



"Your guide to doing business with the City of Philadelphia"

**October  
2005**

**In this Issue:**

**Page 1**

- **“Being Ahead of the Curve”**  
By Michael P. Williams, Esq.

**Page 2**

- **Featured Vendor of the Month:**  
Kelly/Maiello, Inc.

**Page 3**

- **MBEC Employee of the Month:**  
Candace Hitchcock, Deputy Director
- **MBEC Events and Workshops**

**Page 4 - 6**

- **Events and Workshops**

**Page 7-8**

- **Special Projects on the Move: “The Turner School of Construction Management 8 Week Workshop”**  
By LaShawnda Ellison

**Page 8-9**

- **Special Projects on the Move: “How to Survive 20 Years of Entrepreneurship”**  
By LaShawnda Ellison

**Page 9**

- **Certification Unit News Update: “Yearly Maintenance on Your MBEC Certification?”**  
By Kathy Padilla, MBE Specialist II

**Page 10**

- **MBEC AHEAD OF THE GAME: A VISIT TO WASHINGTON, D.C.**  
By Brigitte Daniel, Esq., Compliance Officer

**Page 10-11**

- **“KNOW YOUR RIGHTS”**  
By Brigitte Daniel, Esq., MBEC Compliance Officer

**“BEING AHEAD OF THE CURVE”**

**By Michael P Williams, Esq.**

One of MBEC’s Compliance Officers, Brigitte Daniel, Esquire, recently attended a meeting in Washington, D.C. Ms. Daniel was invited to speak and engage in conversation with a small group of African-American leaders who live and work in Washington, D.C. She wrote an article in this month’s newsletter about that meeting. One of the highlights of that meeting was the fact that the D.C. Local Small Disadvantaged Business Enterprise program just recently implemented measures that MBEC incorporated over a year ago! Brigitte also reports that the meeting attendees were extremely impressed with MBEC and what we’re doing.

This recognition has been consistent throughout the year. I was invited to talk about MBEC’s successes twice this year at American Bar Association section meetings. The response to MBEC’s recent initiatives was overwhelmingly positive and enthusiastic. From these meetings, I have been contacted by individuals from all over the country who want more information regarding MBEC’s new programs.

MBEC has successfully laid the necessary and critical foundation (improving the Certification process; instituting an Enforcement, Compliance and Monitoring Unit and a Special Projects Unit; reorganizing MBEC internal functions and operations) to improve MBE/WBE/DS-BE participation in the City contracting and procurement process. We have created the necessary tools for City Departments and Quasi-Agencies to utilize when making contract and procurement decisions, and for prime contractors to utilize MBEC-certified vendors.

Over the next few newsletter issues, we’ll be focusing on different aspects of the foundation that has been laid. Last issue, we unveiled our new Certification program; in this issue, we are focused on our Special Projects Unit. Stay tuned for issues that will focus on our Enforcement, Monitoring and Compliance Unit, our internal operations, and a Certification Unit update.



**ATTENTION MBEC VENDORS:**

**PLEASE MAKE SURE THAT MBEC HAS YOUR ACCURATE CONTACT INFORMATION.**



Kelly/Maiello Architects & Planners has been providing professional architecture and planning services in the Philadelphia region for 29 years. Emanuel Kelly, FAIA, and Vincent Maiello, AIA, are the firm's co-founders and President and Vice President respectively. They met as young architects working together at the renowned Mitchell Giurgola Architects firm.

The majority of Kelly/Maiello's projects are for institutions and public agencies. The firm has special expertise in historic preservation and is committed to community revitalization throughout Philadelphia, in both Center City and the neighborhoods. Mr. Kelly is currently serving his seventh year as a member of the Bureau of Historic Preservation of the Pennsylvania Historical and Museum Commission, the entity that certifies historic resources throughout Pennsylvania.

The City of Philadelphia is one of Kelly/Maiello's most significant clients, having completed projects for the Capital Program Office, Department of Commerce Division of Aviation, Department of Recreation, and for public agencies such as the Philadelphia Housing Authority and the Pennsylvania Convention Center Authority.

In 1982, Mr. Kelly was a member of the Brain Trust, the group that worked to achieve legislation guaranteeing minority and women-owned businesses access to city contracts. The Kelly/Maiello firm has been a certified M-DBE with the MBEC from the inception of the program. The MBEC program has enabled the firm to compete effectively for projects throughout the years.

