

eContract Philly

Philadelphia's new contract system

FAQs

New Business
Opportunities



Electronic
Applications



Fairness
and Equity



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Basic information on eContract Philly, including how to find contract opportunities, what kinds of contracts are advertised, and what awards have been made and why.
- ➔ **Using the Online Application System**
Learn more about the online application process and what to expect if you are applying for a contract opportunity with the City of Philadelphia.
- ➔ **General Vendor Information**
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Find out what information you have to disclose.
- ➔ **Campaign Contribution Disclosures, Attribution Rules, and Eligibility Restrictions**
Review detailed information on what contributions are required to be disclosed, attribution rules for campaign contributions and how they apply to your situation, and what the eligibility restrictions are for non-bid contracts.
- ➔ **Troubleshooting Issues**
Look here if you need help at some point during the registration or application process.
- ➔ **General Assistance with Computers**
Don't have a computer or need help with the Internet? Here are some ideas.

Basic eContract Philly Information

- Q1. What is eContract Philly?
eContract Philly is an online interface to support the City of Philadelphia in purchasing non-competitively bid services. The website (www.phila.gov/contracts, choose eContract Philly) serves as the gateway to information for the public and for vendors interested in applying for contract opportunities.
- Q2. When did eContract Philly go into effect?
Since February 1, 2006, the City of Philadelphia has been advertising **new** non-competitively bid (“non-bid”) contract opportunities online. The City also requires applicants to register with the system to create a unique and secure *Vendor Record*, to submit applications online for non-bid opportunities, and to disclose certain information as part of their applications.
- Q3. What kinds of contracts will be covered under eContract Philly?
All non-bid contracts are affected by the new rules. Non-bid contracts are those that do not have to follow the City’s competitive sealed bid process. The competitive bid process requires that the City receive sealed bids, which are bids without information identifying who submitted the bid, and also that the City choose the lowest responsible bidder. Non-bid contracts are generally for professional services such as business consulting and engineering.
- Q4. What departments are affected under eContract Philly?
Any City of Philadelphia department or agency seeking to enter into new non-bid contracts will be required to comply with the new requirements.
- Q5. Are any non-bid contracts not covered under eContract Philly?
There are certain types of non-bid contracts that are exempt from some of the new requirements. The largest exemption category is contracts between non-profit organizations and departments that have been specifically identified. More information on exemptions for contracts with non-profits is provided later in Q7 and Q8.
- Q6. How do I find out what new contract opportunities are available?
New non-bid contract opportunities will be posted for at least fifteen days on the City’s official website. You can access the list by clicking on the New Contract Opportunities link on the left-side navigation bar on the eContract Philly website. During the advertisement period, any individual, organization, or business can apply for the contract opportunity. Clicking on the opportunity number will take you to the opportunity notice for a particular contract.
- Q7. What departments can use the exemption for contracts with non-profits?
Departments that can use the exemption with non-profits are: The Office of Housing and Community Development, the Department of Human Services, the Department of Public Health, the Department of Recreation, the Office of Emergency Shelter and Services, the Office of Behavioral Health and Mental Retardation, the Office of Adult Services, the Mayor’s Office of Community Services, the Philadelphia Prison System, the Mayor’s Commission on Disabilities, the Mayor’s Commission on Aging, and the Office of the District Attorney.
- Q8. What requirements are exempted for contracts between non-profits and the above departments?
The department does not have to advertise new contract opportunities or the award decisions. Non-profit providers are still required to submit disclosure information before they can start delivering any services. After the contract has been executed, information, including disclosures, on these contracts will become publicly available – just as with other types of contracts.
- Q9. I’m an existing vendor; why can’t I see any of my current contracts?
Please contact 215-686-4914 or econtractphilly@phila.gov for assistance.
- Q10. I’m an existing vendor; how can I change my company’s address information that appears on my Vendor Record?
You have to send a change of address request through the Need Assistance? link on the top navigation bar.

Using the Online Application System

Q11. How do I apply for a contract opportunity I've found on the website?

If you want to apply for a particular contract opportunity, you are required to submit an application through the online system. Detailed application directions are provided in the Instructions Manual available on the eContract Philly website (look under the Instructions link on the top navigation bar).

