



Advertised Procurement Request (Form AP-2)

Instructions: This form is to be utilized by a Requesting Director (**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, attach the scope of work, and file with the Contract Administrator.

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

☐ **Direct IFB/RFP (§ 201.1)**

Requesting Department Information

Name:

Date:

Title:

Department:

Project Information

Project Name:

Narrative Description of Project:

Budget Information *(An estimated range may be provided):*

Estimated Cost Per Year: _____

Is this project included in the current approved budget?

☐ Yes ☐ No

Does this expenditure qualify as a capital expense*?

☐ Yes ☐ No

*Contact the Controller for clarification, if needed.

Deadline (if applicable):

Current Contract # (if applicable):

Current Contract Expiration Date (if applicable):

Continue to page 2

AP-2 Continued

IF YOU WOULD LIKE TO USE A REQUEST FOR PROPOSAL YOU MUST COMPLETE THE SECTION BELOW:

Using **your** description of the Project, please provide specific examples of why it is **not practicable** or **not advantageous** for the Authority to use an Invitation for Bids to complete this procurement. You may attach additional pages:

Requesting Director:

Print Name: _____ Signature: _____ Date: _____

Controller:

Print Name: _____ Signature: _____ Date: _____

Executive Director:

Print Name: _____ Signature: _____ Date: _____



PROCUREMENT FILE CHECKLIST (Form AP-3)

SOLICITATION INFORMATION

Name:

Number:

Date Issued:

Completed by:

CHECKLIST

☐ AP-1 Requisition Form	☐ Pre-Bid/Proposal Sign-in Sheet
☐ AP-2 Advertised Procurement Request	☐ Minutes from Pre-Bid/Proposal Meeting
☐ AP-4 No Conflict & Confidentiality Form	☐ Bids/Proposals Received Log
☐ AP-5 Evaluation Committee Form	☐ Bid/Proposal Opening Sign-in Sheet
☐ AP-6 K Form	☐ Proposals/Bids Received _____
☐ AP-7 Technology Approval	☐ Tabulation/Administrative Review
☐ AP-8 over the Advertising Threshold	☐ Evaluation Meeting Sign-in Sheet _____
☐ Contract Admin. Project Review Sheet	☐ Board Action
☐ Bid/RFP Document	☐ AP-3 Procurement File Checklist
☐ Addenda Issued _____	☐ Meeting Notes
☐ Notice to Bidders/Offerors	☐ Executed Contract
☐ Proof of Advertisement	☐ Award/Notification/Rejection Letters

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

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 <i>(see page 2 for committee requirements):</i>
Executive Director or Supervising Deputy Executive Director:
Print Name: _____ Signature: _____ Date: _____

Creation of evaluation committee requirements:

1. The evaluation committee must be composed of **not less than three nor more than five** Authority employees who possess technical and managerial expertise in the appropriate field. The Executive Director may authorize a larger Evaluation Committee upon good cause. The Contract Administrator shall serve as a non-voting member of the committee.
2. For procurements anticipated to **cost between \$500,000 and \$1,000,000**, employees named to the Evaluation Committee must be at the level of manager or above and at least one committee member must be at the level of Deputy Executive Director or above.
3. For procurements anticipated to **cost more than \$1,000,000**, employees named to the Evaluation Committee must be at the level of manager or above and at least two committee members must be at the level of Deputy Executive Director or above.
4. Individuals from other government units or agencies who possess expertise in a relevant field may be appointed to the Evaluation Committee by the Executive Director as a voting or non-voting member.
5. The Controller may designate an Authority employee to provide financial guidance to the evaluation committee. The employee designated pursuant to this subsection shall not serve as a member of the Evaluation Committee and shall only participate in Evaluation Committee proceedings only when requested by the Evaluation Committee Chair.
6. The Executive Director may appoint technical advisors to assist an Evaluation Committee with technical or complex issues related to the procurement. Such appointment shall be made through a memorandum to the Contract Administrator and the Evaluation Committee Chair. A technical advisor shall only participate in Evaluation Committee proceedings when requested by the Chair and may not be present for or participate in the Evaluation Committee's scoring process.

THE
PHILADELPHIA PARKING AUTHORITY
Office of General Counsel
Contract Assistance Request (K-Form)
Form AP-6

Contract No. K- _____		DATE: _____	
(Contract Number entered by the Legal Department)			
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 ☐			
☐ Addendum to K- _____ ☐ BID # _____ ☐ City Contract _____			
☐ License Agreement _____ ☐ RFP # _____ ☐ Sole Source _____ ☐ State Contract _____			
☐ Exempt - Explain: _____			
☐ Other - Explain: _____			
☐ Co-Stars: _____ (Executive Director approval <u>must</u> be attached pursuant to section F of § 204 Cooperative Purchasing)			
Contractor/Vendor Name: _____			
ADDRESS: _____			
Contact Information:			
Name: _____		Cell: _____	
Work/Office: _____		Email: _____	
Detailed Description/Type Services: _____			
Location: _____			
☐ Request for Contract		☐ Request for Review	
		☐ Request Drafting Assistance	
Board Approval? ☐ Yes ☐ No Meeting of: _____		COI with Approval _____	
		Federal Tax and/or Philadelphia Tax ID _____	
Instructions/Comments: _____			
<u>*SECTIONS BELOW TO BE COMPLETED BY THE LEGAL DEPARTMENT ONLY*</u>			
Assigned Counsel: ☐ DGW ☐ MC ☐ SB ☐ MP ☐ CT			
Date Assigned: _____			



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: ☐ Yes ☐ No If yes, explain:	

Jacqueline Harris, Chief Information Technology Officer	☐ Technology Product Approved
Date: _____	☐ Technology Product Not Approved
Comments: _____ _____	



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

Instructions: This form is to be utilized by a Requesting Director (**Director of above**) for the procurement of goods/services or construction that is over the advertising threshold. (§ 204, § 206)

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

Requesting Department Information		
Name:	Date:	
Title:	Department:	
Project Information		
Project Name:		
Narrative Description of Project:		
Budget Information (<i>An estimated range may be provided</i>):		
Estimated Cost Per Year: _____		
Is this project included in the current approved budget?		
☐ Yes ☐ No		
Does this expenditure qualify as a capital expense*?		
☐ Yes ☐ No		
*Contact the Controller for clarification, if needed.		
Requesting Director:		
Print Name: _____	Signature: _____	Date: _____
Approval is required from the Controller for a procurement over the Advertising Threshold (§ 206)		
Print Name: _____	Signature: _____	Date: _____
Approval is required from the Executive Director for a <u>Cooperative Procurement</u> over the Advertising Threshold (§ 204)		
Print Name: _____	Signature: _____	Date: _____