

**REQUEST FOR QUALIFICATIONS**

**for**

**SPECIALTY INDEPENDENT PRACTITIONER  
SERVICES**

**issued by**

**COMMUNITY BEHAVIORAL HEALTH**

**Date of Issue:**

**4/22/19**

**Proposals must be received no later than 2:00 P.M., Philadelphia,  
PA, local time, on 7/1/19**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER – MINORITY, WOMEN  
AND DISABLED ORGANIZATIONS ARE ENCOURAGED TO RESPOND**

## Contents

<b>I. Project Overview</b>	<b>4</b>
A. Introduction; Statement of Purpose	4
B. Organizational Overview	4
C. Project Background and Objective	6
D. General Disclaimer	6
E. Applicant Eligibility Requirements	6
1. Enrollment in Medicaid	6
2. License Requirements	6
3. Exclusion Lists	6
4. Location/Site	6
5. Established Practice	7
6. Requirements Per Specialty	7
7. Personnel and Training	9
8. Documentation	9
F. Timetable	9
G. Monitoring	9
H. Reporting Requirements	9
I. Compensation/Reimbursement	10
J. Technology Capabilities	10
<b>III. Proposal Format, Content and Submission Requirements; Selection Process</b>	<b>10</b>
A. Required Proposal Format	10
B. Proposal Content	11
1. Overview of Practice	11
2. Statement of Qualifications/Relevant Experience	12
3. Linkages and Referral Protocols	12
4. Corporate Status (if applicable)	12
5. Governance Structure (if applicable)	12
6. Program Philosophy	12
7. Operational Documentation and Requirements	12
C. Terms of Contract	13
D. Health Insurance Portability and Accountability Act (HIPAA)	13
E. Minority/Women/People with Disabilities Owned Business Enterprises	13
a. City of Philadelphia Tax and Regulatory Status and Clearance Statement	14
F. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance	15
G. Certification of Compliance with Equal Benefits Ordinance	15
H. City of Philadelphia Disclosure Forms	16
I. CBH Disclosure of Litigation Form	16
J. Selection Process	16
K. Threshold Requirements	17
L. RFQ Responses	17
<b>IV. Application Administration</b>	<b>17</b>
A. Procurement Schedule	17
B. Interviews/Presentations	18
C. Term of Contract	18
<b>V. General Rules Governing RFQs/Applications; Reservation of Rights; Confidentiality and Public</b>	

<b>Disclosure</b> .....	<b>19</b>
<b>A. Revisions to RFQ</b> .....	<b>19</b>
<b>B. City/CBH Employee Conflict Provision</b> .....	<b>19</b>
<b>C. Proposal Binding</b> .....	<b>19</b>
<b>D. Reservation of Rights</b> .....	<b>19</b>
<b>1. Notice of Request For Proposals (RFQ)</b> .....	<b>19</b>
<b>2. Proposal Selection and Contract Negotiation</b> .....	<b>20</b>
<b>3. Miscellaneous</b> .....	<b>21</b>
<b>E. Confidentiality and Public Disclosure</b> .....	<b>21</b>
<b>F. Incurring Costs</b> .....	<b>22</b>
<b>G. Prime Contractor Responsibility</b> .....	<b>22</b>
<b>H. Disclosure of Proposal Contents</b> .....	<b>22</b>
<b>I. Selection/Rejection Procedures</b> .....	<b>22</b>
<b>J. Non-Discrimination</b> .....	<b>22</b>
<b>K. Life of Proposals</b> .....	<b>22</b>
<b>APPENDIX A</b> .....	<b>24</b>
<b>APPENDIX C</b> .....	<b>26</b>

## I. Project Overview

### A. Introduction; Statement of Purpose

Community Behavioral Health (CBH) is soliciting applications for independent practitioners who are qualified to provide treatment in one of the following specialty areas:

- Anxiety disorders (per DSM)
- Hoarding (per DSM)
- Pyromania (fire-setting – per DSM)
- Feeding and eating disorders
- Co-occurring mental health/substance use
- Co-occurring mental health/intellectual disabilities
- Post-carceral and forensic populations
- Dually eligible older Philadelphians and Philadelphians with disabilities
- Lesbian/gay/bisexual/transgender/queer/intersex/asexual (LGBTQIA) populations
- Applied Behavior Analysis (ABA) providers
- Child evaluators with knowledge of CBH service continuum
- Psychology testing

Practitioners who would like to deliver services as part of a group practice should indicate this in their application and should submit one application per practitioner; a “group practice” comprises staff of the same discipline and licensure.