First, you must register with eContract Philly using your organization's Employer Identification number (or your social security number if you are applying for the opportunity as an individual). When you request registration, you must submit a valid email address. Once you have received your unique password via email, you will be able to login to your secure *Vendor Record* by clicking on the "Apply for Contract" button on the details page of the contract opportunity. This is where you will submit your application, disclosure forms, and your proposal. Your proposal and any other response documents must be saved as Microsoft Word, Microsoft Excel, Microsoft Project, Adobe PDF format, or in a compressed (zipped) file.

Each contract opportunity will have accompanying documents to provide additional information and vendor requirements for that opportunity. Please be sure to read all of the information before applying for an opportunity.

Q12. How long will it take to receive my eContract Philly password?

An email notifying you of your password will be sent to the email address you provide during the registration process. If you do not receive this email notification within 60 minutes, please check with your mail administrator to ensure that econtractphillynoreply@phila.gov is not being filtered as spam or junk mail. If, after 24 hours, you still do not receive this email notification, use the Need Assistance? link on the top navigation bar.

Q13. Can multiple people from the same organization or business register with eContract Philly?

Yes. Using the same federal tax identification number, each person must register using their own email address and will receive their unique password, but every user from the same agency will access the same *Vendor Record* and will see the same applications and the same contracts.

Q14. Who should I contact to find out more information about a particular opportunity?

You can directly email or call the contact person listed on the particular contract opportunity.

Q15. Do I have to submit all of my information by the application deadline?

Yes. If you do not, your application will not be considered for that opportunity.

Q16. The opportunity details require me to submit hard copies of my response materials; do I have to submit the online application as well?

Yes, your application will **not** be considered if you do not have all of the requested materials (including the online disclosure forms) submitted online by the deadline specified for that contract opportunity. The department announcing the opportunity may ask for additional materials in hard copy since they may be difficult to submit electronically (e.g. letters of support, standardized forms) so please read through all instructional materials prior to submitting your application. If you have any questions about the application requirements, please use the contact information listed with the opportunity details or use the Need Assistance? link on the top navigation bar.

Q17. When does the online application period for opportunities close?

The opportunities will close on different days depending on how long departments want to advertise them, however, **each opportunity closes at 5 pm Philadelphia, PA, local time.**

Q18. How do I submit my application electronically?

When you start a new application, you will be presented with six (6) red X's under the Disclosure Form area on the main application page. The last red X provides you the opportunity to "Sign and Submit." However, you must complete the five preceding disclosure forms and attach your response documents (completion is indicated by blue check marks). Once you've completed the required elements, you can click on the "Sign and Submit" area. You must enter the necessary online signatures in the area provided (this requires no additional or special software) and then click the *Submit* button. In this way, preparing and sending your application is similar to drafting and sending an email message. **If you do not click the *Submit* button to send your application, your application will not be received.**

If you do not sign and submit your application through the online system, it will not be considered by the City of Philadelphia.

Q19. How can I be sure that my application was received by the City of Philadelphia?

After you send your application by clicking the *Submit* button, an email confirming the receipt of your application will be sent to the email account you provided upon registration. Additionally, you can look at the *Status* column when viewing your application list in your *Vendor Record*, which will display the date your application was submitted.

If you modify any part of a submitted application, your application will automatically be withdrawn from consideration. You must re-sign and submit the online application. You will receive a second email confirming the subsequent application submission.

If you have started an application, but have not submitted it, the *Status* column will display "Incomplete."

Q20. If I apply for more than one contract opportunity, can I use the same forms? Do I have to get a new password for each contract opportunity?

No, you cannot use the same forms. You are required to submit a new application (including disclosures) for each contract opportunity, but you may use the same login information (email address and password) to apply for any contract opportunity.