Mr. Kelly takes every opportunity to encourage minority and women-owned business colleagues to register promptly with MBEC in order to learn about opportunities for work in the public sector. Completing the paperwork required for certification and subsequent recertification takes effort, but the benefits in possible future work make it very worthwhile.

Kelly/Maiello has provided design services for many Philadelphia landmarks. Our firm is pleased to be part of the design team for the exterior restoration of Philadelphia's City Hall. We have worked on various City Hall projects since 1992, beginning with the Master Plan to restore the building and currently leading the team for the Phase 3 Exterior Envelope restoration.

Among its other projects, Kelly/Maiello has participated in the design team working with Kohn Pedersen Fox on the new International Terminal A West at Philadelphia International Airport, and are working with Moshe Safdie & Associates on the addition and expansion of the Central Library of the Free Library of Philadelphia.

Beyond Center City, Kelly/Maiello is pleased to be working with the West Philadelphia Cultural Alliance on the Paul Robeson House restoration as a house museum. In North Philadelphia Kelly/Maiello is the architect for the new Paul and Christine Washington Family and Community Center at the Church of the Advocate complex where Kelly/Maiello is now working on renovations to the main church.

## **MBEC Employee of the Month: Candace Hitchcock, Deputy Director**

Candace Hitchcock began working with MBEC in 1983, starting in the Certification Unit, where she implemented a filing system for MBEC. Ms. Hitchcock, was promoted to Certification Coordinator in 1988. In 1992 she was promoted to Deputy Director of Operations where she's second in command of MBEC's decision making process. She remains extremely dedicated to helping minority firms to become MBEC certified vendors. Ms. Hichcock is a graduate of Wilberforce. She is active in community affairs, and is an active member in the Companions of Christ Choir at the 59th Street Baptist Church.

Ms. Hitchcock, thank you for all of your hard work and dedication to the MBEC and congratulations on being selected as "MBEC Employee of the Month!"

## **MBEC Events and Workshops**

### **The Minority Business Enterprise Council presents "The Biggest Financial Extravaganza in the Philadelphia Area"**

**Network with representatives from the top financial institutions including Citizens Bank, The United Bank of Philadelphia, and many more.**

When: Wednesday, November 9, 2005  
Time: 2:00 p.m. to 4:00 pm  
Location: Municipal Services Building  
1401 JFK Blvd  
Philadelphia, Pa 19102  
16th Floor, Rooms Y & Z.

**To RSVP, please contact LaShawnda Ellison @ (215) 686-3872**

### **The Minority Business Enterprise Council presents**

### **"Understanding the Certification Process Workshop"**

**Do you have questions about the NEW certification process and application that you need answered?  
Do you know what you need to become a "Certified Vendor" with the City of Philadelphia?**

**If so, you should attend either workshop:**

When: Monday, November 14, 2005 or Monday, December 12, 2005  
Time: 10:00 a.m.  
Location: Municipal Services Building, 1401 JFK Blvd  
16th Floor, Room C

**SEATING IS LIMITED !**

**TO RSVP, please contact LaShawnda Ellison @ (215) 686-3872**



## Events and Workshops

### New Jobs & Money Virtual Community

Jobs & Money is building a **NEW** virtual community that is designed to help professionals and entrepreneurs work together, share news and information, and connect to more opportunities. Most of the resources, data sources and events are **FREE** and open to the public. You are invited to attend and participate.

You can visit <http://www.jam-network.com> to see more about the network.

View the latest online edition of Jobs & Money at <http://www.jobsandmoney.com/101005.htm>

### U.S Small Business Administration 8(A) Business Development Program

Do you want to learn how to become 8 (A), HUBZONE, and SDB certified?

If so, these seminars are for you.

**When:**

Thursday, October 27, 2005

Thursday, November 17, 2005

Thursday, December 15, 2005

**Where:**

U.S. Small Business Administration

Robert N. C. Nix Federal Building

900 Market Street, 5th Floor

Philadelphia, PA 19107

To register, please contact John Banks @ 215-580-2711 or e-mail him at [john.banks@sba.gov](mailto:john.banks@sba.gov) or register on line at <http://www.sba.gov/pa/phil/philregistration>

To sign up, click on the link for seminar, scroll down and select "8(A) Business Development Program Orientation." Then fill in the requested information and click "submit".

Sign in time is 8:45 a.m.

Orientation begins **PROMPTLY** at 9:00 a.m., arrive early because of security checks in the lobby.

