PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Trevor Day
Acting Procurement Commissioner

February 16, 2016

BID NUMBER: T6Z61310

TITLE: Purchase and Installation of Telephone Hardware and Network Equipment for City Telecommunications System

DEPARTMENT: Various

DATE TO OPEN: March 07, 2016 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

1. **Bid Opening:**

The Bid Opening for Bid #T6Z61310 has been postponed until Monday, April 11, 2016 at 10:30 AM.

2. **Mandatory Pre-Bid Meeting:**

A Mandatory Pre-Bid Meeting will be held for all interested parties on **March 11, 2016** at **1:00 PM** in the Procurement Department Bid Room, Room 170, 1401 J.F.K Blvd., Philadelphia, PA 19102.

The purpose of this meeting will be to review the requirements contained in the bid document and entertain general questions that bidders may have concerning any of the aspects of services or equipment to be provided.

Attendance at this Mandatory Pre-Bid Meeting is a requirement for bidding if you did not attend the Mandatory Pre-Bid Meeting for the Sbid.

A Mandatory Pre-Bid Meeting was held on Wednesday, November 18, 2015 at 1:00 PM for Bid #S6Z61310. Vendors who attended the Mandatory Pre-Bid Meeting for Bid #S6Z61310 **ARE NOT REQUIRED** to attend the Mandatory Pre-Bid Meeting for Bid #T6Z61310. However, it is recommended that they attend the Pre-Bid Meeting for Bid #T6Z61310

Only bidders who attend the Mandatory Pre-Bid Meeting for the TBid and bidders who have already attended the Mandatory Pre-Bid Meeting for the SBid; and are subsequently qualified by the City will be eligible for award.

IT IS THE VENDOR'S RESPONSIBILITY TO ENSURE THAT THEY ARRIVE AT THE PRE-BID MEETING ON TIME. VENDORS WHO ARRIVE TWENTY MINUTES AFTER THE MEETING HAS STARTED, MAY BE DENIED ENTRY TO THE MEETING.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

S. Brown, Buyer

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

SB/ cw

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Trevor Day
Acting Procurement Commissioner

March 9, 2016

BID NUMBER: T6Z61310

TITLE: Purchase and Installation of Telephone Hardware and Network Equipment for City Telecommunications System

DEPARTMENT: Various

DATE TO OPEN: April 11, 2016 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

Please see the attached forms:

1. **Economic Opportunity Plan**
2. **Documentation of Best and Good Faith Efforts Form**
3. **Notice to Contract Awardees**

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

S. Brown, Buyer

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

SB/ cw

City of Philadelphia
Economic Opportunity Plan
[CITY BID NUMBER _T6Z61310-_____]

I. Introduction, Definitions and Goals

A. Chapter 17-1600 of The Philadelphia Code requires the development and implementation of "Economic Opportunity Plan(s)" for certain classes of contracts and covered projects as defined in Section 17-1601. The Economic Opportunity Plan ("Plan") memorializes the successful Bidder's best and good faith efforts to provide meaningful and representative opportunities for Minority Business Enterprises ("MBEs"), Woman Business Enterprises ("WBEs") and Disabled Business Enterprises ("DSBEs"), (collectively, "M/W/DSBEs") and an appropriately diverse workforce in connection with the contract or covered project.

This Invitation and Bid and any resulting contract are subject to the Plan requirements as described in Section 17-1603 (2). Accordingly, by submission of its Bid, a responsive and responsible Bidder makes a legally binding commitment to abide by the provisions of this Plan which include Bidder's commitment to exercise its best and good faith efforts throughout the contract term to provide meaningful and representative contracting opportunities for M/W/DSBEs and to employ an appropriately diverse workforce including minority and female persons in all phases of any contract awarded under this Bid.

Bidder hereby verifies that all information submitted to the City including without limitation, the Plan and all forms and attachments thereto, are true and correct and is notified that the submission of false information by Bidder is subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities. Bidder also acknowledges that if it is awarded a contract resulting from this Invitation and Bid, it is a felony in the third degree under 18 Pa.C.S. Section 4107.2 (a)(4) if, in the course of this contract, it fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.