General Vendor Information

- Q21.** Do I have to have a City of Philadelphia Tax Account Number or Commercial Activity License in order to apply for contract opportunities?
No, but you may be required to obtain these prior to being selected as a contractor. For more information, please visit Business Services at <http://business.phila.gov/Pages/Home.aspx> and refer to the information on how to register your business/organization. Please call 215-686-6600 (Department of Revenue for tax account questions) or 215-686-2490 (Department of Licenses and Inspections for Commercial Activity License questions).
- Q22.** How do I apply for a City of Philadelphia Tax Account Number or Commercial Activity License?
You can apply online at <http://business.phila.gov/Pages/Home.aspx>. Follow links to register your business. You may also apply in person at the Municipal Services Building, 1401 John F. Kennedy Blvd, Philadelphia, PA 19130.
- Q23.** When and how will I find out who the winning applicant is?
Once a decision has been made, the name of the winning applicant, as well as a list of all applicants for that contract opportunity, will be publicly posted on the City's website for at least eight days before the contract is executed (signed). These announcements are made available in the Notice of Intent to Contract section of the eContract Philly website.
- Q24.** Can I find out why an applicant was chosen?
The bases for the Intent to Contract will be made available on the details for the individual Intent to Contract.
- Q25.** Now that the contract application process is automated, will I still receive a hard copy of my executed (signed) contract?
Yes.
- Q26.** Will invoicing, billing, and payment for services be conducted through this website?
No.
- Q27.** What information about my company will be made public?
Different information will be made public at different times. If the City contracts with you, you should expect to have the following information made public: your business name, your application and disclosure forms, updates to your disclosure information, the subject of any contract you hold with the City, information about the renewal of any contract you hold with the City, and information about payments on any contract you hold with the City to the extent required under applicable law.
- Q28.** I already have a non-bid contract with the City of Philadelphia, how do these changes affect me?
It depends on the status of your current contract. If your current contract is being renewed for an additional term, you will not be required to register online or submit an online application and disclosure forms for this renewal. Although contractors do not have to do anything online in this case, the City's website will display certain information related to contract renewals, like the contractor name, contract amount, and term of the contract. To determine whether your contract is being renewed, you should contact the department that has contracted for your services.
- Q29.** My services are often subcontracted by businesses with contracts with the City of Philadelphia; how do these rules affect me?
The primary contractor has to ensure that you are eligible for a non-bid contract with the City and you have to maintain your eligibility throughout the term of the contract (please see the section on Campaign Contribution Disclosures, Attribution Rules, and Eligibility Restrictions on page 8 of these FAQs). You are not required, however, to submit disclosures online unless you want to submit an application for a contract opportunity as a primary contractor. If you are a subcontractor, you should check with the prime contractor to determine how they plan to collect and/or certify.
- All applicants for non-bid contracts will have the information from their application, including disclosures, made public.

Information on Disclosure Requirements

Q30. What kinds of information must I disclose?

For each opportunity, you must disclose:

- Any campaign contributions your business or any affiliated entity/persons made if you are applying as a business or any campaign contributions you or any immediate family member made if you are applying as an individual (see attribution information in Q49 – Q53);
- The name of any consultant(s) you used to help in obtaining the contract;
- Any campaign contributions the consultant(s) made;
- Any subcontractors you are planning to use if awarded the contract;
- Whether a City employee asked you to give money, services, or any other thing of value to any person or entity; and
- Whether a City employee gave you any advice on how to satisfy any minority, women, disabled or disadvantaged business participation goals.

More information on the rules regarding campaign contribution disclosure, including the definition of terms, can be found in the next section.

New December 2009: The recent enactment of Pennsylvania Act 44 of 2009, imposes additional disclosure requirements and eligibility thresholds for applicants to contract opportunities with municipal pensions systems. For the City of Philadelphia, the new requirements apply to contract opportunities with the Board of Pensions and Retirement and the Sinking Fund Commission. Please see Q51 for more details.

Q31. What happens if my subcontractor makes contributions?

Subcontractors are required to comply with the same eligibility rules as primary contractors. If a subcontractor makes campaign contributions that would make them ineligible to be a primary contractor, then they are not permitted to be a subcontractor on a contract. The City will require every primary contractor to certify that each subcontractor is eligible to work on a non-competitively bid city contract.

Q32. Do I have to report whether a City official or employee, not in their official capacity (e.g. as a board member of a non-profit), asks me or my organization for a donation of time, money, or other thing of value?

Yes.

Q33. Do I have to disclose if I donate money or services to a City initiative as providing time, money, or other thing of value to another person or business?

If you were directly solicited by a City official to provide the services or money, yes. If your donation is in response to general plea for donations or made without any type of solicitation, then you do not have to disclose your donation of money or services.

Q34. I contacted the Office of Economic Opportunity (“OEO”) and an employee gave me advice on how I could satisfy participation goals for disadvantaged businesses on a particular contract opportunity. Do I have to disclose this?

Yes.

Q35. Who gets to see my disclosures?

Once a contract for which you applied is executed (signed), your application (including the disclosure forms related to that contract opportunity) will be publicly accessible through the City’s official website, regardless of whether you were awarded the contract.

