

# eContract Philly's Online Registration and Application

The following screen shots are taken from eContract Philly's online registration and application process that you will have to follow if you decide to apply for a non-bid contract opportunity with the City of Philadelphia.

In the later pages (starting on page 34), this presentation will go over how to submit disclosure forms for contracts that were not required to be advertised (i.e. the contracted organizations have to submit the online disclosure forms only).

# New Contract Opportunities

Click on link to view open contract opportunities



The screenshot shows the eContractPhilly website interface. The top navigation bar includes links for About, Instructions, Disclosure/Eligibility, Links, Need Assistance?, and Login/Register. The left sidebar contains a menu with the following items: Home, New Contract Opportunities (circled in red), Login/Register, Notice of Intent to Contract, Amendments, Contract Renewals, Vendor Applications (for Executed Contracts), and Reports. The main content area features the eContractPhilly logo and a description of the platform as an online interface for purchasing non-competitively bid services. It lists several capabilities: searching for non-bid contract opportunities, finding out with whom the City intends to enter into contracts, viewing names and disclosures of applicants, viewing renewal certifications and amendments, accessing regular public reports, and viewing a list of debarred vendors. A note at the bottom states that information will be updated on a regular basis.

## Opportunity List

The list below displays non-competitively bid contract opportunities with the City of Philadelphia. The Status column shows if the application period is open, closed or has been cancelled. The list may be searched by department or type of service desired. Clicking on the opportunity number will link to more detailed information about the opportunity and to an application page for vendors who are interested in applying. Vendors interested in applying should consult the Instructions Manual (located under the Directions link above) for registration and application instructions.

Departments: 
  
 Service Type:

Search criteria returns 1095 items from a total of 1095 opportunities

Opportunity	Description	Dept/Agency	Service Type	Amount	Opening Date	Closing Date	Status
<a href="#">21170531142830</a>	A pre-proposal meeting to review the requirements of this RFP will be held in Philadelphia, Pennsylvania on June 14, 2017, starting at 2:30 PM, at the following location: Curran-Fromhold Correctiona...	PRISONS	General Consultant Services	\$0 to \$100,000.00	06/06/2017	06/21/2017	Open
<a href="#">21170531161618</a>	AIRPORT COMPUTER INFO SYSTEMS MANAGEMENT: to provide management services and staffing augmentation for its computer and information systems at PHL and PNE. The Office of Economic Opportunity has set...	COMMERCE	Computer and Information Svcs	To be determined	06/05/2017	07/13/2017	Open

The Opportunity list displays new notices of contract opportunity, Clicking on one of the opportunities will take you to a page with additional detail on that opportunity.

## Detailed Information for Opportunity: 21060410064957

Please read all of the information presented on this page and all attached documents, including selection criteria, before you submit your application.

### Opportunity Information

Opportunity Number: 21060410064957

Opportunity Details: [Request for Proposal](#)  
[Selection Criteria](#)

Type of Service: General Consultant Services

Contracting Department: RECORDS

Opportunity Description: Restoration and repair of media film. Copying of film to appropriate media whether tape or dvd. Consultation, training and education services.

Status: **Open**

Last Modified: 6/23/2006  
6:36:36 AM

Posting Date: 5/24/2006

Closing Date: 6/30/2006 5:00:00 PM

Amount: \$0 to \$30,000.00

### Primary Contact Information

Name: Betty Palmer

Department: RECORDS

Location: 156 City Hall

Phone: (215)686-2268

Fax: (215)686-2273

Email: [Betty.Palmer@phila.gov](mailto:Betty.Palmer@phila.gov)

### Secondary Contact Information

Name: David Werbo

Department: RECORDS

Location: City Hall Rm 171

Phone: (215)686-2225

Fax: (215)686-2273

Email: [David.Werbo@phila.gov](mailto:David.Werbo@phila.gov)

[Return to New Opportunity List](#)

[Apply for Contract](#)

Please review the Opportunity Details attachments for more information (including selection criteria) on the opportunity. The Opportunity Details page can be updated at any time, so make sure to check back often.

Click "Apply for Contract" to start an application. You will be asked to login to apply.

## Registration

**eContractPhilly**

[About](#) | 
 [Instructions](#) | 
 [Disclosure/Eligibility](#) | 
 [Links](#) | 
 [Need Assistance?](#) | 
 [Login/Register](#)

**Login/Register**

**Login**

E-mail address:

Password (PIN):

[Don't have an account yet? Register now!](#)  
[Forgot your Password \(PIN\)?](#)  
[Should I register?](#)


**Notice to all eContract Philly Account Users and New Registrants:** Applications made on eContract Philly in response to a particular contract opportunity must be made by the individual or business entity that will, if awarded the contract, enter into and perform the contract. Except in the special case of joint ventures, applications posted on eContract Philly by applicants for other individuals or business entities intended to perform the contract will not be considered, even if the other business entity is an affiliate of the applicant. Therefore, when responding to any contract opportunity on eContract Philly, it is important that (1) the account utilized is in the name of the individual or business entity that will perform the contract; (2) in the case of an individual applicant, the social security number of the individual who will perform the contract is provided; and in the case of a business entity applicant, the EIN number of the business entity that will perform the contract is provided; and (3) in the case of an individual applicant, the application is signed electronically by the individual that will perform the contract, and in the case of a business entity applicant, the application is signed by an owner, officer or other person who is properly authorized to sign, bind, and make the required disclosures on behalf of the business entity that will perform the contract. Please make sure you use the correct EIN or Social Security number prior to creating a new account on eContract Philly and, for existing users, please make sure that the EIN or Social Security number that was utilized to create the account has not changed. For special rules applicable to joint venture applicants and any other questions about registration, please contact our helplines at 215-686-4914 or [econtractphilly@phila.gov](mailto:econtractphilly@phila.gov). Please allow sufficient time prior to any application deadline for an adequate response to your inquiry.

