



Advertised Procurement Request (Form AP-2)

Instructions: This form is to be utilized by a Requesting Director (**Senior Director or above**) when requesting a product/service and an Advertised Procurement is necessary (*e.g.* an IFB or RFP). (§ 302)

Please complete this form and file with the Contract Administrator.

AP-1 Form Attached (Purchase Requisition and supporting documents) (§ 201)

Expedited IFB/RFP (§ 201.1)

| | |
|--|---|
| Requesting Department Information | |
| Name: | Date: |
| Title: | Department: |
| Project Information | |
| Project Name: | |
| Narrative Description of Project: | |
| Estimated Cost (an estimated range may be used): | |
| Deadline (if applicable): | |
| Current Contract # (if applicable): | Current Contract Expiration Date (if applicable): |

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AP-2 Continued

In order for project to be issued as a Request for Proposals (“RFP”), an explanation is necessary. Please select from the sections below to explain why an Invitation for Bid (“IFB”) is not practicable or advantageous for the Authority.

The use of competitive sealed bidding is not practicable for the Authority to use to award this contract because: (check all that apply)

- The Authority is seeking a vendor’s solution to an Authority need.
- The Authority wants to provide offerors with flexibility in the contents of their proposals in terms of materials, services or construction offered.
- The scope/statement of work/specifications lack sufficient clarity and specificity in terms of a detailed procurement description to enable submission of definitive bids.

The use of competitive sealed bidding is not advantageous for the Authority to use to award this contract because: (check all that apply)

- The Authority wants to consider criteria other than price in the award process, in particular, criteria that are subjective in nature:
- | | |
|--|---|
| <input type="checkbox"/> Diverse Business Enterprise | <input type="checkbox"/> Contractor qualifications, experience and financial capability |
| <input type="checkbox"/> Service & Delivery Capability | <input type="checkbox"/> Other criteria |

Requesting Director:

Print Name: _____ Signature: _____ Date: _____

Chief Financial Officer:

Print Name: _____ Signature: _____ Date: _____

Executive Director:

Print Name: _____ Signature: _____ Date: _____



PROCUREMENT FILE CHECKLIST (Form AP-3)

SOLICITATION INFORMATION

| | |
|--------------|--|
| Name | |
| Number: | |
| Date Issued: | |

| CHECKLIST | |
|--|--|
| <input type="checkbox"/> AP-1 Requisition Form | <input type="checkbox"/> Bid/Proposal Received Log |
| <input type="checkbox"/> AP-2 Advertised Procurement Request | <input type="checkbox"/> Bid/Proposal Opening Sign-in Sheet |
| <input type="checkbox"/> AP-6 K Form | <input type="checkbox"/> AP-4 No Conflict & Confidentiality Form |
| <input type="checkbox"/> Contract Admin. Project Review Sheet | <input type="checkbox"/> Tabulation/Administrative Review |
| <input type="checkbox"/> Bid/RFP Document | <input type="checkbox"/> Evaluation Meeting Sign-in Sheet _____ |
| <input type="checkbox"/> Addenda Issued _____ | <input type="checkbox"/> Board Action |
| <input type="checkbox"/> Notice to Bidders/Offerors | <input type="checkbox"/> AP-3 Procurement File Checklist |
| <input type="checkbox"/> Proof of Advertisement | <input type="checkbox"/> Meeting Notes |
| <input type="checkbox"/> Bid Documents Sign-in Sheet | <input type="checkbox"/> Executed Contract |
| <input type="checkbox"/> Pre-Bid/Proposal Sign-in Sheet | <input type="checkbox"/> Award/Rejection Letters |
| <input type="checkbox"/> Minutes from Pre-Bid/Proposal Meeting | |

COMMENTS: _____



**EVALUATION COMMITTEE
CERTIFICATION OF CONFIDENTIALITY
AND
NO CONFLICT OF INTEREST
(AP-4)**

Please read this document in its entirety, complete as directed, sign where indicated and give the original document to the Contract Administrator.