- Q36. Once a contract has been awarded, are there any additional disclosure requirements?
Yes, vendors who have been awarded contracts will be required to update disclosure forms during the term of the contract and for one year afterward. These updates must be made within five days of the reportable activity. The following information must be maintained:
1. Whether the contractor or consultant(s) made any campaign contributions;
 2. Whether a City employee asked the contractor to give money, services, or any other thing of value to any person or entity; and
 3. Whether the contractor received any advice on how to satisfy any minority, women, disabled or disadvantaged business participation goals (this must be maintained only for the term of the contract).
- Q37. How do I know how long the contract term is for?
As many of the City of Philadelphia's contract General Provisions allow for three options to renew for additional year-long terms, the City defines the term of the contract as the base contract term plus any additional renewal terms. For a typical contract, this means that the contractor is responsible for updating its disclosure forms for up to **five years**. For more specifics on your contract, please contact your point of contact or you may request assistance through econtractphilly@phila.gov or 215-686-4914.
- You can also determine your contract term by going to your Vendor Record, selecting Professional Services Contracts, and looking for the contract in which you are interested. The full term, from the initial start date to the current end date, will be displayed in the table. The end date may change if the City decides to exercise one of its options to renew and the contractor must update its disclosure forms for another year after the end date that is displayed on this table. It is the contractor's responsibility to know the end date of its contracts and to update its disclosure forms as necessary.
- Q38. What happens if the City finds out that a contractor does not meet the eligibility requirements?
Any covered contract with that contractor is voidable by the City.
- Q39. Do contractors have any way to appeal if they are being fined or debarred from entering into a non-bid contract?
Yes, there is a debarment process that includes an opportunity to appeal and request a formal hearing.

Campaign Contribution Disclosures, Attribution Rules, and Eligibility Restrictions

Q40. Do these new rules change existing campaign finance laws? Does this limit the contributions that individuals and businesses can give?
No. The legislation that produced these changes (Chapter 17-1400 of The Philadelphia Code, or “the Code”) dictates that individuals and businesses may be temporarily ineligible from receiving certain City contracts, based on political contributions that they, or others closely identified with them, make. But it does not prohibit contributions. Direct limitations on certain campaign contributions are contained within Chapter 20-1000 of The Philadelphia Code. Information regarding those limitations can be found at <http://www.phila.gov/ethicsboard>.

Q41. What is considered a contribution?
For the purposes of disclosure for eContract Philly, the word “contribution” means any payment, gift, loan, etc., of money or any other thing of value made for the purpose of influencing an election. A fuller definition of contribution can be found on the eContract Philly website in the Disclosure Definitions.

Q42. What campaign contributions are required to be disclosed?
Any campaign contributions of money or in-kind assistance to:

1. Any candidate for nomination or election to any public office in the Commonwealth of Pennsylvania or to any incumbent in such office (this includes state officials);
2. Any political committee (including political action committees) or state party in the Commonwealth of Pennsylvania; and
3. Any group, committee, or association (including political action committees) organized in support of any candidate, incumbent, political committee, or state party in the Commonwealth of Pennsylvania,

An “incumbent” is an individual who currently holds an elective office.

Q43. Do I have to disclose contributions I make to candidates for, or incumbents in, federal offices or offices in other states, or to national parties or political committees?
No.

Q44. What amount of contributions prohibits the receipt of contracts?
Contributions by an individual in excess of \$2,900 in the aggregate in a calendar year to an incumbent or to a candidate for City office (who has since been elected to office) would make the applicant ineligible for a City contract over \$10,000.

Contributions by a business (a corporation, partnership, or any other legal entity) in excess of \$11,500 in the aggregate in a calendar year to an incumbent, or to a candidate for City office (who has since been elected to office) would make the business ineligible for a City contract over \$25,000.

“In the aggregate” means all the contributions to a particular recipient made by or attributed to the applicant during the calendar year.

It is important to note that some contributions made by immediate family members of the individual or affiliated entities or persons of the business will be attributed to the individual or business. These “attribution rules” are somewhat different for individuals and businesses (corporations, partnerships, and other legal entities). For more information on attribution rules, see Q49 – Q53.

If a candidate for any City elective office contributes \$250,000 or more from his or her personal resources to his or her campaign (regardless of the time period over which such contribution is made), then the maximum eligibility thresholds for individuals and businesses shall double with respect to contributions to candidates for that same elective office (i.e. \$5,800 for individuals and \$23,000 for businesses).