After you click the Apply for Contract button, you will be asked to login.

- If you are already registered with eContract Philly, enter your User ID and password.
- If you are not registered, you will need to do so.

## Registration

### Vendors with an Existing Professional Services Contract



The screenshot shows the eContractPhilly website's registration interface. At the top, the logo is on the left, and navigation links (About, Instructions, Disclosure/Eligibility, Links, Need Assistance?, Login/Register) are on the right. A left sidebar contains menu items: Home, New Contract Opportunities, Login/Register, Contract Awards, Amendments, Contract Renewals, Vendor Applications (for Executed Contracts), and Reports. The main content area is titled "Login/Register" and includes a "Register" section. It features an "EIN/SSN:" label above a text input field. Below this is a paragraph of text: "The City of Philadelphia has a contract on record with this EIN/SSN. If you would like to register using existing contract information, please confirm the following information from one of your contracts with the City of Philadelphia. If you already registered once, you do not need to do so again. Please request a Password (PIN) reminder if you do not remember your login information." This is followed by "Contract #:" and "Contract Amount:" labels, each with a corresponding text input field. A "Verify Contract" button is positioned below the "Contract Amount" field. At the bottom of the form area, there is a line of text: "If you cannot verify your contract information, please contact [eContract Philly](#) or you may continue your registration here." and a "Click Here for New Registration" button.

The system will recognize your organization's EIN as one that is associated with a current contract with the City of Philadelphia. The system will prompt you to enter information about a current contract (contract number and amount) for verification purposes. If you do not remember your contract information, please contact [econtractphilly@phila.gov](mailto:econtractphilly@phila.gov) or 215-686-4914 for assistance. It is imperative to use the correct EIN (or SSN as appropriate)!

## Finding Your Contract Information

Contract Number 0620035-01  
Original Contract Number 0620035

SS (bd) 1/6/06 Amd. 1  
City of Philadelphia  
Managing Director's Office

**STANDARD AMENDMENT AGREEMENT**

THIS STANDARD AMENDMENT AGREEMENT ("Amendment Agreement") is made as of this 27<sup>th</sup> day of Jan, 2006, by and between the City of Philadelphia ("the City"), by and through its Managing Director's Office ("Department"), and [REDACTED] ("Provider"), a for partnership, with its principal place of business at [REDACTED]

**BACKGROUND**

The City and Provider entered into a certain Contract, Contract Number 0620035, dated November 30th, 2005, which includes the General Provisions, the Provider Agreement and any and all exhibits and attachments thereto (collectively, the "Base Contract"), wherein Provider agreed to render various Services to the City in accordance therewith; and

The City and Provider desire to enter into an amendment to the Base Contract, Contract Number 0620035-01, and it is necessary to increase the amount of compensation payable under the Base Contract by TWENTY-FIVE THOUSAND DOLLARS, in order for Provider to continue to render the Services and provide the Materials as specified under the Base Contract; and

**CONFORMED**  
JAN 27 2006

The first page of your contract will have two places to find the information you need to register.

CITY OF PHILADELPHIA • OFFICE OF THE DIRECTOR OF FINANCE • ACCOUNTING BUREAU			FINANCE OFFICE USE ONLY		
<b>MISCELLANEOUS ORDER</b>			DOCUMENT # <b>MPXX16000002</b>		
			BATCH # _____		
Department FINANCE		DATE PREPARED	BATCH DATE		
Requisitioner [REDACTED]		6/9/2017	CODE BY _____		
Req. Telephone No. [REDACTED]		FUNDING SOURCE (IF ANOTHER DOCUMENT)			
Departmental Authorized Signer		ORDER TERMINATION DATE: 6/09/2016			
		CIVIL SERVICE ITEM NO. 1001			
Vendor Name and Address ABC Company Plymouth Greene Office Campus Suite G5 1000 Germantown Pike Plymouth Meeting, PA 19462		ITEM NO. DESCRIPTION 1001 - Real Estate Consultants and Services			
		THIS ORDER IS SUBJECT TO THE ATTACHED "MISCELLANEOUS ORDER TERMS AND CONDITIONS" INCORPORATED HEREIN AND MADE A PART HEREOF.			
Vendor No	Suf	Federal ID Number		_____ CONTRACTOR'S SIGNATURE	
[REDACTED]	02	[REDACTED]			
<u>DESCRIPTION</u>					
Test					
SUFFIX	01				
FUND	100				
DEPARTMENT	35				
DIVISION	21				
RC/OUTPUT	22/				
INDEX CODE	055566				
CLASS CODE	0505				
USER CODE					
GRANT	H35ALL				
GRANT DETAIL	AL				
PROJECT	FIN100				
PROJECT DETAIL	0001				
AMOUNT	\$10,000.00				

Here is where you would find the necessary information if you had an MP (Miscellaneous Purchase Order, or Miscellaneous Order). Your MP was not assigned an MP number until you received your formal copy from the City's Finance Department.

## Registration

### New Vendors Without an Existing Contract

#### Login/Register

##### Register

EIN/SSN:

Register

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You must enter your EIN (or SSN) to register. If you are applying on behalf of your company, do not use your personal SSN to register. You should use your company's EIN. After clicking Register, you will be asked to review and accept the Terms and Conditions for using the eContract Philly website.

## Registration

### Vendor Information

**\* Required Fields**

EIN/SSN:

\* Company Name:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip:  -

\* Phone: (  )  -

### Contact Information

To update the below contact information, begin typing in the corrected information and click the Update button when you are finished. To update your company information, please use the Contact Us link to request a change.