B. For the purposes of this Plan, MBE, WBE, DBE and DSBE shall refer to certified businesses so recognized by the City of Philadelphia through its Office of Economic Opportunity ("OEO"). Only the work or supply effort of firms that are certified as M/W/DSBEs by an OEO approved certifying agency[1] at the time of bid opening will be eligible to receive credit as a Best and Good Faith Effort. In order to be counted, certified firms must successfully complete and submit to the OEO an application to be included in the OEO Registry which is a list of registered M/W/DSBEs maintained by the OEO and available online at www.phila.gov/oeo/directory. If bidder or bidder's subcontractor(s) is certified by an approved certifying agency, a copy of that certification should be furnished with the bid.

C. For this Plan, the term "Best and Good Faith Efforts," the sufficiency of which shall be in the sole determination of the City, means: a Bidder's efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/W/DSBEs and an appropriately diverse workforce and to achieve the objectives of Chapter 17-1600. Best and Good Faith Efforts are rebuttably presumed met, when a Bidder makes commitments within

[1]A list of "OEO approved certifying agencies" can be found at www.phila.gov/oeo

the M/W/DSBE Participation Ranges established for this Bid and commits to employ a diverse workforce as enumerated herein.

D. Goals

1. M/W/DSBE Participation Ranges

As a benchmark for the Bidder's expression of its Best and Good Faith Efforts to provide meaningful and representative opportunities for M/W/DSBEs in the contract, the following participation ranges have been developed. These participation ranges represent, in the absence of discrimination in the solicitation and selection of M/W/DSBEs, the percentage of MBE, WBE and DSBE participation that is reasonably attainable on this contract through the exercise of Bidder's Best and Good Faith Efforts. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category. These ranges are based upon an analysis of factors such as the size and scope of the contract and the availability of MBEs, WBEs and DSBEs to perform various elements of the contract:

BID#	MBE		WBE
T6Z61310	15%-20%	AND	10%-15%

2. Employment Goals

Bidder agrees to exhaust its Best and Good Faith Efforts to employ a diverse workforce throughout the duration of the contract.

II. Bidder Responsiveness and Responsibility

A. Bidder shall identify all its M/W/DSBE commitments and evidence its agreement to employ a diverse workforce on the form entitled, "M/W/DSBE Participation and Workforce Commitments." The Bidder's identified commitment to use an M/W/DSBE on this form constitutes a representation by Bidder, that the M/W/DSBE is capable of completing the subcontract with its own workforce, and that the Bidder has made a legally binding commitment with the firm. The listing of the M/W/DSBE firm by Bidder further represents that if Bidder is awarded the contract, Bidder will subcontract with the listed firm(s) for the work or supply effort described and the dollar/percentage amount(s) set forth on the form. In calculating the percentage of M/W/DSBE participation, Bidder shall apply the standard mathematical rules in rounding off numbers. In the event of inconsistency between the dollar and percentage amounts listed on the form, the percentage will govern. Bidder is to maintain the M/W/DSBE percentage commitments throughout the term of the contract which shall apply to the total amount of the contract and any additional increases. In the event the Successful Bidder's contract is increased by change order and/or modification, or amendment, it shall be the responsibility of the Successful Bidder to apply its Best and Good Faith Efforts to the amended amount in order to maintain any participation ranges committed to on the total dollar amount of the contract at the time of contract completion.

1. Commercially Acceptable Function

A Bidder that enters into a subcontract with an M/W/DSBE shall be considered to have made a Best and Good Faith Effort in that regard only if its M/W/DSBE subcontractor performs a commercially acceptable function ("CAF"). An M/W/DSBE is considered to perform a CAF when it engages in meaningful work or

supply effort that provides for a distinct element of the subcontract (as required by the work to be performed in accordance with Bid specifications), where the distinct element is worthy of the dollar amount of the subcontract and where the M/W/DSBE carries out its responsibilities by actually performing, managing and supervising the work involved; M/W/DSBE subcontractors must perform at least twenty percent (20%) of the cost of the subcontract (not including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own employees.