CBH utilizes the services of the Council for Affordable Quality Healthcare, Inc. (CAQH), a National Committee for Quality Assurance (NCQA) certified Credentials Verification Organization (CVO), to collect and complete primary source verification on credentials for individual practitioners for both initial and recredentialing. For the purposes of this RFQ, applicants must submit responses per questions and criteria described throughout this document. Applicants should also review the CBH Credentialing Manual found on the CBH website (found at <https://cbhphilly.org/cbh-providers/credentialing/>) and the CAQH Provider Application (Appendix C of the CBH Credentialing Manual) to ensure all requirements for entering the CBH network can be met. Once CBH determines an applicant is qualified via the RFQ process, they will submit the CAQH Application to begin the CBH credentialing process. In addition, ABA provider applicants should review the ABA Performance Standards and ABA Designation Application found on the CBH website.

Applicants must develop services in a manner that reflects the Philadelphia system transformation as described in the DBHIDS Practice Guidelines for Recovery and Resilience Oriented Treatment.<sup>1</sup>

### B. Organizational Overview

The City of Philadelphia contracts with the Commonwealth of Pennsylvania Department of Human Services (PA-DHS) for the provision of behavioral health services to Philadelphia’s Medicaid recipients under Pennsylvania’s HealthChoices behavioral health mandatory managed care program. Services are funded on a capitated basis through this contractual agreement. The City of

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<sup>1</sup> Department of Behavioral Health and Intellectual Disability Services (DBHIDS), *Philadelphia Behavioral Health Practice Guidelines*, 2013, <http://dbhids.org/wp-content/uploads/2015/07/practice-guidelines-1-1.pdf>

Philadelphia, through the Department of Behavioral Health and Intellectual disAbility Services (DBHIDS), contracts with CBH to administer the HealthChoices program.

CBH was established as a non-profit organization by the City in 1997 to administer behavioral health care services for the City's approximately 700,000 Medicaid recipients.

DBHIDS is comprised the Office of Behavioral Health which includes Mental Health and Addictions Services and Intellectual disAbility Services (IDS). DBHIDS contracts with Community Behavioral Health (CBH) to administer behavioral health care services for the City's approximately 700,000 Medical Assistance recipients under Pennsylvania's HealthChoices behavioral health mandatory managed care program. This integrated behavioral health system annually serves more than 100,000 people who are eligible for Medical Assistance, as well as those who are uninsured or underinsured. As a result, CBH manages a full continuum of medically necessary and clinically appropriate behavioral health services. CBH employs more than 400 people and has an annual budget of approximately \$800 million.

The Department has a long history of providing innovative and groundbreaking services in Philadelphia for people in recovery, family members, providers and communities and has become a national model for delivering behavioral health care services in the public sector. We envision a Philadelphia where every individual can achieve health, well-being, and self-determination. The mission of DBHIDS is to educate, strengthen and serve individuals and community so that all Philadelphians can thrive. This is accomplished using a population health approach with an emphasis on recovery and resilience-focused behavioral health services and on self-determination for individuals with intellectual disabilities (see more at <https://dbhids.org/population-health>). Working with an extensive network of providers, DBHIDS provides services to persons recovering from mental health and/or substance use, individuals with intellectual disabilities, and families to ensure that they receive high quality services which are accessible, effective and appropriate.

DBHIDS has a strong focus on the use of evidence-based practices (EBPs) for all levels of services throughout its provider network. The services procured through this RFQ must implement evidence-based and evidence-supported approaches to treatment. Training, supervision, and quality assurance strategies to monitor practice fidelity and track outcomes should be described to ensure the EBP is being implemented and sustained, and its effectiveness regularly measured. Applicants may be expected to meet the standards of the EPIC EBP Program Designation for the main EBPs that are being implemented in the program. The EPIC EBP Program Designation standards and process can be found at [www.cbhphilly.org](http://www.cbhphilly.org).

This program will be administered by and receive oversight from CBH. CBH is committed to offering services to all Philadelphians. The mission of CBH is to meet the behavioral health needs of the Philadelphia community by assuring access, quality, and fiscal accountability through being a high performing, efficient, and nimble organization driven by quality, performance, and outcomes.

We envision CBH as a diverse, innovative, and vibrant organization in which we are empowered to support wellness, resiliency, and recovery for all Philadelphians.