\* First Name:  \* Last Name:

Title:

\* Email:

\* Confirm Email:

\* Phone: (  )  -  Ext:

Fax: (  )  -

Notify me of new contract opportunities by email.

After agreeing to the Terms and Conditions, you will be prompted to fill out the above fields. Use the correct EIN/SSN. You will be given the opportunity to register for e-mail notification of new contract opportunities. Click Register when completed.

## Registration

### eContract Philly

#### Thank You

Your information has been recorded. An email with your Password (PIN) has been sent to your registered email account.

If you do not receive this email, please check with your mail administrator to ensure [econtractnoreply@phila.gov](mailto:econtractnoreply@phila.gov) is not being filtered as spam or junk mail.

If, after 24 hours, you still do not receive this email, please use the Contact Us link on the left menu.

OK

Print this Page

After clicking Register, you will receive a message like the one above that an email, confirming your registration and providing you with your system-generated password, will be sent automatically to the email account you gave.

## Login

### Login/Register

#### Login

E-mail address:

Password (PIN):

Don't have an account yet? [Register now!](#)

[Forgot your Password \(PIN\)?](#)

[Should I register?](#)

**Notice to all eContract Philly Account Users and New Registrants:** Applications made on eContract Philly in response to a particular contract opportunity must be made by the individual or business entity that will, if awarded the contract, enter into and perform the contract. Except in the special case of joint ventures, applications posted on eContract Philly by applicants for other individuals or business entities intended to perform the contract will not be considered, even if the other business entity is an affiliate of the applicant. Therefore, when responding to any contract opportunity on eContract Philly, it is important that (1) the account utilized is in the name of the individual or business entity that will perform the contract; (2) in the case of an individual applicant, the social security number of the individual who will perform the contract is provided, and in the case of a business entity applicant, the EIN number of the business entity that will perform the contract is provided; and (3) in the case of an individual applicant, the application is signed electronically by the individual that will perform the contract, and in the case of a business entity applicant, the application is signed by an owner, officer or other person who is properly authorized to sign, bind, and make the required disclosures on behalf of the business entity that will perform the contract. Please make sure you use the correct EIN or Social Security number prior to creating a new account on eContract Philly and, for existing users, please make sure that the EIN or Social Security number that was utilized to create the account has not changed. For special rules applicable to joint venture applicants and any other questions about registration, please contact our helplines at 215-686-4914 or [econtractphilly@phila.gov](mailto:econtractphilly@phila.gov). Please allow sufficient time prior to any application deadline for an adequate response to your inquiry.

After receiving your User ID and password, you will have to return to the Login page in order to login and be able to apply for any contract opportunity.

## Vendor Record

### Vendor Record

Vendor: Dummy Test Company

The two tabs below, Current Application and Professional Services Contracts, will allow you to view a summary of contract opportunities for which you have applied and any existing Professional Services Contracts (including Miscellaneous Purchase Orders, or MPs) that you have with the City of Philadelphia. Select one tab or the other to see either your current applications or your current contracts. Select an opportunity or contract to open its Detailed Information page.

Current Applications		Professional Services Contracts					
Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21170608095341	SAMPLE	FINANCE	06/07/2017	08/15/2017	To be determined	Open	Incomplete


When you login to your *Vendor Record*, you are automatically sent to the *Current Applications* list. Notice the Submission Date column which displays the date your application was submitted, whether the application remains incomplete, or whether you have withdrawn your application for some reason.

## Required Elements of Online Application

- Application form contains:
  - Document attachment for documents required by particular opportunity, such as proposal, budget, letter of intent, resumes
  - Disclosure Forms
    - Applicant Campaign Contribution
    - Applicant Use of Consultant
    - Consultant Campaign Contribution
    - Applicant Proposed Use of Subcontractor
    - City Employee Request
    - City Employee Advice

**After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.**

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21170608095341	SAMPLE	FINANCE	6/7/2017 12:00:00 AM	8/15/2017 5:00:00 PM	To be determined	Open	

 **Attach your proposal, budget and any other documents you are submitting as part of your contract application here**

### Disclosure Forms

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the  next to "Sign and Submit Application" to be able to submit your application.

-  [Campaign Contribution Disclosure](#)  
*(May contain information submitted on a previous disclosure)*
-  [Consultant Disclosure](#)
-  [Sub-Contractor Disclosure](#)
-  [City Employee Request Disclosure](#)  
*(May contain information submitted on a previous disclosure)*
-  [City Employee Participation Advice Disclosure](#)
-  [Sign and Submit Application](#)

The online application requires you to complete each area preceded by the "X" symbol and then sign and submit the information. Clicking on the "X" will take you to a page where you can complete the form.

### Vendor Attach Documents

Vendor: Dummy Test Company  
 Opportunity: 21170608095341

Closing Date: 06/22/2020  
 Dept/Agency: FINANCE

#### Attach Documents to be submitted with your application

**\*Required Fields**

Word, Excel, MS Project, ZIP and Adobe PDF documents are the only files that may be uploaded (**8MB limit per file**. If your file is larger than 8MB, you must break it up into smaller files). **If you encounter problems uploading your files, please contact the eContract Philly helpline immediately at 215-686-4914 or [econtractphilly@phila.gov](mailto:econtractphilly@phila.gov).** NOTE: This is not a live helpline. Every effort is made to respond to a phone message or email within 1 hour of receipt. **However, this is not a guarantee.** The unavailability of timely help through the helpline will **not** extend an advertised deadline for electronic submission of your application on eContract Philly.

\* Upload  
 File:  Browse...