The City may evaluate the amount of work subcontracted, industry practices and any other relevant factors in determining whether the M/W/DSBE is performing a CAF and in determining the amount of credit the Bidder receives towards the participation ranges. For example, a Bidder using an M/W/DSBE non-stocking supplier (i.e., a firm that does not manufacture or warehouse the materials or equipment of the general character described by the Bid specifications and required under the contract) to furnish equipment or materials will only receive credit towards the participation ranges for the fees or commissions charged, not the entire value of the equipment or materials furnished.

B. Upon award, letters of intent, quotations, and any other accompanying documents regarding commitments with M/W/DSBEs, including the M/W/DSBE Participation and Workforce Commitments Form, become part of the contract. M/W/DSBE commitments are to be memorialized in a written subcontract agreement and are to be maintained throughout the term of the contract and shall apply to the total contract value (including approved change orders and amendments). Any change in commitment, including but not limited to termination of the subcontract, reduction in the scope of committed work, substitutions for the listed firms, changes or reductions in the listed dollar/percentage amounts, must be pre-approved in writing by OEO. Throughout the term of the contract, Bidder is required to continue its Best and Good Faith Efforts.

C. In the event Bidder does not identify on the M/W/DSBE Participation and Workforce Commitments Form that it has made M/W/DSBE commitments within the participation ranges established for this Bid and/or does not agree to the diverse employment goals described herein, Bidder must complete and submit a *Documentation of Best and Good Faith Efforts Form* ("BGFE Form"), documenting its solicitations and any commitments with M/W/DSBEs, and detailing any efforts made to include M/W/DSBEs in the contract and to employ a diverse workforce. The submission of the BGFE Form is an element of bid responsiveness and failure to include this form may result in the rejection of the Bid. The BGFE Form must include at a minimum, certification and documentary evidence that the following actions were taken:

1. Solicitation directed to both qualified M/W/DSBEs registered with OEO and qualified M/W/DSBEs certified by agencies approved by OEO. Bidder must provide a list of all certification directories used for soliciting participation for this Bid. Bidder must determine with reasonable certainty if the M/W/DSBEs are interested by taking appropriate steps to follow up on initial solicitations; one time contact, without follow up, is not acceptable; and

2. Bidder provided interested M/W/DSBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation; and

3. Bidder negotiated in good faith with interested M/W/DSBEs. A Bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including M/W/DSBE subcontractors, and would take a firm's price and capabilities as well as the objectives of the Plan into consideration; and

4. Documentation of the following:

i. Any commitments to use M/W/DSBEs in its bid for subcontracted services and materials supply even when Bidder would otherwise prefer to self-perform/supply these items; and

ii. Correspondence between the Bidder and any M/W/DSBE(s) related to this Bid; and

iii. Attendance logs and/or records of any scheduled pre-bid meeting; and

5. Certification and evidence that the following actions were taken or documentation of the following, or an explanation why these actions were not taken or why documentation does not exist:

i. Any arms length business assistance provided to interested M/W/DSBEs which may include access/introduction to major manufacturer/suppliers, lines of credit and union halls; and

ii. Solicitation through job fairs, newspapers, periodicals, advertisements and other organizations or media that are owned by M/W/DSBEs and/or focus on M/W/DSBEs; and

iii. Telephone logs of communications related to this Bid; and

iv. Notification of and access to bid documents at the Bidder's office or other office locations for open and timely review; and

v. Bidder sought assistance from the Urban Affairs Coalition, Careerlink Philadelphia, Opportunity Industrial Center and the Philadelphia Workforce Development Corporation to perform employment outreach; and

vi. Bidder published its policy of nondiscrimination in the hiring, retention and promotion of employees.