### C. Project Background and Objective

CBH understands the key role of independent practitioners in maintaining a robust network of behavioral health providers in Philadelphia. As such, this RFQ aims to open the network to practitioners who are eligible to practice in the areas identified by CBH as needing additional service capacity. The rationale for selecting each area is based on diagnosis data for children and adults receiving CBH-funded services in 2017, treatment capacity/network gap analysis, and city-wide data regarding growth among certain populations.

### D. General Disclaimer

This RFQ does not commit CBH to award a contract. This RFQ and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any respondent, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any applicant to this RFQ, shall become the property of CBH and may be subject to public disclosure by CBH.

Once a contract is awarded, it will be the sole responsibility of the provider to establish referral processes and build a caseload. CBH can assist by adding the provider to the CBH Provider Directory; however, enrollment in the CBH network does not guarantee referrals.

### E. Applicant Eligibility Requirements

The requirements described below apply to all specialty types, aside from specific requirements noted in **bold**.

#### 1. Enrollment in Medicaid

Applicants must be enrolled, at their primary practice location, in Pennsylvania Medicaid as licensed clinical social workers, licensed psychologists, or licensed psychiatrists. Licensed professional counselors and licensed marriage and family therapists who meet criteria of this RFQ are encouraged to apply, and, if selected to enter the network, CBH will provide assistance in enrolling those licensed professionals in Medicaid as needed.

#### 2. License Requirements

Enrollment in Medicaid requires that practitioners adhere to the PA Code relevant to their licensing entities. For social workers, marriage and family therapists, and professional counselors, the state regulations can be found here:

<https://www.pacode.com/secure/data/049/chapter47/chap47toc.html>. For psychologists, the state regulations can be found here:

<https://www.pacode.com/secure/data/049/chapter41/chap41toc.html>.

#### 3. Exclusion Lists

Applicants must not be on any of the three Federal and Commonwealth exclusion lists or on a Corporate Integrity Agreement (see III. K. for complete threshold requirements).

#### 4. Location/Site

Services must easily accessible by residents of Philadelphia. Setting must align with standards of licensing entities (including sections addressing privacy and confidentiality) and the DBHIDS Practice

Guidelines for Recovery and Resilience Oriented Treatment.

**ABA Providers** must have existing office space and capacity for conducting Initial Service Plan Team (ISPT) meetings and/or evaluations in an accessible location for Philadelphia families.

5. Established Practice

Applicants must have an established practice as evidenced by site control, client base, referral pathways, linkages with relevant community partners, and an electronic billing system.

**ABA Providers** must be able to explain and demonstrate how they would fulfill member’s needs for Comprehensive Biopsychosocial Evaluations (CBE), Re-evaluations (CBR), and/or Addenda, as needed, to ensure continuity of care since all ABA prescriptions must be authored by a Licensed Psychologist, Licensed Psychiatrist, or Developmental Pediatrician. ABA Providers must also have an established electronic medical record (EMR) and system for collecting, graphing, and analyzing treatment data.

6. Requirements Per Specialty

	Population description	Age range	EBP or other training certification
Anxiety disorders	Individuals diagnosed with an anxiety disorder per DSM	Adults and children	Demonstrated training/certification in treating anxiety disorders
Hoarding disorder	Individuals diagnosed with hoarding disorder (DSM 5 diagnosis 300.3)	Adults and children	Demonstrated training/certification in treating hoarding disorder
Pyromania (fire-setting)	Individuals diagnosed with pyromania (DSM 5 diagnosis 312.33) or with a forensic history of fire setting	Adults and children	Demonstrated training/certification in fire setting intervention
Feeding and eating disorders	Individuals with any disorder found in the Feeding and Eating Disorder chapter of the DSM 5	Adults and children	Demonstrated training/certification in treatment of feeding and eating Disorders
Co-occurring mental health/substance use	Individuals with co-occurring mental health and substance use challenges	Adults and children	Medication-assisted treatment training or certification