\* File Type:

\* File  
 Description:  Add

Documents	Type	Description	Date Uploaded	Size
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[Back to Application](#)

Clicking on the “X” next to the “Attach your proposal” section takes you to this page where you can attach your proposal, budget, work samples, etc. Click Browse to select the document you want to attach. Please be mindful of your document size and format – documents over 8MB will not be accepted nor will documents in formats other than Word, Excel, MS Project, ZIP or Adobe PDF.

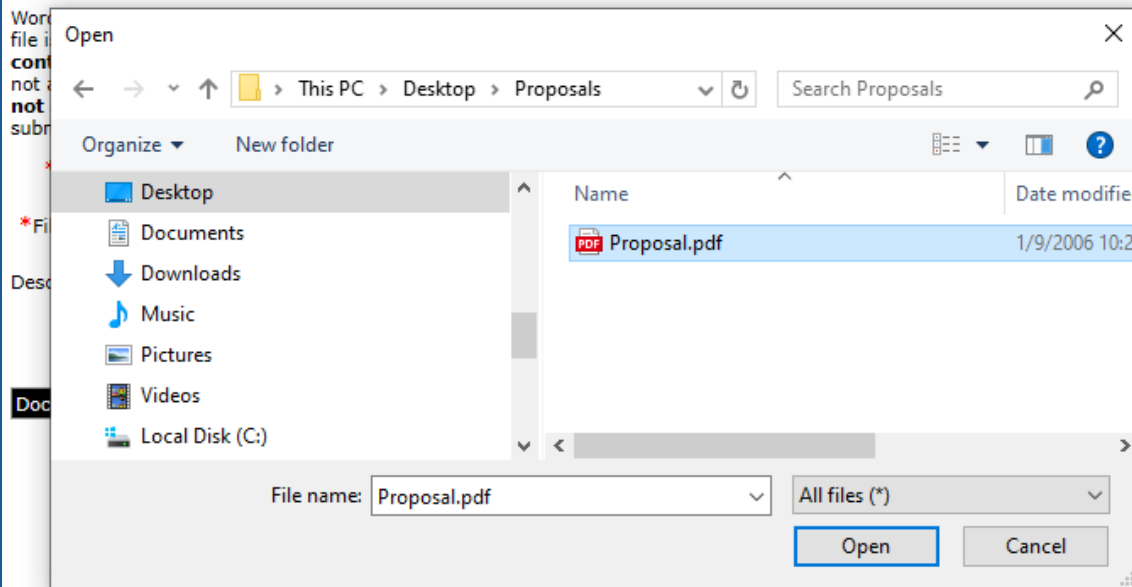
## Vendor Attach Documents

Vendor: Dummy Test Company  
Opportunity: 21170608095341

Closing Date: 06/22/2020  
Dept/Agency: FINANCE

### Attach Documents to be submitted with your application

\*Required Fields



When you click Browse, a separate window will appear so that you can look for and choose the documents you want to attach as part of the application. Click *Open* once you have found the documents you want to attach.

### Vendor Attach Documents

Vendor: Dummy Test Company  
 Opportunity: 21170608095341

Closing Date: 06/22/2020  
 Dept/Agency: FINANCE

#### Attach Documents to be submitted with your application

**\*Required Fields**

Word, Excel, MS Project, ZIP and Adobe PDF documents are the only files that may be uploaded (**8MB limit per file**. If your file is larger than 8MB, you must break it up into smaller files). **If you encounter problems uploading your files, please contact the eContract Philly helpline immediately at 215-686-4914 or [econtractphilly@phila.gov](mailto:econtractphilly@phila.gov).** NOTE: This is not a live helpline. Every effort is made to respond to a phone message or email within 1 hour of receipt. **However, this is not a guarantee.** The unavailability of timely help through the helpline will **not** extend an advertised deadline for electronic submission of your application on eContract Philly.

\*Upload File:

\*File Type:

\*File Description:

Documents	Type	Description	Date Uploaded	Size
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After you click *Open* to choose which document you would like to attach, be sure to fill out File Type and File Description before clicking *Add* to complete the attachments. You must confirm that your document has been attached – once attached, the document’s details will appear at the bottom of the screen.

**After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.**

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21170608095341	SAMPLE	FINANCE	6/7/2017 12:00:00 AM	6/15/2017 5:00:00 PM	To be determined	Open	

**✓ Attach your proposal, budget and any other documents you are submitting as part of your contract application here**

**Disclosure Forms**

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the ✗ next to "Sign and Submit Application" to be able to submit your application.

-  Campaign Contribution Disclosure  
*(May contain information submitted on a previous disclosure)*
-  Consultant Disclosure
-  Sub-Contractor Disclosure
-  City Employee Request Disclosure  
*(May contain information submitted on a previous disclosure)*
-  City Employee Participation Advice Disclosure

After adding your documents, the red "X" next to the "Attach your proposal" sentence will become a blue check. Then, to start filling out the required disclosure forms, click on one of the red "X" symbols directly next to the disclosure form. The following pages show each disclosure form sequentially.

## Vendor Contribution Disclosure

Vendor: ABC Engineers  
Opportunity: 21060321152724

Closing Date: 04/30/2006  
Dept/Agency: O E S S

### Contribution Disclosure Information

#### \* Required fields

\* Is the Applicant an individual or business?  Individual  Business


[Back to Application](#)

This is the entry point for you to disclose any political contributions given in the two years prior to the application deadline. First, you must choose whether the application is being submitted by an individual Applicant or by/on behalf of a business Applicant. Depending on the answer, one of two sets of questions regarding contributions will appear. Note that “Business” includes non-profit organizations. Answers submitted on behalf of a Business must be the Business’s answers.