III. Evaluation of Responsiveness and Responsibility

A. Evaluation and Determination

1. The City, acting through its OEO, will evaluate the responsiveness of the Bidder's Plan to these requirements. OEO reserves the right to request further documentation and/or clarifying information at any time prior to the award of the contract which may result in Bidder's amendment of its M/W/DSBE Participation and Workforce Commitments Form or BGFE Form.

B. Administrative Reconsideration

1. If the OEO determines that the apparent low Bidder has not made sufficient Best and Good Faith Efforts, the Bidder will be notified and may file a written appeal with OEO within forty-eight (48) hours of the date of notification. The decision of OEO may be appealed in writing within forty-eight (48) hours of the date of OEO's decision to Chief Operating Officer of the Commerce Department

or his designee whose decision shall be final. If it is determined that the apparent low Bidder did not make sufficient Best and Good Faith Efforts, its Bid will be rejected.

2. Notwithstanding compliance with the requirements set forth herein, the City reserves the right to reject any or all bids as deemed in the best interest of the City.

IV. Compliance and Monitoring of Best and Good Faith Efforts

A. A copy of the Successful Bidder's Plan, as certified below by OEO, will be filed with the Chief Clerk of Council by the Procurement Department on behalf of the Successful Bidder, within fifteen (15) days of the Procurement Department's issuance of the notice of award.

The Successful Bidder agrees to cooperate with OEO in its compliance monitoring efforts, and to submit, within the time limits prescribed by OEO, all documentation which may be requested by OEO relative to the awarded contract, including the items described below. The Successful Bidder must provide as required and maintain the following contract documentation for a period of three (3) years following acceptance of final payment under the contract:

- Copies of signed contracts and purchase orders with M/W/DSBE subcontractors;

- Evidence of payments (cancelled checks, invoices, etc.) to subcontractors and suppliers to verify participation;

- Telephone logs and correspondence relating to M/W/DSBE commitments.

C. Prompt Payment of M/W/DSBEs

1. The Successful Bidder shall within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors their proportionate share of such payment for work performed (including the supply of materials). In connection with payment of its M/W/DSBE subcontractors, the Successful Bidder agrees to fully comply with the City's payment reporting process which may include the use of electronic payment verification systems.

2. Each month of the contract term and at the conclusion of the contract, the Successful Bidder shall provide to the OEO documentation reconciling actual dollar amounts paid to M/W/DSBE subcontractors to M/W/DSBE commitments presented in the Plan.

V. Remedies and Penalties for Non-Compliance

A. The Successful Bidder agrees that its compliance with the requirements of the Plan is material to the contract. Any failure to comply with these requirements may constitute a substantial breach of the contract. It is further

agreed and understood that in the event the City determines that the Successful Bidder hereunder has failed to comply with these requirements the City may, in addition to remedies reserved under Section 17-1605 of The Philadelphia Code, any other rights and remedies the City may have under the contract, or any bond filed in connection therewith or at law or in equity, exercise one or more of the remedies below, which shall be deemed cumulative and concurrent:

a. Withhold payment(s) or any part thereof until corrective action is taken.

b. Terminate the contract, in whole or in part.

c. Suspend/Debar the successful bidder from bidding on and/or participating in any future City contracts for a period of up to three (3) years.

d. Recover as liquidated damages, one percent of the total dollar amount of the contract for each one percent (or fraction thereof) of the commitment shortfall. (NOTE: The "total dollar amount of the contract" shall include approved change orders, amendments and for requirements contracts shall be based on actual quantities ordered by the City.)