For contract opportunities with the Board of Pensions and Retirement and the Sinking Fund Commission, an applicant is not eligible to receive a contract under Pennsylvania Act 44 of 2009 if the applicant or an affiliated

entity has made any contributions within the last two (2) years (applies to contributions made since December 17 2009) to an incumbent or candidate for City elective office. An “affiliated entity” is defined in Chapter 7-A of Pennsylvania Act 44 of 2009 as “any of the following: 1) a subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm; 2) an organization under section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S. §501(c)) established by a lobbyist or a lobbying firm or an affiliated entity.”

Q45. What contributions are considered contributions to an incumbent or candidate?

1. A contribution to a political committee that lists the name of a candidate or incumbent on a registration statement filed pursuant to State law is considered a contribution to the candidate or incumbent.
2. A contribution that is not made directly to an incumbent or candidate, but that is made with the intent that the contribution will be made available to the incumbent or candidate is counted as a contribution to the incumbent or candidate.
3. A contribution to a political committee which, during the calendar year in which the contribution was made, itself makes contributions in excess of fifty percent of the committee’s total receipts for the calendar year to a particular incumbent or candidate is counted as a contribution to that incumbent or candidate.

Q46. For which elective offices do the eligibility restrictions outlined in the Code apply?

The Code restricts eligibility based on contributions to incumbent City elected officers and contributions to candidates for City office who subsequently are elected to City office. The elective City offices are Mayor, Member of City Council, District Attorney, Controller, Sheriff, City Commissioner, and Clerk of Quarter Sessions.

Q47. When do contributions start counting for the eligibility rules outlined in the Code?

Although applicants and contractors have to disclose contributions for the two years prior to the application deadline for a contract opportunity, only those contributions made on or after January 1, 2006, will be considered for determining eligibility.

Q48. What kinds of contracts might an individual or business (meaning any legal entity other than an individual) be barred from receiving based on campaign contributions?

The eligibility restrictions apply to City contracts that are non-competitively bid, meaning City contracts for the purchase of goods or services for which the lowest responsible bidder requirements of Section 8-200 of the Philadelphia Home Rule Charter do not apply.

In the case of contributions made by individuals, the eligibility restrictions for non-competitively bid contracts apply to contracts in excess of \$10,000. In the case of contributions made by businesses, meaning any legal entity other than an individual, the eligibility restrictions apply to contracts in excess of \$25,000.

Q49. What are the attribution rules for individuals?

In addition to contributions made directly by the individual, the following contributions are attributed to the individual.

1. Contributions in excess of \$2,900 made by a member of the individual’s immediate family, defined as (1) a spouse who lives in the individual’s household, (2) a life partner, or (3) a minor dependent child of the individual; are counted as contributions of the individual. Note that only the amount over \$2,900 is attributed and required to be disclosed.
2. Any contribution to an incumbent or candidate that is solicited from another person or entity by the individual is counted as a contribution by the individual. This includes the hosting of a fundraising event. Any contributions made at a fundraising event are attributed to the host of the event (as well as to the person or entity who made the direct contribution). Similarly, if an individual serves as an intermediary for the contribution of another person or entity, the contribution is attributed to that individual.
3. Any contribution to an incumbent or candidate in excess of \$2,900 per year that is solicited by a member of the applicant’s immediate family (or for which an immediate family member serves as an intermediary) is counted as a contribution by the individual. Again, only the amount over \$2,900 is attributed to the individuals and is required to be disclosed.

Q50. What are the attribution rules for businesses (corporations, partnerships and other legal entities other than individual people)?

In addition to contributions made directly by the business, the following contributions are attributed to the business:

1. A contribution made by a parent, subsidiary or otherwise “affiliated” entity of a business is counted as a contribution of the business.
2. A contribution from any officer, director, controlling shareholder or partner of a for-profit business is counted as a contribution of the business.
3. A contribution of any officer, director, controlling shareholder or partner of an affiliated entity of a for-profit business is counted as a contribution of the business. (Although contributions of the officers and directors of a non-profit are not attributed to the non-profit, contributions by the officers, directors and controlling shareholders of a for-profit affiliated entity of a non-profit are attributed to the non-profit.)
5. Any contribution to an incumbent or candidate that is solicited by the business, or that is solicited by any person or entity whose own contribution would be attributed to the business, is counted as a contribution by the business. This includes the hosting of a fundraising event. Any contributions made at a fundraising event are attributed to the host of the event (as well as to the person or entity who made the direct contribution). *Contributions raised at an event hosted by a person or entity whose own contributions would be attributed to a business are also attributed to the business. Similarly, if a business serves as an intermediary for the contribution of another person or entity (or if any person or entity whose own contribution would be attributed to the business, serves as an intermediary for the contribution of another person or entity), the contribution is counted as a contribution by the business.*
6. A contribution by a person or entity that is reimbursed by the business is counted as a contribution of the business.
7. A contribution by a political action committee that is controlled by the business (or that is controlled by any of the people or entities whose individual contributions would be attributed to the business) is counted as a contribution by the business.

Direct and indirect contributions attributed to an immediate family member of an officer, director, controlling shareholder, or partner of the for-profit business or the for-profit affiliate of the business must be disclosed. Only the amount above \$2,900 will be attributed to the officer, director, controlling shareholder, or partner (and, by extension, the business). Indirect contributions would include:

- ✓ Contributions not directly given to a candidate, incumbent, or political committee but made with the intent that the contribution will benefit the candidate, incumbent, or political committee;
- ✓ Solicitation of contributions on behalf of a candidate, incumbent, or political committee, including the hosting of or solicitation at fundraising events (required to disclose details regarding the date of event and amount raised); and
- ✓ Contributions not made directly by the individual/business to a candidate, incumbent, or political committee but furnished by the individual / business as an “intermediary”.

Q51. What are the additional disclosures required by Pennsylvania Act 44 of 2009? (New December 2009)

For contract opportunities with the Board of Pensions and Retirement and the Sinking Fund Commission, applicants must disclose, in addition to the above, all contributions over \$500 made within the last five years by the applicant or an affiliated entity (term defined below) and all contributions over \$500 made by officers, directors, executive-level employees (term defined below), and owners of at least 5% of the applicant or affiliated entity. Note that applicants are not eligible to receive a contract with the Board of Pensions and Retirement or the Sinking Fund Commission if the applicant or an affiliated entity has made any contributions within the last two (2) years (applies to contributions made since December 17, 2009) to an incumbent or candidate for City elective office.

An “affiliated entity” is defined in Chapter 7-A of Pennsylvania Act 44 of 2009 as any of the following: 1) a subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm; 2) an organization recognized by the Internal Revenue Services as a tax-exempt organization under section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S. §501(c)) established by a lobbyist or a lobbying firm or an affiliated entity.

An “executive-level employee” is defined in Chapter 7-A of Pennsylvania Act 44 of 2009 as an employee of a business or the businesses affiliated entity who: 1) can affect or influence the outcome of the business’s or affiliated entity’s actions, policies, or decisions relating to pensions and the conduct of business with a municipality or a municipal pension system; or 2) is directly involved in the implementation or development of policies relating to pensions, investments, contracts or procurement or to the conduct of business with a municipality or a municipal pensions system.

Q52. Pennsylvania Act 44 of 2009 only requires the disclosure of contributions of \$500 or more. Do I still have disclose contributions of \$500 or less when applying for contract opportunities with the Board of Pensions and Retirement or the Sinking Fund Commission?

Yes. You are required to disclose all contributions, regardless of amount per the requirements under Chapter 17-1400 of the Philadelphia Code.

Whenever the requirements of Chapter 17-1400 of the Philadelphia Code and Pennsylvania Act 44 of 2009 differ, you must follow the stricter law. If you have any questions, please contact eContract Philly helpline at econtractphilly@phila.gov or 215-686-4914.

Q53. Are there special attribution rules applicable to non-profit businesses?

Non-profit businesses are subject to the same eligibility requirements as for-profit businesses. Certain attribution rules that apply to for-profit businesses, however, do not apply to non-profit businesses. Specifically, the contributions of officers, directors, controlling shareholders or partners of a non-profit business, or of non-profit affiliates of the non-profit business, are not counted as contributions of the non-profit business.

Q57. Once a contract is awarded, do the contribution limitations continue to apply?

Yes. In contracts awarded after February 1, 2006, individuals and businesses have to agree that they will not make any contributions during the term of the contract that would render the contractor ineligible to enter into a contract under the Code.