ABC General Consultant Firm  
 1515 Market  
 Philadelphia, PA 19102

**After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below submit your application.**

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status
21090428122440	Subrogation & Claims Services	FINANCE	4/27/2009 12:00:00 AM	5/30/2009 5:00:00 PM	To be determined	Open

 **Attach your proposal, budget and any other documents you are submitting as part of your contract application here**

**Disclosure Forms**

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the  next to "Sign and Submit Application" to be able to submit your application.

 **Campaign Contribution Disclosure**  
*(May contain information submitted on a previous disclosure)*

If you or the organization you represent have ever disclosed contributions on a prior disclosure form, you may see a checkmark next to the Campaign Contribution Disclosure form. This means that information for that disclosure form was carried forward from a prior disclosure. **It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your/your company's application.**

## Vendor Contribution Disclosure

Vendor: Dummy Test Company  
Opportunity: 21170608095341

Closing Date: 06/22/2020  
Dept/Agency: FINANCE

### Contribution Disclosure Information

#### \* Required fields

\* Is the Applicant an individual or business?  Individual  Business

\*  Yes  No

Have you, the Applicant made any [contributions](#)?

\*  Yes  No

Have you, the Applicant, [solicited](#) or served as an [intermediary](#) for any [contributions](#)?

\*  Yes  No

Has a member of your [immediate family](#) made any [contributions](#) over and above \$3,100?

\*  Yes  No

Has a member of your [immediate family solicited](#) or served as an [intermediary](#) for [contributions](#) over and above \$3,100?

[Back to Application](#)

#### Notes:

For contract opportunities and contracts with the Board of Pensions and Retirement ("Pension Board") and Sinking Fund Commission: Applicants are required to comply with the disclosure requirements imposed by Pennsylvania Act 44 of 2009 (text can be found [here](#)). It is your responsibility to review the disclosure requirements and to provide accurate disclosure information as the requirements differ from Chapter 17-1400 of the Philadelphia Code. In addition to the disclosure information required by Chapter 17-1400, applicants for these opportunities are required to disclose contributions made within the past five years; disclose contributions made by the applicant or an [affiliated entity](#); disclose contributions made by an officer, director, [executive-level employee](#), or owner of at least 5% of the applicant or an [affiliated entity](#).

**Contribution Questions  
for Individuals**

Vendor Contribution Disclosure

Vendor: Dummy Test Company  
 Opportunity: 21170608095341

Closing Date: 06/22/2020  
 Dept/Agency: FINANCE

Contribution Disclosure Information

\* Required fields

\* Is the Applicant an individual or business?  Individual  Business

\*  Yes  No

Has the Applicant made any [contributions](#)?

\*  Yes  No

Has the Applicant [solicited](#) or served as an [intermediary](#) for any [contributions](#)?

\*  Yes  No

Has an officer, director, controlling shareholder, or partner of the [for-profit](#) Applicant made any [contributions](#)? [See note below.](#) (Non-profit organizations, please select No.)

\*  Yes  No

Has an officer, director, controlling shareholder, or partner of the [for-profit](#) Applicant [solicited](#) or served as an [intermediary](#) for any [contributions](#)? [See note below.](#) (Non-profit organizations, please select No.)

\*  Yes  No

Has an [affiliate](#) of the Applicant made any [contributions](#)?

\*  Yes  No

Has an [affiliate](#) of the Applicant [solicited](#) or served as an [intermediary](#) for any [contributions](#)?

\*  Yes  No

Has an officer, director, controlling shareholder, or partner of a [for-profit affiliate](#) of the Applicant made any [contributions](#)? [See note below.](#)

\*  Yes  No

Has an officer, director, controlling shareholder, or partner of a [for-profit affiliate](#) of the Applicant [solicited](#) or served as an [intermediary](#) for any [contributions](#)? [See note below.](#)

\*  Yes  No

Has the Applicant or an [affiliate](#) of the Applicant reimbursed another individual or business for a [contribution](#) that the individual or business has made?

\*  Yes  No

Has an officer, director, controlling shareholder, or partner of a [for-profit](#) Applicant , reimbursed another individual or business for a [contribution](#) that the individual or business has made? [See note below.](#)

\*  Yes  No

Has a [political committee](#) controlled by the Applicant or by an [affiliate](#) of the Applicant made any [contributions](#)?

\*  Yes  No

Has a [political committee](#) controlled by an officer, director, controlling shareholder, or partner of the [for-profit](#) Applicant , or of a [for-profit affiliate](#) of the Applicant , made any [contributions](#)?

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Notes:

Applicants must disclose all contributions to candidates or incumbents which are attributed to an [immediate family member](#) of an officer, director, controlling shareholder, or partner of the for-profit Applicant or the for-profit affiliate of the Applicant. Please disclose the full amount of contribution, although only the amount above \$3,100 will be attributed to the officer, director, controlling shareholder, or partner (and, by extension, the applicant business).

For contract opportunities and contracts with the Board of Pensions and Retirement ("Pension Board") and Sinking Fund Commission: Applicants are required to comply with the disclosure requirements imposed by Pennsylvania Act 44 of 2009 (text can be found [here](#)). It is your responsibility to review the disclosure requirements and to provide accurate disclosure information as the requirements differ from Chapter 17-1400 of the Philadelphia Code. In addition to the disclosure information required by Chapter 17-1400, applicants for these opportunities are required to disclose contributions made within the past five years; disclose contributions made by the applicant or an [affiliated entity](#); disclose contributions made by an officer, director, [executive-level employee](#), or owner of at least 5% of the applicant or an [affiliated entity](#).

Contribution Questions for Businesses

If you answer YES to any of the contribution questions, you must complete the required information shown below.

A drop-down menu provides distinct categories for *Relationship to Applicant*.