	<b>Population description</b>	<b>Age range</b>	<b>EBP or other training certification</b>
Co-occurring mental health/intellectual disability (ID)	Individuals with mental health challenges and an ID diagnosis	Adults and children	Demonstrated training/certification in treatment of individuals with ID
Post-carceral (individuals with history of incarceration) and forensic practitioners	Individuals with a mental health diagnosis who have a forensic history or who are currently involved with the legal system	Adults and children	Demonstrated training/certification in treatment of post-carceral or forensic individuals
LGBTQIA	Individuals from LGBTQIA communities/population seeking culturally relevant services	Adults and Children	Demonstrated training/certification in providing LGBTQIA-relevant services
Practitioners treating dual-eligible older Philadelphians or those with a disability	Older adults (65 and older) AND individuals with long-term disability determination that has resulted in them having Medicare	Adults over age 21 who are dually eligible	Ability to bill Medicare primary and to balance bill Medicaid/CBH
Child evaluators with knowledge of CBH service continuum	Children with a behavioral health diagnosis	Children	Training/certification in best practice evaluations and treatment; familiarity with the CBH continuum of children's services
ABA providers	Children with a behavioral health diagnosis, particularly a neurodevelopmental disorder treated by ABA	Children	Must have an OMHSAS approved ABA service description and be enrolled in Pennsylvania Medicaid as a Provider Type 11/Specialty 561, 562 and be able to qualify for ABA Designation per CBH requirements; see ABA Designation here: <a href="https://cbhphilly.org/cbh-providers/designation-applications/">https://cbhphilly.org/cbh-providers/designation-applications/</a> and ABA Performance Standards here: <a href="https://cbhphilly.org/cbh-providers/oversight-and-monitoring/cbh-provider-manual/">https://cbhphilly.org/cbh-providers/oversight-and-monitoring/cbh-provider-manual/</a> . ABA applicants must receive ABA Designation after being selected through this RFQ and before being credentialed through CBH.
Psychologists-psychological testing	Any individual in need of psychological testing	Adults and children	Demonstrated certification/training in psychometric testing (including a list of the specific tests that are applicable)



## 7. Personnel and Training

Applicants must have established hiring and vetting practices to ensure hiring of culturally and clinically competent staff (as applicable for group practices). Staff credentials and training must adhere to requirements of the CBH Manual for Review of Provider Personnel Files (MRPPF) and the Supplement to the MRPPF (SMRPPF) found on the CBH website, found here:

<https://cbhphilly.org/cbh-providers/oversight-and-monitoring/cbh-provider-manual/>.

The services procured through this RFQ must implement evidence-based/empirically-supported approaches to treatment as applicable to the specialty area. Training, supervision, and quality assurance strategies to monitor practice fidelity and track outcomes should be described to ensure the EBP is being implemented and sustained and its effectiveness regularly measured. Applicants may be expected to meet the standards of the EPIC EBP Program Designation for the main EBPs that are being implemented in the program. The EPIC EBP Program Designation standards and process can be found at [www.cbhphilly.org](http://www.cbhphilly.org).

**ABA Providers** must hire and train personnel in alignment with the CBH ABA Performance Standards found here: <https://cbhphilly.org/cbh-providers/oversight-and-monitoring/cbh-provider-manual/> .

Additional trainings are strongly encouraged as follows:

- All non-clinical staff trained in Mental Health First Aid
- All staff trained in trauma-informed care
- All staff trained ongoing in CBH-required safety trainings

## 8. Documentation

All service providers must follow Federal, State, and CBH requirements for documentation.

### F. Timetable

It is expected that all services requested through this RFQ will be fully operational within 90 days of being accepted.

### G. Monitoring

Programs selected will be subject to evaluation, program, compliance, and budgetary monitoring by DBHIDS and CBH. On-site reviews, including participation in treatment teams, may occur as CBH deems necessary.

### H. Reporting Requirements

The selected applicant will be required to meet CBH credentialing, compliance, and performance standards. All successful bidders will be expected to have a compliance plan along with all other required documents for initial credentialing.

By accepting an award under this RFQ, applicants agree to comply with all data reporting requirements of CBH. To fulfill the data reporting requirements, successful applicants must work with CBH and, where applicable, the CBH Claims, Information Services, Quality Management, and Data Informatics Departments to ensure the quality and completeness of data. Reporting requirements may be modified prior to or during the contract award period.