Procurement Identification information (#): _____

Evaluation Committee Member Name: _____

To protect the integrity of the public procurement process, it is essential that bids and proposals be evaluated in an unbiased manner and without conflict of interest, and that the contents of bids and proposals remain confidential throughout the evaluation process. You have been selected as an evaluator/subject matter expert not only because of your managerial/technical expertise, but also because you are not known to have a bias, business or family relationships, or any other conflict that could affect, or which could be perceived to affect, your fair, honest and impartial participation in this evaluation. As an evaluator/subject matter expert you are expected to: 1) discharge your duties impartially so as to assure fair, competitive access to Authority procurement by responsible contractors, and 2) conduct yourself in a manner which fosters public confidence in the integrity of the Authority's procurement process.

Part I - No Foreseeable Conflict of Interest or Bias

I certify that I, and to the best of my knowledge, members of my immediate family, as defined in the *Public Official and Employee Ethics Act*, 65 Pa. C. S.A §1102:

1. Are not current or former employees of any of the firms in the industry that I foresee would submit a bid or proposal.
2. Are not directors, officers, owners, partners, agents, or representatives of any of the firms in the industry that I foresee would submit a bid or proposal.
3. Do not hold any stock or any financial interest in any of the firms in the industry that I foresee would submit a bid or proposal.

I certify that I will not during the procurement process:

1. Solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage, directly or indirectly, in any discussion of future employment or business opportunity with, any director, officer, owner, partner, employee, representative, agent or consultant of a bidder or offeror that submits a bid or proposal, or their proposed subcontractors.
2. Ask for, demand, exact, solicit, seek, accept, receive, or agree to receive, directly or indirectly, any money, gratuity, or other thing of value from any director, officer, owner, partner, employee, representative, agent, or consultant of an offeror that submits a bid or proposal, or their proposed subcontractors for this project. I will advise my immediate family that the acceptance of any such gratuity may be imputed to me as a violation, and must therefore be avoided by them.

I understand that my obligations under this certification are of a continuing nature. I will immediately seek the advice of the Authority's Legal Department and report the circumstances to my supervisor and to the Contract Administrator if at any time during the procurement process:

1. I receive a contact from a bidder or offeror that submits a bid or proposal, or their proposed subcontractors, concerning employment or other business opportunity.
2. No individual who has been employed by abider or offeror within the preceding two years may participate in the evaluation of proposals.
3. I receive an offer of a gift from a bidder or offeror that submits a bid or proposal, or their proposed subcontractors.
4. I encounter circumstances where my participation might result in a real, apparent, or potential conflict.

Part II - Confidentiality

1. I certify that I will not divulge nor make known, in any manner whatsoever, to any person, other than a member of the evaluation committee or other individual who has a confidentiality statement for the same procurement, or to an investigatory or law enforcement authority, after consultation with the Authority's Legal Department, any information (which has not already been made available to the public or all interested offerors) pertaining to any and all aspects of the procurement including but not limited to the contents of bids or proposals, the scoring method, points allotted, evaluator scores, costs, or any other confidential information regarding the procurement process.

2. I understand that unauthorized sharing of information may give a bidder or offeror an unfair advantage over another bidder or offeror and thereby render the process invalid.
3. I understand that if I divulge such information I may be subject to disciplinary action, including termination of my employment with the Authority.
4. I have received a copy of the Authority's Conflict of Interest Policy.

Part III - Exceptions

Any exceptions to the certifications that I have made in completing this certification are listed below.

If additional space is needed, attach additional pages and initial each page of the addition.

Check here if there are no exceptions to the certifications.

Part IV - Signature and Certification

I have read and understand the certifications and understanding set out in this document. I further understand that by signing this document, I make the certifications and confirm the understandings herein subject to the provisions and penalties of 18 Pa. C.S. § 4904 (*unsworn falsification to authorities*).

Signature (Must be an original ink signature)

Date



Evaluation Committee Creation (Form AP-5)

Instructions: This form is to be utilized by the supervising Deputy Executive Director or, when appropriate, the Executive Director to designate the evaluation chair and committee members to preside over the Advertised Procurement process. (§304)

Initial Evaluation Committee

Add/Remove Committee Member(s) from Existing Committee

Project Information

Project Name:

Evaluation Committee Chairperson:

Evaluation Committee Members *(minimum of three; however five or seven is recommended):*

Legal:

Finance:

Committee members from the Legal and Finance departments will be requested by the Contract Administrator and assigned separately.