**BRING PHOTO I.D.** for security purposes.

### Covad-PDP partnership helping microentrepreneurs take advantage of the Internet to build their businesses

One of the core components of Philadelphia Development Partnership's services is **technical training**. Most microentrepreneurs believe that the most important technical skill in today's business world is computer literacy. Computer literacy can equate to writing a business plan, ordering supplies from vendors and communicating with existing or prospect customers. PDP has computer labs in Center City Philadelphia and in the City of Chester offices to teach microentrepreneurs about computer hardware and software.

For more information, please visit [www.pdp-inc.org](http://www.pdp-inc.org) or call (215) 545-3100.



## Events and Workshops continued...

### Mapping Pennsylvania Communities: An Introduction to GIS and Community Analysis Workshop - One Day Only

Do you want to learn:

- 👍 The fundamentals of using ArcGIS (ArcView 9.1)
- 👍 How to use the Census of Population and Housing for specific community analysis
- 👍 How to map the demographic data of your clientele

If so, attend this 1 (one) day workshop on  
October 25th and 26th, 2005 @ 8:30 a.m. - 4:30p.m.  
New Horizons Computer Learning Center  
Five Parkway Center, Suite 200, Pittsburgh, PA 15220  
Fee: \$399, Checks, Credit Cards and Purchase Orders are accepted

To register visit [www.urban-research.info](http://www.urban-research.info) or call (877) 241-6576

### Small Business Resources and Temple University's Innovation and Entrepreneurship Institute

Are you an entrepreneur ?

Are you looking for a new way to evaluate starting a new business ?

Do you wonder how existing small businesses obtain and utilize consumer market research in the U.S.?

If so, you should attend this workshop:

When :	Where:	Times:
Tuesday, October 18th Wednesday, October 19th Tuesday, October 25th	Temple University Speakman Hall 1810 North 13th Street Computer Lab 27	5:00-5:35 pm 5:40-6:15 pm 6:20-6:55 pm

### Community Capital Works Peer Lending Program

Open House Information Sessions-**FREE ADMISSION**

#### IN PHILADELPHIA:

##### Location

First District Plaza  
3801 Market Street, Room 201  
Philadelphia, PA 19104

##### Time

Thursdays - 6:00 pm to 8:00 pm  
October 20, November 17,  
December 1 & 15

#### IN CHESTER:

##### Location

Chester Microenterprise Partnership  
23 East 5th Street, 2nd Floor  
Chester, PA 19103

##### Time

Tuesdays and Thursdays - 6:00 pm to  
9:00 pm  
September 20 - November 3

**For more information or to register, please contact Tessa Freeman-Anderson at (215) 545-3100**



## **Events and Workshops continued...**

### **Getting My Idea to Fly - Business Readiness Workshop**

**Do you believe that your business idea is ready to “fly”? Do you want to receive valuable feedback ?**

**If so, you should attend this workshop:**

**When: Tuesday, November 15, 2005**

**Time: 6:30 pm - 8:00 pm**

**Where: Chester Microenterprise Partnership  
23 East 5th Street, 2nd Floor  
Chester, PA 19013**

For more information or to register, please contact Toni Truehart at (610) 499-9184 or  
Jennifer Krout (215)545-3100

**Do you want to become a more profitable business?**

**Are you ready to network with Philadelphia’s finest and brightest professionals?**

**If so, this is your opportunity to meet representatives from local business organizations & state departments that can help you finance, manage and grow your business. Organizations attending include HR Energy, The PA Bureau of Minority & Women Business Opportunities, The PA Bureau of Contracts & Public Records, Temple’s Small Business Development Center and MORE to be announced.**

**When: November 16, 2005**

**Where: The Academy of Natural Sciences , 19th Street & Ben Franklin & The Parkway, Philadelphia, PA**

**Time: 6:00 pm - 9:00 pm**

**ADMISSION is \$15.00**

**REFRESHMENTS WILL BE SERVED**

**REGISTER BY NOVEMBER 4TH OR UNTIL EVENT IS FILLED**

**For further information, contact MinorityPros at [rsvp@minoritypros.com](mailto:rsvp@minoritypros.com) or <http://www.minoritypros.com>**



# Special Projects on the Move: “The Turner School of Construction Management 8 Week Workshop” By LaShawnda Ellison

## Getting Started

MBEC is teamed up with The Pennsylvania Minority Business Development Center (PAMBDC) and Turner Construction to offer the largest **free** Construction Management workshops in the state of Pennsylvania. The team working behind the scenes of this workshop includes Barbara L. Oliver, MBEC’s Special Projects Coordinator, LaShawnda Ellison, MBEC Special Project Unit’s Administrative Coordinator, Herb Young, Turner Construction’s Director of Community Affairs, Jacquelyn Hill, PAMBDC’s Director of Business Relationships, and James A. Roundtree Jr., PAMBDC’s Business Development Consultant.

