philadelphia Marathon reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other Respondents; to reissue the RFP and/or Notice of Contract Opportunity in order to solicit new Respondents. The Fund and the Philadelphia Marathon reserve the right not to enter into any contract with any Respondent, with or without the re-issuance of a RFP and/or Notice of Contract Opportunity, if the Fund and the Philadelphia Marathon determine that such is in the Fund and the Philadelphia Marathon's best interest.

C. Confidentiality and Public Disclosure

1. The successful Respondent shall treat all information obtained from the Fund and the Philadelphia Marathon, which is not generally available to the public as confidential and/or proprietary to the Fund and the Philadelphia Marathon. The successful Respondent shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Respondent agrees to indemnify and hold harmless the Philadelphia City Fund, the City of Philadelphia, the Philadelphia Marathon, and its respective 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 Respondent or any person acquiring such information, directly or indirectly, from the successful Respondent.
2. By submission of a proposal, Respondents acknowledge and agree that as a municipal marathon of the City of Philadelphia, the Philadelphia Marathon and the City of Philadelphia, each may be subject to state and local public disclosure laws and, as such, are legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the Fund and the Philadelphia Marathon's legal obligations shall not be limited or expanded in any way by a Respondent's assertion of confidentiality and/or proprietary data.

[Attachments Follow]

Appendix A
Diversity Disclosure Report Form for RFP Applicants

Please see attached, or download an editable Microsoft Word version by clicking this link:
<https://philacityfund.org/wp-content/uploads/2023/03/PCF-Diversity-Disclosure-Form.docx>

APPENDIX A

**SPECIAL ANTIDISCRIMINATION CONTRACT PROVISIONS,
INSTRUCTIONS AND FORMS**

Applicants interested in applying for contract opportunities advertised through the Philadelphia City Fund are required to submit the following information with their proposal:

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

Please use the attached form, "Diversity Disclosure Report for RFP Applicants," to submit this information, attaching additional pages as needed. This information should be submitted with the Applicant's proposal, but the Philadelphia City Fund, at its sole discretion, may allow applicants to submit or amend this form at any time prior to award.

**Philadelphia City Fund
Diversity Disclosure Report for RFP Applicants**

1 DEMOGRAPHIC BREAKDOWN OF WORKFORCE

Please provide the following demographic breakdown of your workforce by race/ethnicity/gender/disability:	#	%		#	%
	Black/African American				Males
Asian/South Asian/Pacific Islander			Females		
White/Caucasian			Non-Binary		
Disabled			Prefer to Self-Describe		
Hispanic/Latinx			Prefer not to answer		
Native American/American Indian					
Middle Eastern					
Other					
Total Number of Employees					

2 DEMOGRAPHIC BREAKDOWN OF COMPANY LEADERSHIP OR BOARD COMPOSITION

Please provide the following demographic breakdown of your company leadership or Board of Directors by race/ethnicity/gender/disability:	#	%		#	%
	Black/African American				Males
Asian/South Asian/Pacific Islander			Females		
White/Caucasian			Non-Binary		
Disabled			Prefer to Self-Describe		
Hispanic/Latinx			Prefer not to answer		
Native American/American Indian					
Middle Eastern					
Other					
Total Number of Leadership/Trustees					

**Philadelphia City Fund
Diversity Disclosure Report for RFP Applicants**

3 SUPPLIER DIVERSITY																																																						
<p>Please check the appropriate box to indicate if you have a supplier diversity policy. If "no," please explain on your letterhead.</p>						<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No																																														
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<p>Please identify below, your agency's five (5) highest minority, woman, and/or disabled owned business suppliers of products or services, indicating your estimated annual expenditure(s) with the firm:</p>						<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 100%;"></td> </tr> </table>																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Company Name</th> <th style="width: 25%;">Company Address</th> <th style="width: 15%;">Company Telephone</th> <th style="width: 10%;">Minority</th> <th style="width: 10%;">Woman and/or LGBTQ+</th> <th style="width: 10%;">Disabled</th> <th style="width: 15%;">Annual Expenditures</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Company Name	Company Address	Company Telephone	Minority	Woman and/or LGBTQ+	Disabled	Annual Expenditures	1								2								3								4								5								
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