The remedies enumerated above are for the sole benefit of the City and City's failure to enforce any provision or the City's indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City's rights in connection with any contract resulting from this Invitation and Bid nor shall it give rise to actions by any third parties including identified M/W/DSBE subcontractors. No privity of contract exists between the City and the M/W/DSBE subcontractor identified in any contract resulting from this Invitation and Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with subcontracted services under any law or Executive Order or by any reason of any contract resulting from the Invitation and Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

SIGNATURE OF BIDDER AND TITLE[2] DATE

ANGELA DOWD-BURTON, Executive Director, Office of Economic Opportunity3 DATE

[*See Forms on following pages; these Forms, as completed by Bidder, must be submitted with the Bid as a matter of Responsiveness and Responsibility*]

[2]Bidder is required to sign and date, but the City reserves the right to obtain the Successful Bidder's signature thereon at any time prior to Plan certification. The Successful Bidder will receive from the City a certified copy of its Plan which will be filed by the Procurement Department with the Chief Clerk of City Council within fifteen (15) days of the Procurement Department's issuance of a notice of award and published by OEO, in a downloadable format, on the OEO website.

[3] Pursuant to Section 17-1603 (2) of The Philadelphia Code, the representative of the City of Philadelphia's Office of Economic Opportunity, the "certifying agency", certifies that the contents of this Plan are in compliance with Chapter 17-1600.

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS FORM

DEPARTMENT OF COMMERCE
OFFICE OF ECONOMIC OPPORTUNITY (OEO)

Minority (MBE), Women (WBE), Disabled (DSBE) and Disadvantaged (DBE) Business Enterprises[1]

BID TITLE -	NAME OF BIDDER -	BID SUBMISSION DATE -

List below ALL MBE/WBE/DSBE/DBEs[2] that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.

☐ MBE ☐ WBE ☐ DSBE ☐ M-DBE[3] ☐ W-DBE[3]

Company Name

Address

Contact Person

Telephone Number — Fax #

☐ Subcontractor ☐ Supplier

OEO CERTIFICATION #

Please Specify Work to be Performed and/or Type of Supply Effort

Date Solicited			Commitment Made	
By Phone	By Mail	By Advertisement	YES ☐	NO ☐
			(If Yes, give date solicited)	(If No, provide reasons on Page 2)

Date Solicited		Dollar Amount
YES[3]	NO	$
		Percent of Total Proposal %

☐ MBE ☐ WBE ☐ DSBE ☐ M-DBE[3] ☐ W-DBE[3]

Company Name

Address

Contact Person

Telephone Number — Fax #

☐ Subcontractor ☐ Supplier

OEO CERTIFICATION #

Please Specify Work to be Performed and/or Type of Supply Effort

Date Solicited			Commitment Made	
By Phone	By Mail	By Advertisement	YES ☐	NO ☐
			(If Yes, give date solicited)	(If No, provide reasons on Page 2)

Date Solicited		Dollar Amount
YES[3]	NO	$
		Percent of Total Proposal %

☐ MBE ☐ WBE ☐ DSBE ☐ M-DBE[3] ☐ W-DBE[3]

Company Name

Address

Contact Person

Telephone Number — Fax #

☐ Subcontractor ☐ Supplier

OEO CERTIFICATION #

Please Specify Work to be Performed and/or Type of Supply Effort

Date Solicited			Commitment Made	
By Phone	By Mail	By Advertisement	YES ☐	NO ☐
			(If Yes, give date solicited)	(If No, provide reasons on Page 2)

Date Solicited		Dollar Amount
YES[3]	NO	$
		Percent of Total Proposal %

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[1] MBE/WBE/DSBE/DBEs Listed above must be certified prior to bid submission date.

[2] Bidder should attach quotation with this form, but the City reserves the right to request this information which shall be submitted by bidder within 48 hours of the City's request.

[3] If Bidder makes solicitation(s) and commitments with a DBE, Bidder shall indicate which race type, M-DBE or W-DBE, is submitted for credit.

REV- 9/10

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS FORM

DEPARTMENT OF COMMERCE
OFFICE OF ECONOMIC OPPORTUNITY (OEO)

[illegible] *	[illegible] *	[illegible] *

Please use this form as necessary you must respond for each solicited [illegible] for which there is an commitment. Failure to do so may result in rejection of your bid.

