



**CITY OF PHILADELPHIA**  
 Minority Business Enterprise Council  
 1401JFK Boulevard, Room 330  
 Philadelphia, PA 19102  
 215-686-MBEC  
 Fax 215-686-3878  
 impact@phila.gov

**RE: INVOICING MINORITY PARTICIPATION AND COMPLIANCE TRACKING (IMPACT)**

Dear Vendor:

The City of Philadelphia has implemented a computerized web-based tool, **Invoicing Minority Participation and Compliance Tracking (IMPACT)** to better assist City departments in tracking and monitoring activity on City funded contracts. All vendors who do business with the City of Philadelphia are contractually obligated to utilize IMPACT.

IMPACT is a web-based tool that monitors the contract compliance and participation of MBEC-certified vendors according to subcontracting goals and actual performance. IMPACT tracks and reports on the following: Project Participation Plans; Certifications; Contract Descriptions; Vendor Assignments; and Payment Histories. IMPACT can be accessed from any computer with internet access.

IMPACT training seminars are currently being scheduled. Please complete the form below and return to: Theresa Stevens. FAX: 215-686-4713.

Sincerely,

Carolyn H. Nichols, Esquire  
 Deputy, Finance Director  
 Director, Minority Business Enterprise Council

**IMPACT Contract Management Account Request**

Name:	
Company Name:	
Federal Tax ID (FEIN):	
DUNNS Number (Dunn and Bradstreet):	
Phone:	
Fax:	
Email:	

**Session Schedule** Training is on going so you may select any date that is convenient for you on the days that trainings are held.

**Mondays:**  
 11:00 am – 12:00 pm

**Wednesdays:**  
 4:00 pm – 5: 00 pm

**Thursdays:**  
 11:00 pm – 12:00 pm  
 2:00 pm – 3:00 pm

Please indicate your preferred date and time for training. You will receive a confirmation of your registration.

Session Choice	Date	Time
First Choice		
Second Choice		
Third Choice		