These workshops are being sponsored by Strategic Staffing Solutions, JBC Associates, Inc., Pepsi Bottling Company, Exelon and Wachovia. A representative from each company was present at the kick-off ceremony on Monday, September 26, 2005 to speak to the participants and share an encouraging word with them. The representatives included Lynn Clayton, Branch Manager at Strategic Staffing Solutions, Delia W. Stroud, VP of Supply Operations at Exelon, Kenneth R. Garrett, VP Relationship Manager at Wachovia, Wrenton Wright, Director of Urban Marketing at Pepsi Bottling Company, Inc., and Janet B. Cunningham, President at JBC Associates, Inc. After speaking to the participants, each sponsor received a certificate thanking them for their sponsorship and their encouraging words. The keynote speaker at this event was the Honorable Councilwoman Jannie L. Blackwell. Other speakers included Michael P. Williams, MBEC Executive Director, Jacquelyn Hill from PAMBDC and Hilton Smith and Herb Young from Turner Construction Company.



This is the second time that these classes have been offered this year. The last sessions of classes were only offered for 3 weeks; this time, the number of classes has doubled, as well as the participants. The theme for the workshops is **“Establishing Partnerships for the Future,”** because building partnerships and networking is a major part of construction management and any other type of management. This is an eight (8) week program which provides intimate instruction for MBEC-certified vendors on marketing and sales, estimating and bidding, procurement, scheduling, accounting, safety, field operations, and banking and construction law. These classes are being taught by individuals who are professionals in these areas.

## The Beginning of Class – Session I and Session II

Session one took place on Tuesday, September 27th. It focused on the Marketing and Sales aspects of Construction Management. The instructors included Jim Devlin, Business Development Manager and Stephen Potter, Marketing Manager, both from Turner Construction Company. These instructors presented the class with factors that are needed to be considered when deciding whether to pursue a specific job or project. The participants were shown how to compare the investment of resources to the odds of obtaining an award, as well as how to compare the risks of a job to the rewards. In addition, this class taught the participants how to track projects and market and sell their work. A key pointer that the instructor stated to the class was that “as a businessman/woman, you are always selling yourself 24/7.” After this session ended, the participants were given homework assignments.



Session two took place on Tuesday, October 4th and it focused on the bidding and estimating component of Construction Management. At the beginning of class, homework was collected by Ms. Oliver. She stated that she had a prize for whomever printed his or her company bio out on their company letterhead. One participant stated that Ms. Oliver did not direct them to print out the bios on their company letterhead. Ms. Oliver replied that she shouldn't have to tell them anything because the primary purpose was to sell themselves, which is something that they should have learned from their previous class! The prize was awarded to several companies attending the workshop.

The instructors that taught the second class included Joseph Campbell, Chief Estimator at Turner Construction and Robert O'Connor, an Estimator at Turner Construction. The purpose of this session was to introduce the participants to the basic concepts of construction estimation and bidding.



During this session, the class was involved in an interactive group activity. The activity was designed to reveal where and how different bids come about for the same project or bid. The students were given a worksheet with measurements and material. Mr. Campbell and Mr. O'Connor provided the students with all information needed, such as price per square foot / square yard. The students were to prepare the estimate as a group for the job of painting the room in which they were. The groups worked long and hard on this project. Each group had its own methods of figuring this information out.

At the end of the project, the groups came up with four different, but close, estimates. The instructors stated that they were very delighted that the participants took this exercise seriously.

We will continue to report the progress of these workshops in upcoming newsletters.

## **Special Projects on the Move: “How to Survive 20 Years of Entrepreneurship”** **By LaShawnda Ellison**

MBEC played a major role in the 20<sup>th</sup> Annual Minority Enterprise Development Week (“MED WEEK”). The City of Philadelphia adopted this week twenty years ago when it commissioned its own Med Week celebration, modeled after the national MED WEEK event. This week is designated to recognizing and celebrating the contributions that minority and women business enterprises have contributed to the business world.