Name of [illegible] solicited for which no commitment was made:

Do commitment resulted from your solicitation of the above identified [illegible] please explain why:

Did you attempt, in good faith, to negotiate price and scope (please be specific, attaching any dated price quotations and correspondence):

Did you offer the [illegible] any same length business assistance (e.g., introduction to manufacturers, helped provide access to line of credit, access to union hall, etc.):

Did you provide the [illegible] with timely information about the scope of work required, be specific and attach dated documentary evidence of the foregoing:

REV- [illegible]

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS FORM

DEPARTMENT OF COMMERCE
OFFICE OF ECONOMIC OPPORTUNITY (OEO)

BID TITLE :	NAME OF BIDDER :	BID SUBMISSION DATE :

Photocopy this form as necessary

Did you provide or provide funding to any on-the-job training or apprenticeship programs? If so please describe and provide the number of trainees and breakout of minority, female, and/or disabled participants:

Did you seek assistance from the Urban Affairs Coalition, Greenlink Philadelphia, Community Industrial Center and the Philadelphia Workforce Development Corporation to perform procurement outreach? Provide your list of minority, female, and/or disabled recruitment sources or other community based organizations that your firm used for employment placements:

Describe any specific outreach activities through job fairs, newspapers, periodicals, advertisements and other organizations or media that are owned by MWDSBEs and/or focus on MWDSBEs:

Identify the unions with which you have a collective bargaining agreement. Describe any hiring practices, or involvement in Commonwealth approved apprenticeship programs that successfully overcomes the training and employment of minority, women and/or disabled persons:

List all directories of certified MWDSBEs (e.g., OEO Registry, Pennsylvania Unified Certification Program, Department of General Services) that you consulted to prepare your bid:

Attach your company's Equal Employment Opportunity Statement and any published nondiscrimination policies.

NOTICE TO CONTRACT AWARDEES

The City of Philadelphia's Office of Economic Opportunity (OEO) has implemented a contract compliance reporting system. This web-based system will enable direct on-line payment verification. The primary purpose of this system is to monitor payments made by prime contractors to Minority, Women and Disabled Owned Business Enterprise (M/W/DSBE) subcontractors on City contracts. This notice applies only to firms that have M/W/DSBE subcontractors on a City contract.

This secured system, called "the OEO Compliance Reporting System (CRS)" is accessible by both prime and subcontractors on City contracts. The key features of the system include the ability to communicate with businesses electronically, verify payments to prime contractors and sub-contractors, and process monthly compliance reports for user departments online.

ACTION REQUIRED:

- Once a payment has been processed by the City, the CRS system will forward an Audit Notice to the prime contractor requesting action.
- The prime contractor will input payment information for its subcontractors in compliance with the City contract terms and conditions.
- The system will alert the M/W/DSBE subcontractors once the prime contractor has indicated a payment has been made.
- M/W/DSBEs must confirm received payments from the prime contractor for work performed on City contracts.

OEO WILL:

- communicate with contractors, subcontractors and departments via email regarding contract compliance matters;
- track online contractor's progress towards meeting M/W/DSBE participation goals; and
- distribute contract opportunities to the M/W/DSBE community via email blasts.

Once you receive your audit notification, please log into your account, update your password and review the contact information. Keep your company contact information (i.e. name, email address, telephone number, etc.) up to date to ensure that OEO can communicate with you in a timely manner regarding your contract activity. To access the system, visit **www.Phila.MWDSBE.com**. If you have never logged on or do not know your username and password, click the Account Lookup link on the left side of the page.

Webinar training sessions are available for your convenience as well as an electronic training manual and online system support.

Your participation in the training sessions is strongly advised. Future payments may be hindered by non-compliance.

Questions may be directed to:
Ekpenyong Oji, 215-683-2078, **Ekpenyong.Oji@Phila.gov** or B2GNow Technical Support by email at **Phila@MWDSBE.com** or click Contact Us & Support and select one of the 'Contact Us' links under System Support to submit your question online.