**Contribution Disclosure Information**

**\* Required fields**

\* Is the Applicant an individual or business?  Individual  Business

\*  Yes  No Have you, the Applicant made any [contributions](#)? Close

\* Name of Contributor:

\* Relationship to Applicant:

\* Name of Recipient:

\* Date of Contribution:  (mm/dd/yyyy)

\* Amount of Contribution:  (###.##) Add Cancel

\*  Yes  No Have you, the Applicant, [solicited](#) or served as an [intermediary](#) for any [contributions](#)?

\*  Yes  No Has a member of your [immediate family](#) made any [contributions](#) over and above \$3,100?

\*  Yes  No Has a member of your [immediate family](#) [solicited](#) or served as an [intermediary](#) for [contributions](#) over and above \$3,100?

Back to Application



## Vendor Consultant Disclosure

Vendor: ABC Engineers  
 Opportunity: 21060321152724

Closing Date: 04/30/2006  
 Dept/Agency: O E S S

### Consultant Disclosure Information

**\*Required Fields**

Check here to certify if no consultant(s) was used in the year prior to the application deadline for this contract opportunity. (Click 'Add' after checking this box)

List all consultant(s) used in the year prior to the application deadline for this contract opportunity. Please be sure to refer to the definition of Consultant before completing this form.

\*Consultant Name:

\*Address 1:

Address 2:

\*City:

\*State:   -

\*Zip:  -

\*Phone:   -

\* Amount Paid or to be Paid:  (###.##)

Name	Address	City	State	Zip	Phone	Amount Paid
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You must either certify that you/your company did not use a Consultant or enter information on the Consultant(s) used in the required fields. Review the definition of Consultant prior to completing this disclosure form by clicking on the underlined "Consultant." Click *Add* to enter your/your company's response.

## Vendor Contribution Disclosure

Vendor: Dummy Test Company  
Opportunity: 21170608095341

Closing Date: 08/15/2017  
Dept/Agency: FINANCE

### Contribution Disclosure Information for Consultant: **Dummy Consultants**

#### \* Required fields

\* Is the Consultant an individual or business?  Individual  Business

[Back to Consultant Disclosure](#)

#### Notes:

For contract opportunities and contracts with the Board of Pensions and Retirement ("Pension Board") and Sinking Fund Commission: Applicants are required to comply with the disclosure requirements imposed by Pennsylvania Act 44 of 2009 (text can be found [here](#)). It is your responsibility to review the disclosure requirements and to provide accurate disclosure information as the requirements differ from Chapter 17-1400 of the Philadelphia Code. In addition to the disclosure information required by Chapter 17-1400, applicants for these opportunities are required to disclose contributions made within the past five years; disclose contributions made by the applicant or an [affiliated entity](#); disclose contributions made by an officer, director, [executive-level employee](#), or owner of at least 5% of the applicant or an [affiliated entity](#).

This is the entry point for you to disclose, on behalf of a Consultant, any political contributions your Consultant has given in the two years prior to the application deadline.

If you used a Consultant, you are required to disclose that use and the political contribution information for that Consultant you used.

## Vendor Application

John Jones  
 Dummy Test Company  
 100 Market St.  
 Philadelphia, PA 55555

**After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.**

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21170608095341	SAMPLE	FINANCE	6/7/2017 12:00:00 AM	8/15/2017 5:00:00 PM	To be determined	Open	

✓ **Attach your proposal, budget and any other documents you are submitting as part of your contract application here**

### Disclosure Forms

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the ✗ next to "Sign and Submit Application" to be able to submit your application.

✓ **Campaign Contribution Disclosure**

*(May contain information submitted on a previous disclosure)*



**Consultant Disclosure - Consultant Contribution Data Missing**



**Sub-Contractor Disclosure**

If you disclose that you used a Consultant but did not submit contribution information for that Consultant, you will receive a notification on the main application page that this information is missing. Until you submit the Consultant contribution information, you will not be able to submit your/your company's application.

## Vendor Subcontractor Disclosure

Vendor: ABC Engineers  
 Opportunity: 21060321152724

Closing Date: 04/30/2006  
 Dept/Agency: O E S S

### Subcontractor Disclosure Information

**\*Required Fields**

Check here if no subcontractor(s) are to be used. (Click 'Add' after checking this box)

List all subcontractor(s) you are planning to use if awarded this contract:

\*Name:

\*Address 1:

Address 2:

\*City:

\*State:   \*Zip:  -

\*Phone: (  )  -

\*Amount to be Paid:  (###.##)      \*or Percentage to be Paid:

Name	Address	City	State	Zip	Phone	Amount Paid	Percent Paid
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You must certify that you are not planning on using a subcontractor or enter information on the subcontractor you plan to use. Click *Add* to enter your/your company's response.

## Vendor City Employee Request Disclosure

Vendor: Dummy Test Company  
 Opportunity: 21170608095341

Closing Date: 06/22/2020  
 Dept/Agency: FINANCE

### City Employee or Officer Request Disclosure Information

**Required Fields**

Check here if no City employee or officer asked you, the Applicant, any officer, director or management employee of the Applicant, or any person representing the Applicant to give money, services, or any other thing of value (other than contributions) during the two years prior to the application deadline for this contract opportunity. (Click 'Add' after checking this box)

Name of Employee:

Title of Employee:

\* Money, Service or Thing of Value Requested:

Date Requested:  (mm/dd/yyyy)

Money, Service, or Thing of Value Given:   
 (if none, leave blank)

\* Date of Payment:  (mm/dd/yyyy)

BLUE indicates added within the last 7 days

Name	Title	Money, Service, or Value Requested	Money, Service, or Value Given	Req. Date	Payment Date
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You must certify that no requests were made or enter information in the required fields. Click *Add* to enter your/your company's response.