This year, MBEC hosted a seminar celebrating MBEC-certified vendors who have survived as entrepreneurs for twenty years or more. The seminar was titled, “How to Survive 20 Years of Entrepreneurship.” MBEC wanted to acknowledge those MBEC-certified vendors who have successfully survived and are still surviving and growing in this constantly changing world. Through the expertise and experience of these 20+ year entrepreneurs, we wanted to enlighten and motivate minority and women business owners who are just getting started.

Barbara Oliver, MBEC Special Projects Coordinator, Candace Hitchcock, MBEC’s Deputy Director, and LaShawnda Ellison, MBEC Word Processing Specialist organized the event. These women selected a panel of five MBEC certified vendors to speak and share their entrepreneurship “War Stories.” The panel speakers included Valerie Ginyard of VKG Associates, Regina Hankins of Mark Masonry, Donna Allie of Team Clean, Lin Thomas of Alpha Office Supplies and Anisa Balwani of Raj Consultants, Inc., also known as RCI Technologies, Inc.

Each panelist focused on different aspects of surviving as a minority or women entrepreneur in today’s business world. Donna Allie, founder of Team Clean, used a balloon representing profits to describe how different economic factors affect profits. In the beginning of her demonstration, the balloon that she used was filled with air, representing a large amount of profits. When she mentioned different factors such as technological changes, changing trends and healthcare, Michael P. Williams, Esq., Director of MBEC, let a little air out of the balloon.



By the end of her demonstration, the balloon was nearly flat, representing minimal profits. Ms. Allie did explain that even though minimal profits were displayed at the end, the company still gained overall. Adapting to these changes would separate the company from its competitors, resulting in increased contracts/business, which leads to increased profits.

All of the speakers agreed and touch upon several great points including the following:

- ◆ Contractors will try to give you what they want, and **NOT** what your invoice asks
- ◆ The “Funky Periods” of being an entrepreneur
- ◆ MBEC has been a tremendous help to these entrepreneurs

Valerie K. Ginyard, President and CEO of VKG Associates, Inc, explained that when she first started, contractors tried to pay her what they wanted because they felt that her prices were too expensive. She stated that these statements no longer concern her due to her strong resolution and firm faith in her pricing estimation ability. All of the panelists explained that any new or old entrepreneur should not let the “Funky Periods,” times of discouragement when it feels as if your company has become stagnant, bring their spirits down or stop them from working towards their goals. Without these periods, success will not reveal itself.

After the panelists were finished speaking, the floor was open for questions and networking. The audience spoke with different panelists and collected business cards so that they could keep in touch with these entrepreneurs when they need advice or mentoring. MBEC received extensive praise and acknowledgment from the audience about this event. This turned out to be a great afternoon to learn and to meet fellow entrepreneurs.

For information about upcoming workshops and seminars, please contact Ms. LaShawnda Ellison at (215) 686-3872, or at [lashawnda.ellison@phila.gov](mailto:lashawnda.ellison@phila.gov).

## Certification Unit News Update: Yearly Maintenance on Your MBEC Certification? By Kathy Padilla, MBE Specialist II

You’ve gone through the time and effort to obtain your certification; don’t risk losing it by forgetting your yearly reporting requirement! Under both MBEC’s City of Philadelphia Program and the Pennsylvania Unified Certification Program (UCP) you are required to file a yearly form confirming that your firms’ ownership and control hasn’t changed.

Under the MBEC City of Philadelphia Program, certified firms must file a yearly “Affidavit of Continuing Eligibility” on the anniversary date of your certification. This one page form documents your firm’s prior year’s gross receipts and number of employees, in addition to confirming that the firms’ ownership and control haven’t changed since your last full certification. This Affidavit of Continuing Eligibility will be available soon on the MBEC website at: <http://www.phila.gov/mbec>.

Under the Pennsylvania UCP, certified firms must file a yearly “Affidavit of No Change” on the anniversary date of your certification. This one page form documents your firm’s last prior year’s receipts and number of employees in addition to confirming that the firm’s ownership and control haven’t changed since your last full certification. It is available on the PA-UCP website at:

[http://www.paucp.com/UCP/forms/affidavit\\_no\\_change.pdf](http://www.paucp.com/UCP/forms/affidavit_no_change.pdf).

Both of these forms need to be notarized by someone who is **NOT** an employee, owner or relative of an owner of the firm.