Executive Director or Supervising Deputy Executive Director:

Print Name: _____ Signature: _____ Date: _____

**THE
PHILADELPHIA PARKING AUTHORITY**

Office of General Counsel
Contract Assistance Request (K-Form)
Form AP-6

| | |
|--|---------------|
| Contract No. K- (Number provide by the Leagl Department) | DATE: |
| **ALL FIELDS MANDATORY EXCEPT WHERE NOTED** INCOMPLETE FORMS CANNOT BE PROCESSED | |
| Requestor's Name: | |
| Department: | |
| Department Point Person for Contract: | |
| Are All Docs Attached? YES [] NO [] | |
| <input type="checkbox"/> Addendum to K- _____ <input type="checkbox"/> BID # <input type="checkbox"/> City Contract <input type="checkbox"/> Co-Stars # | |
| <input type="checkbox"/> License Agreement <input type="checkbox"/> RFP # <input type="checkbox"/> Sole Sorce <input type="checkbox"/> State Contract | |
| <input type="checkbox"/> Exempt - Explain: _____ | |
| <input type="checkbox"/> Other - Explain: _____ | |
| NAME: | |
| ADDRESS: | |
| Telephone Numbers: | |
| Office/Work: | Fax: |
| Cell: | Other: |
| Description/Type Services: | |
| Location: | |
| <input type="checkbox"/> Request for Contract <input type="checkbox"/> Request for Review <input type="checkbox"/> Request Drafting Assistance | |
| *SECTIONS BELOW TO BE COMPLETED BY THE LEGAL DEPARTMENT ONLY* | |
| Assigned Counsel: <input type="checkbox"/> DGW <input type="checkbox"/> AB <input type="checkbox"/> BH <input type="checkbox"/> MC <input type="checkbox"/> SB | |
| Date Assigned: | |
| Instructions/Comments: | |



Approval to Initiate the Procurement Process for Technology Products (Form AP-7)

Instructions: This form is to be utilized when any department seeks to procure technology products. Per the Procurement Policy, the Procurement Department may not begin the process of seeking a procurement of technology related products without advanced written approval of the Authority's Chief Information Technology Officer. (§ 201.2)

This form is used **only** to gain approval of the technology that is requested and does **not** grant approval for the procurement of said technology.

| Requesting Department Information | |
|--|-----------------------|
| Name: | Date: |
| Title: | Department: |
| Location: | Immediate Supervisor: |
| Product Information | |
| Item or Service Requested (include model number, software version, etc.): | |
| Narrative Description of why this procurement is necessary: | |
| What item or service is being replaced (if applicable): | |
| Is this procurement related to another ongoing project: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: | |

| | |
|---|---|
| _____ Jacqueline Harris, Chief Information Technology Officer | <input type="checkbox"/> Technology Product Approved |
| Date: _____ | <input type="checkbox"/> Technology Product Not Approved |
| Comments: _____ _____ | |



Approval of Cooperative Procurement over the Advertising Threshold (Form AP-8)

Instructions: This form is to be utilized by a Requesting Director (**Senior Director or above**) for the procurement of goods/services or construction that is over the advertising threshold (\$27,900, 2019). (§ 204, Section 206.2 (b))

Please complete this form and file with the Procurement Department or Contract Administrator.

| | |
|--|-------------------|
| Requesting Department Information | |
| Name: _____ | Date: _____ |
| Title: _____ | Department: _____ |
| Project Information | |
| Project Name: _____ | |
| Narrative Description of Project: | |
| Estimated Cost (an estimated range may be used). Attach supporting documents: | |
| Approval is required from the Chief Financial Officer for all procurements over the Advertising Threshold (§ 201.2) | |
| Print Name: _____ Signature: _____ Date: _____ | |
| Approval is required from the Executive Director for all Cooperative Procurements that exceed \$100,000 (§ 204 (c)) | |
| Print Name: _____ Signature: _____ Date: _____ | |
| Requesting Director: | |
| Print Name: _____ Signature: _____ Date: _____ | |