## Vendor City Employee Participation Advice Disclosure

Vendor: ABC Engineers  
 Opportunity: 21060321152724

Closing Date: 04/30/2006  
 Dept/Agency: O E S S

### City Employee or Officer Advice Disclosure Information

**\* Required Fields**

Check here if no City Employee or officer gave you, the Applicant, any officer, director or management employee of the Applicant, or any person representing the Applicant advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract for the participation of minority, women, disabled or disadvantaged business enterprises during the two years prior to the application deadline for this contract opportunity. (Click 'Add' after checking this box)

\* Name of Employee or Officer:

\* Title of Employee or Officer:

\* Date of Advice:  (mm/dd/yyyy)

\* Individual or Business Recommended to satisfy participation goals:

Name of City Employee or Officer	Title	Date of Advice	Recommended Individual/Business	
Brent Myers	Compliance Officer	01/25/2006	Robertson Auditors	<a href="#">Edit</a> <a href="#">Remove</a>

You must certify that no advice was received or enter information in the required fields. Click *Add* to enter your/your company's response.

Dummy Test Company  
100 Market St.  
Philadelphia, PA 55555

**After you have attached your document(s) and completed ALL disclosure forms, you must still sign the application. Follow the directions below in order to submit your application.**


Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
<a href="#">21170608095341</a>	SAMPLE	FINANCE	6/7/2017 12:00:00 AM	8/15/2017 5:00:00 PM	To be determined	Open	

**✓ Attach your proposal, budget and any other documents you are submitting as part of your contract application here**

**Disclosure Forms**

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the  next to "Sign and Submit Application" to be able to submit your application.

- ✓ Campaign Contribution Disclosure  
*(May contain information submitted on a previous disclosure)*
- ✓ Consultant Disclosure
- ✓ Sub-Contractor Disclosure
- ✓ City Employee Request Disclosure  
*(May contain information submitted on a previous disclosure)*
- ✓ City Employee Participation Advice Disclosure
-  Sign and Submit Application

Once you have attached your response documents and completed your disclosure forms (all indicated by blue checkmarks), you can click on the red "X" next to sign and submit whenever you are ready to submit your application. Your application will not be considered until it has been signed and submitted.

**Vendor Application**

John Jones  
 Dummy Test Company  
 100 Market St.  
 Philadelphia, PA 55555

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
21170608095341	SAMPLE	FINANCE	6/7/2017 12:00:00 AM	8/15/2017 5:00:00 PM	To be determined	Open	

**Vendor Signature on Application**

In order for an application to be considered valid, it must be properly signed by the applicant. The Application may not be signed by anyone other than the Applicant or an authorized officer or employee of the Applicant. **Applications that are not signed will be rejected.** By typing your name and title in the signature space below, you, as the applicant, signify your intent to sign this application. **Someone other than the proper signatory may not type in another's signature.** All signatories hereby declare and certify that they are the Applicant or are employees or officers of the Applicant duly authorized to execute this Application and make disclosures on the Applicant's behalf; and represent and covenant that, to the best of their knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.

If application is being submitted by an INDIVIDUAL, SOLE PROPRIETOR, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, LIMITED LIABILITY COMPANY, or any other legally formed entity except a corporation (see below) sign the application here, with a signature by either the Individual, Owner, Partner, Member or Manager. If the application is not signed by the above mentioned, by signing in the Authorized Signatory box provided below, you hereby certify that you are authorized to sign in place of such officers:

Signature of Individual/Owner/Partner/Member/Manager

Authorized Signatory

If application is being submitted by a CORPORATION, sign the application here, with signatures by (a) President or Vice-President of the corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the corporation. If the application is not signed by the above mentioned, you hereby certify that you are authorized pursuant to a certified corporate resolution to sign in place of such officers.

President/Vice President

Secretary/Asst. Secretary/Treasurer/Assistant Treasurer

Authorized Signatory

Make sure to sign and submit your application. Signing your application does not require any special software or functionality. Again, your application will not be considered until it has been signed and submitted. You will receive an e-mail confirmation of your submission.

## Vendor Record

Vendor: Dummy Test Company

The two tabs below, Current Application and Professional Services Contracts, will allow you to view a summary of contract opportunities for which you have applied and any existing Professional Services Contracts (including Miscellaneous Purchase Orders, or MPs) that you have with the City of Philadelphia. Select one tab or the other to see either your current applications or your current contracts. Select an opportunity or contract to open its Detailed Information page.

Current Applications

Professional Services Contracts

Opportunity	Description	Dept/Agency	Posted Start Date	Posted End Date	Amount	Status	Submission Date
<a href="#">21170608095341</a>	SAMPLE	FINANCE	06/07/2017	08/15/2017	To be determined	Open	06/08/2017
<a href="#">21170502151222</a>	SAMPLE - incomplete	HEALTH	05/03/2017	06/14/2017	To be determined	Open	Incomplete

Check your *Vendor Record* to see your application submission date. The list will also show whether an application you have started is still incomplete.

## Exemptions

Most contract opportunities will be advertised on the New Contract Opportunity list, but there are some categories of contracts that are not required to be posted.

The two largest types of exemptions are for contracts valued at \$35,000 or less and contracts between non-profit organizations and the City's social services and housing departments.

## Exemptions

- Although these contract opportunities may not be advertised on the New Contract Opportunity list, the City still requires:
  - Certain disclosures from Contractors prior to the contract being executed (signed)
  - Contractors to meet eligibility requirements
  - Disclosure forms to become public information after the contract is executed (signed)
- The department contracting with you will provide information to you while your contract is being prepared on how you submit your online disclosures.

## Disclosing on Unadvertised Contracts

In order to submit disclosure for “exempted contracts” (a.k.a. unadvertised contracts), you must register with eContract Philly.