## **MBEC AHEAD OF THE GAME: A VISIT TO WASHINGTON, D.C.**

### **By Brigitte Daniel, Esq., MBEC Compliance Officer**

On Wednesday, October 5, 2005, I was invited to speak and engage in conversation with a small group of African American leaders who live and work in Washington, DC. The group is called "The Breakfast Club," with its primary mission being institution building and wealth creation within the African-American community. The topic of the breakfast was the District of Columbia's Local Small Disadvantaged Business Enterprise (LSDBE) program and how businesses can access the program. The group was hosting its bi-monthly forum and had special guest speaker DC City Councilman and mayoral candidate, Vincent Orange, who is spearheading DC's efforts to increase participation by local, small, and disadvantaged businesses on DC's city contracts.

During the breakfast discussion, I found out some very interesting initiatives that the DC disadvantaged business program had recently undertaken. For example, the LSDBE office just began to implement some of the measures that Philadelphia's own MBEC had already incorporated under Michael Williams' leadership. Effective October 1, 2005, the DC Office of Local Business Development became the Department of Small and Local Business Development. In addition, some of the new offices that were created under this change include the addition of an Office of Certification, Compliance and Enforcement, an Office of Contracting Opportunities, and an Office of Training and Education. Thus, it seems that the DC LSBDE office is now developing several of the initiatives that Philadelphia's MBEC created in Spring 2004!

I also had the opportunity to sit down with Councilman Orange and discuss in detail what we are doing at the Philadelphia MBEC. I discussed MBEC's development of Equal Opportunity Plans (EOPs) that are used to guide private developers on how to properly ensure, maintain, and monitor participation of Minority, Women, and Disabled owned businesses. I also spoke about the oversight committees that are established to ensure proper implementation of the EOP. Councilman Orange, as well as others, were very impressed with Philadelphia's efforts. The District had spent about \$800 million dollars on the construction of the new Convention Center located in downtown Washington DC. Of the \$800 million dollars spent, only \$756,000 went to local, small, or disadvantaged businesses. The Councilman remarked on how an EOP and an oversight committee for the Convention Center would have been a needed addition to the overall success of the Convention Center. In addition, the District is about to embark on a \$30 - \$40 billion dollar venture to build the Anacostia Waterfront. The Anacostia Waterfront is located in an historically economically depressed area of Washington, DC. Thus, again the Councilman remarked on how the creation of an EOP for the development of the Waterfront would be helpful to ensure the success and participation of local, small, and disadvantaged businesses.

Overall, the trip was well worth the effort in attending. Not only was I able to see what other cities, such as the District, are doing in regard to minority or disadvantaged businesses, but I was also able to share and be proud of the good work that MBEC is doing for the City of Philadelphia.

GO MBEC!



# KNOW YOUR RIGHTS

## By Brigitte Daniel, Esq., MBEC Compliance Officer

MBEC's Enforcement, Compliance and Monitoring Unit has received many complaints regarding prime contractors changing or terminating the services of an MBEC-certified vendor prior to MBEC's approval.

In **ALL** contracts between the City of Philadelphia and a prime contractor, there are General Provisions which spell out contract terms to which all prime contractors must adhere. The section that refers to the above mentioned circumstance usually is titled Article XIV: Specific Laws, and also can be found under Section 14.4 of Executive Order 02-05. This section specifically cites the language applicable to MBEC and the anti-discriminatory policy which relates to the solicitation and utilization of MBEs, WBEs and DSBEs in City contracts.

Executive Order 02-05's purpose is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. In furtherance of this policy, the City includes Executive Order 02-05's requirements in contracts to which every prime contractor must comply in order to do business with the City of Philadelphia. The provision that states the requirement in regard to the changing or termination of a contract provides the following:

**Provider shall secure the prior written approval of the Minority Business Enterprise Council ("MBEC"), before making any changes or modifications to the Contract commitments made by Provider, including, without limitation, substitutions for its M-DBEs, W-DBEs and/or DS-DBEs (collectively, "DBE Subcontractors"), changes or reductions in services provided by its DBE Subcontractors, or changes or reductions in the dollar and/or percentage amounts of commitments with its DBE Subcontractors.**

If a prime contractor changes your contract, terminates your contract, or modifies your contract in any way which affects your company, and that prime contractor did not get approval from MBEC prior to the change, the prime contractor is in breach of its contract with the City. This rule applies to any MBEC-certified vendor who engages in work with a prime contractor who has a contractual agreement with the City.

Therefore, don't let this happen to you! If, as an MBEC-certified vendor, you believe that your work or services have been detrimentally changed, modified, or wrongfully terminated, please call our office immediately. At the very least, we can help both the MBEC vendor and the prime contractor discuss the issue and hopefully, provide a solution to continue the relationship and keep the contract(s) in tact.