Q54. Are there any contract eligibility restrictions based on consultant contributions?

No.

Q58. Are individuals eligible for City contracts if a business reimburses them for their contributions? Who is attributed those contributions?

The contribution is attributed to both the individual and the business.

Q55. Are there any contract eligibility rules for subcontractors?

Yes, subcontractors at any tier have the same eligibility restrictions as primary contractors. If the individual or business would not be eligible to serve as a primary contractor, it cannot be a subcontractor at any tier. Primary contractors are responsible for making sure their subcontractors are eligible to work on a City contract. A template for gathering information to ensure subcontractor eligibility to work on a City contract can be under the Disclosure/Eligibility link on the top navigation bar of the eContract Philly website.

If, based on the attribution rules, the individual contributes more than \$2,900 to a candidate (who subsequently wins elective City office) or to an incumbent in elective City office, the individual will not be eligible for a contract with the City over \$10,000 – regardless of whether a portion of that contribution is reimbursed by a business.

Q59. If a business gave \$9,000 to the Democratic candidate and \$9,000 to the Republican candidate running for the same office, is that business prohibited from entering into City contracts?

No. The business is still eligible to be awarded a contract, regardless of who wins the election. Contributions made to different candidates for the same office are not added together; only contributions made to the same candidate are aggregated.

Q56. For how long would an individual or business remain ineligible to receive a non-bid contract?

For contributions to incumbents, during the remainder of the incumbent’s term of office. For contributions to a candidate, during the term of the office to which the candidate is elected.

Q60. If contributions made by members of the immediate family are attributed to individuals only when in excess of \$2,900, does that mean the individual is attributed \$500 if a member of his/her immediate family contributes \$3,400 to an incumbent or winning candidate?
Yes.

Q61. If a \$100 contribution is made to a political committee that gives 51% of its total receipts to a particular incumbent, does the entire \$100 count as a contribution to that incumbent, or only \$51?
The entire \$100 counts as a contribution to the candidate.

Q62. If a candidate for a City office has contributed more than \$250,000 of his/her own resources to his/her campaign, what is the eligibility threshold with respect to contributions made to that candidate and other candidates for that office?
If a candidate has contributed more than \$250,000 of his/her own resources to his/her campaign for a City office, the eligibility thresholds double with respect to contributions made to candidates for that same office. Therefore, if this threshold has been met, individuals may contribute up to \$5,800 in one calendar year and businesses may contribute up to \$23,000 in one calendar year and still remain eligible to be awarded a non-bid contract during that candidate's term of office. Attribution rules still apply. Information regarding contributions that have triggered this rule (and a related campaign contribution limit rule) for the Mayor's race in 2007 can be found at http://www.phila.gov/ethicsboard/pdfs/Advisory_Opinion_2006-001.pdf.

Q63. What happens in the following scenario: a business gives more than \$11,500 to a candidate running for City office in January, the business is awarded a contract in April, the candidate wins office in November?
Since the contribution was made, and the contract awarded, prior to the candidate winning elective office, the business will be allowed to finish that contract term. The City, at its option, may decide to exercise its option to renew for an additional three years, which does not constitute the award of a "new" contract under the terms of the Code. The business, however, will be prohibited during the term of the contract from making any contributions above the eligibility threshold. The business will also be ineligible to receive any new contracts from the City during the term of office of the candidate to whom the business made its contribution.

Q64. Can I submit campaign contribution information as an attachment to my application rather than entering it into the online disclosure form, e.g. attach a Microsoft Excel document?
No. Completion of the online forms is mandatory.

