

CONTRACTING OPPORTUNITY DESCRIPTION AND APPLICATION FORM

APPLICATION NUMBER 18371

Title: Software Development Services -- PGW Write-off Reactivation Project

Goods/Services

to be Provided: PGW is seeking proposals from vendors and consultants who will be responsible for the development and implementation of PGW's new write off reactivation project within the existing PGW customer information system (SPL's CIS Plus). This project will require enhancements to CIS Plus that will permit PGW to recapture written off dollars and allow PGW to convert a previously written off account to an active account. This mechanism should also allow proper association of General Ledger(s) (GL) to each activity affecting the originally written off dollars.

Posting Date: September 22, 2008

Application Due Date: October 6, 2008

Required

Submissions: Persons and entities who wish to provide the goods and/or services described above must (i) complete this application form and submit it to the street address listed below by 2:30 p.m. on the Due Date listed above and (ii) complete the attached disclosure form and include the completed form with their application.

APPLICANT INFORMATION

Name	
Address	
City, State Zip	
Email Address	
Price (or pricing methodology) to provide described goods and/or services	
Relevant Experience (attach additional pages if necessary)	
Signature of Applicant (or authorized signatory)	

Contact

Information: Kenneth Williams, PGW Procurement Department, Kenneth.Williams@pgworks.com, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122, (215) 684-6908

Reservation of Rights

Any response to this contracting opportunity, including written documents and verbal communication, may be subject to public disclosure by PGW, or any authorized agent of PGW and any materials submitted or ideas elicited in response to this contracting opportunity shall be the sole and absolute property of PGW, with PGW having title. PGW reserves the right, at any time prior to execution of an agreement with the selected vendor, to exercise all or any of the following rights and options, which rights and options PGW may exercise to the extent that PGW, in its sole discretion, deems to be in its best interests:

- To negotiate unacceptable provisions incorporated within an otherwise acceptable application submitted in response to this contracting opportunity;
- To reject any application that in the sole discretion of PGW is not in the best interest of PGW;
- To negotiate with multiple applicants prior to or after a notice of award is issued;
- To cancel this contracting opportunity with or without issuing another contracting opportunity; and
- To request that some or all of the applicants modify applications or provide additional information following evaluation by PGW.

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REQUIRED 17-1400 DISCLOSURE

In accordance with the City of Philadelphia's contract reform legislation, codified as The Philadelphia Code Title 17 Chapter 17-1400, persons and entities who wish to provide goods and services to PGW must provide certain information about contributions they have made to elected City officials or candidates for City offices. Please note that, if selected, you will be required to update such disclosure during the term of your agreement with PGW and for one year thereafter.

Therefore, the following information must be provided to PGW:

1. Did you use any consultant with respect to this RFP or the contract at issue within the prior one year period? If so, you are required to list (in an attachment hereto) the following information for each such consultant: (i) name, (ii) business address, (iii) business phone number and (iv) amount paid or to be paid. YES ☐ NO ☐

As used herein, the term "consultant" means any person or entity used to assist you in obtaining a contract through direct or indirect communication with the City, PGW, any City Agency or any officer or employee of any of them, if such communication is undertaken by the person or entity for payment.

2. Have you or any consultant disclosed above made any contributions of money or in-kind assistance within the prior two year period to (i) any candidate for nomination or election to any public office in Pennsylvania, (ii) any individual who holds any such office, (iii) any political committee or state party in Pennsylvania or (iv) any group, committee or association organized in support of any such candidate, office holder, political committee or state party in Pennsylvania? If so, you are required to list (in an attachment hereto) the date, amount and recipient of each such contribution. YES ☐ NO ☐

For purposes hereof, (i) contributions made by a person's immediate family shall be deemed contributions made by that person and (ii) contributions made by an entity's affiliate or an officer, director, controlling shareholder or partner of an entity's or such entity's affiliate shall be deemed contributions made by that entity.

3. Do you intend to use any subcontractors on this contract? If so, you are required to list (in an attachment hereto) the following information for each such subcontractor: (i) name, (ii) business address, (iii) business phone number and (iv) amount or percentage to be paid. YES ☐ NO ☐

4. Within the prior two year period, has any City or PGW officer or employee asked (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, to give money, services, or any other thing of value to any person or entity? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: YES ☐ NO ☐

(i) name, (ii) title, (iii) date of request, (iv) amount requested and (iv) amount of any payment made in response to request (other than contributions listed under (2) above).

5. Within the prior two year period, has any City or PGW officer or employee directly or indirectly advised (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, that a particular person or entity could be used by you to satisfy any goals in this RFP or contract for the participation of minority, women, disabled or disadvantaged business enterprises? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: (i) name, (ii) title, (iii) date of advice and (iv) name of person or entity they advised could be used to satisfy such goals.
- | YES | NO |
|--------------------------|--------------------------|
| ☐ | ☐ |

The undersigned hereby certifies that the information provided herein is true and correct as of the date set forth below.

Signature: _____

Title: _____

Name of Entity: _____

Date: _____

(Please Print)