The screenshot shows the eContractPhilly website's registration interface. At the top, the logo is on the left, and navigation links (About, Instructions, Disclosure/Eligibility, Links, Need Assistance?, Login/Register) are on the right. A left sidebar contains menu items: Home, New Contract Opportunities, Login/Register, Contract Awards, Amendments, Contract Renewals, Vendor Applications (for Executed Contracts), and Reports. The main content area is titled 'Login/Register' and features a 'Register' section with an 'EIN/SSN' input field. Below this is a paragraph of text: 'The City of Philadelphia has a contract on record with this EIN/SSN. If you would like to register using existing contract information, please confirm the following information from one of your contracts with the City of Philadelphia. If you already registered once, you do not need to do so again. Please request a Password (PIN) reminder if you do not remember your login information.' This is followed by 'Contract #' and 'Contract Amount' input fields, and a 'Verify Contract' button. At the bottom, there is a link: 'If you cannot verify your contract information, please contact [eContract Philly](mailto:acontractphilly@phila.gov) or you may continue your registration here.' and a 'Click Here for New Registration' button.

The system will recognize your organization’s EIN as one that is associated with a current contract with the City of Philadelphia. The system will prompt you to enter information about a current contract (contract number and amount) for verification purposes. If you cannot remember your contract information, please contact [econtractphilly@phila.gov](mailto:acontractphilly@phila.gov) or 215-686-4914 for assistance.

## Unadvertised Contracts

### Vendor Record

Vendor: ABC Company

The two tabs below, Current Application and Professional Services Contracts, will allow you to view a summary of contract opportunities for which you have applied and any existing Professional Services Contracts (including Miscellaneous Purchase Orders, or MPs) that you have with the City of Philadelphia. Select one tab or the other to see either your current applications or your current contracts. Select an opportunity or contract to open its Detailed Information page.

Current Applications		Professional Services Contracts					
Contract ID	Type of Service	Dept/Agency	Effective Date	Ending Date	Amount	Status	Disclosure Status
MPXX16000002	Miscellaneous Order	FINANCE	12/10/2015	06/30/2016	\$10,000.00	Not Executed	Last Updated 06/01/2017
MPXX15000009	Miscellaneous Order	FINANCE	10/27/2014	06/30/2015	\$20,000.00	Not Executed	Incomplete
MPXX15000008	Miscellaneous Order	FINANCE	10/27/2014	06/30/2015	\$20,000.00	Not Executed	Not Started
MPXX14000024	Miscellaneous Order	FINANCE	05/05/2014	06/30/2014	\$30,000.00	Not Executed	Last Updated 08/04/2016

When you first login, you will always be taken to the main page of your Vendor Record that looks like the above. Notice that there are two areas: *Current Applications* and *Professional Services Contracts*.

To get to the unadvertised contract for which you have to submit disclosures, click on the *Professional Services Contracts* list and select the appropriate contract. Any future unadvertised contracts will also appear on this list when it is time for you to submit the appropriate disclosures.

Vendor Application

Scott Chabala  
 ABC Company  
 Plymouth Greene Office Campus  
 Suite G5  
 Plymouth Meeting, PA 19462

**Unadvertised Contracts**

After you have completed ALL disclosure forms, you must sign the application. Follow the directions below in order to submit your application.

Contract ID	Type of Service	Dept/Agency	Effective Date	End Date	Amount	Status	Last Updated
MPXX15000008	Miscellaneous Order	FINANCE	10/27/2014	06/30/2015	\$20,000.00	Not Executed	

**Disclosure Forms**

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the ✗ next to "Sign and Submit Application" to be able to submit your application.

- Campaign Contribution Disclosure  
*(May contain information submitted on a previous disclosure)*
- Consultant Disclosure
- Sub-Contractor Disclosure
- City Employee Request Disclosure  
*(May contain information submitted on a previous disclosure)*
- City Employee Participation Advice Disclosure
- Sign and Submit Application

[Back to Vendor Record](#)

The online disclosure submission requires you to complete each area preceded by the "X" symbol and then sign and submit the information. Clicking on the "X" will take you to the appropriate page where you can complete the form.

**Vendor Application**

Scott Chabala  
 ABC Company  
 Plymouth Greene Office Campus  
 Suite G5  
 Plymouth Meeting, PA 19462

**Unadvertised Contracts**

**After you have completed ALL disclosure forms, you must sign the application. Follow the directions below in order to submit your application.**

Contract ID	Type of Service	Dept/Agency	Effective Date	End Date	Amount	Status	Last Updated
MPXX15000008	Miscellaneous Order	FINANCE	10/27/2014	06/30/2015	\$20,000.00	Not Executed	

**Disclosure Forms**

Please select a disclosure form. A blue check (✓) indicates information for that disclosure form exists. It is your responsibility to ensure the accuracy and thoroughness of the information before signing and submitting your application.

You may click on a blue check (✓) to view entered information and/or to update as necessary and required under the Philadelphia Code.

Once all forms are checked and your proposal submissions are attached, click on the ✗ next to "Sign and Submit Application" to be able to submit your application.

- ✓ Campaign Contribution Disclosure  
*(May contain information submitted on a previous disclosure)*
- ✓ Consultant Disclosure
- ✓ Sub-Contractor Disclosure
- ✓ City Employee Request Disclosure  
*(May contain information submitted on a previous disclosure)*
- ✓ City Employee Participation Advice Disclosure
- ✗ Sign and Submit Application

The disclosure forms are the same as those for new contract opportunities that are advertised on the eContract Philly website. Again, each item must be checked before you can submit your disclosures.

Make sure to sign and submit your disclosure forms in order to complete the required disclosure process.