Troubleshooting Issues

- Q65. I'm having trouble viewing the site, what can I do?**
The website is only compatible when using Internet Explorer, Safari or Google Chrome. The website is not compatible with Mozilla Firefox.
- Q66. I can't find the opportunity I heard about. What do I do?**
Make sure you are viewing the New Contract Opportunity list on the eContract Philly website. Try filtering the opportunities by the department that is issuing the opportunity and/or by the Service Type. If you cannot find it that way, contact the person who notified you about the opportunity for assistance. You can also use the Need Assistance? link on the top navigation bar for assistance.
- Q67. I can't view the opportunity documents provided on the Opportunity Details page.**
Many of the documents are stored as Adobe PDF files. If you do not have Adobe Acrobat Reader, you can download it for free at <http://www.adobe.com>.
- If you open a second PDF document after opening a first, the second PDF will appear in the same window, replacing the first. To view the first PDF, click on the appropriate link and it will re-appear in the same window replacing the second PDF.
- For documents in other applications (e.g. MS Word, MS Excel), you may have to authorize your computer to download the files.
- Q68. Why can't I print the opportunity documents?**
The File>Print option on the Internet browser toolbar will not print an Adobe PDF document. You must either click on the printer icon in the Adobe toolbar (not the toolbar for the Internet browser itself). Or use Cntrl-P (depressing the Control key and the "P" key at the same time). If you continue to have printing problems, use the Need Assistance? link to report the issue.
- Q69. I didn't receive my password. What do I do?**
If you do not receive an email notification with your password information within 60 minutes, please check with your mail administrator to ensure that econtractphillynoreply@phila.gov is not being filtered as spam or junk mail. If, after 24 hours, you still do not receive this email notification, use the Need Assistance? link on the top navigation bar.
- Q70. Why am I getting an error message when I try to enter my EIN, contract number, and contract amount when registering as an existing vendor?**
One of the entries may be wrong and you should double-check the information. For your contract information, check the first page of your contract where the number and amount will be listed. If your contract is a Miscellaneous Purchase Order, be sure to include the capitalized "MPXX" that precedes the eight-digit number.
- If you continue to get an error message, use the Need Assistance? link to submit a request for assistance.
- Q71. I forgot my password. What do I do?**
On the Register/Login page, you can request a reminder that will be sent to the email address that you provided upon registration.
- Q72. What happens if I cannot attach any documents, like my proposal, budget, etc.?**
When you are on the *Vendor Attach* page of the application, double-check that you have filled out all three required areas for the attachments: identifying the location of the document you want to attach; indicating whether it is a proposal, budget or other document; and labeling it with a descriptive name. Make sure that the document you are trying to attach is saved as Microsoft Word, Microsoft Excel, Microsoft Project, Adobe PDF, or in a compressed (zipped) file and is 8MB or smaller. Once you have completed these requirements, click *Add* to save your documents to your application. If you continue to have difficulty with attaching your documents, use the Need Assistance? link to report the problem.

Q73. What do I do if I get an error message saying that the server is busy when I tried to upload my proposal documents?
You may be trying to attach a large document that the system has trouble accepting all at once. If your document is larger than 8 MB, try these alternatives: separate it into multiple, smaller documents; reduce the resolution of your images; compress or zip the files. Then, try to attach again. If you continue to have problems, use the Need Assistance? link to report the issue.

Q74. I entered information into the forms, why am I not getting the blue checks to indicate they are done?
Whether you click the checkbox to certify that you have nothing to disclose or you enter the information that you have to disclose, you must click the "Add" button to have the information saved in the form. If you do not click "Add," your form is not complete and the red X on the main application page will not turn into a blue check.

Q75. I've filled out all the forms and attached my proposal documents (each red X turned to a blue check), am I done with my application?
No. You are still required to enter the online signatures and then you must click the Submit button. **If you do not click the *Submit* button to send your application, your application will not be received by the appropriate staff with the City of Philadelphia.**

If you do not sign and submit your application through the online system, it will not be considered by the City of Philadelphia.

General Assistance with Computers

Q76. Where can I find publicly accessible computers? How can I send an application if I do not have a computer?

There are free computer terminals for vendors without access to computers at the following locations:

- Computer terminals at the Public Information Room of the Records Department, Room 154, City Hall
- Any Philadelphia Free Library location
- The Northeast Municipal Service Center, 9239 Rear Roosevelt Blvd

Computer terminals are also available at the Enterprise Center, 4548 Market Street. Please call 215-895-4000 for more information prior to visiting the Center.

If your business is registered through OEO, OEO will be helping to spread the word about contract opportunities through fax blasts, their newsletters, and direct outreach.

The application process does require that you have an active, valid email address. Several websites offer free email accounts

Q77. If I am not familiar with the Internet, where can I go to get some help?

If you need assistance with using a computer or navigating the Internet, visit your local branch of the Free Library and staff will assist you.

Q78. Where can I go for answers to my questions?

If you have a question about a particular contract opportunity, you can directly email or call the contact person listed on the particular contract opportunity. If you have a question on the registration and application process, the program in general, or the website, you can either email econtractphilly@phila.gov or call 215-686-4914