## I. Compensation/Reimbursement

Please see table below for the fees assigned to each service covered in this RFQ:

Level of Care	Rate		Unit of Measure
	Adult	Child	
Evaluation – MD	\$ 188.38	\$ 205.43	Event
Assessment	\$ 75.00	\$ 81.50	Event
Medication Management	\$ 47.03	\$ 51.43	15 Minutes
Psychological Testing	\$ 86.00	\$ 93.50	60 Minutes
Individual Therapy with Psychiatrist	\$ 94.33	\$ 102.58	30 Minutes
Individual Therapy with Non- Psychiatrist	\$ 37.50	\$ 40.75	30 Minutes
Family/Couples Therapy with Psychiatrist	\$ 42.75	\$ 46.75	15 Minutes
Family/Couples Therapy with Non- Psychiatrist	\$ 21.75	\$ 23.75	15 Minutes
Collateral Family Psychiatrist	\$ 42.75	\$ 46.75	15 Minutes
Collateral Family Non- Psychiatrist	\$ 21.75	\$ 23.75	15 Minutes
Group Therapy	\$ 5.70	\$ 6.20	15 Minutes
Biopsychosocial Evaluation with Psychiatrist	\$ 85.75	\$ 93.25	30 Minutes
Biopsychosocial Evaluation with Psychologist	\$ 42.75	\$ 46.75	30 Minutes
Biopsychosocial Re-Evaluation with Psychiatrist	\$ 85.75	\$ 93.25	30 Minutes
Biopsychosocial Re-Evaluation with Psychologist	\$ 42.75	\$ 46.75	30 Minutes
ABA Behavior Specialist Consultant		\$ 22.50	15 Minutes
ABA Behavior Specialist Consultant BCBA		\$ 35.00	15 Minutes
ABA Functional Behavior Analysis (FBA)		\$ 22.50	15 Minutes
ABA Therapeutic Staff Support (TSS)		\$ 16.00	15 Minutes

## J. Technology Capabilities

Applicants must have the technology capabilities required to perform the proposed activities in this RFQ. At a minimum, applicants must have electronic claims submission and an electronic medical record (EMR) ready for use. ABA Providers also must have an established electronic medical record (EMR) and system for collecting, graphing, and analyzing treatment data.

## III. Proposal Format, Content and Submission Requirements; Selection Process

### A. Required Proposal Format

Proposals should include:

- Appendix A – Cover Page
- Appendix B—Staff Roster (if applying as group)
- Narrative Response to III.B. 1-5 (no more than 7 single-spaced pages)
- Operational documents as applicable per section III.B.6.
- Appendix C—City Tax and Regulatory Status and Clearance Statement
- Appendix D—City Disclosure of Litigation
- Attachment (found on Contracting page under RFQ)—Disclosure Form

Proposals must be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFQ. Each proposal must provide all the information detailed in this RFQ using the format described below. The narrative portion of the proposal must be presented in font size 12, using Times New Roman or Calibri font, and single-spaced on 8.5" by 11" sheets of paper with minimum margins of 1". For each section where it is required, the applicant must fully answer all of the listed questions in the outline form in which they are presented in the RFQ. Answers to each question must be numbered/lettered and correspond to the numbered/lettered questions in this RFQ. Failure to number and letter the questions or respond to all questions may result in the proposal being considered non-responsive. Each attachment, appendix, or addendum must reference the corresponding section or subsection number.

Applicants are required to limit their General Narrative Description to 7 single-spaced pages. As a general comment, if you have responded to a requirement in another part of your proposal, make reference to that section and do not repeat your response. Applicants whose narrative exceeds the page limits may have their proposals considered non-responsive and be disqualified.

## B. Proposal Content

### 1. Overview of Practice

Prepare a description of your practice, including the following information:

- Services delivered
  - **ABA Providers:** explain and demonstrate how you would fulfill members' needs for Comprehensive Biopsychosocial Evaluations (CBE), Re-evaluations (CBR), and/or Addenda, as needed, to ensure continuity of care since all ABA prescriptions must be authored by a Licensed Psychologist, Licensed Psychiatrist, or Developmental Pediatrician. Please submit your licensed evaluator's CV, license #, proof of PROMISE enrollment, and/or your Memorandum of Understanding, if applicable. If you do not employ or have an MoU with an evaluator, please describe what steps you would take to ensure timely access to data-based evaluations, if awarded.
- Length of time as an established practice
- Approximate number of people served in last year
- Hours of operation
- Site control/location (See section I.E.4.)
  - **ABA Providers:** describe your existing office space and capacity for conducting ISPTs and/or evaluations in an accessible location for Philadelphia families. Describe proximity and access to nearest forms of public transportation and any other accommodation for meeting the needs of families who rely on public transportation.
- Whether you are enrolled as a Medicaid and/or Medicare practitioner and/or accept other insurance plans
- Whether you have an electronic billing system and electronic health record capabilities
  - **ABA Providers:** describe your EMR and system for collecting, graphing, and analyzing treatment data. Do you use an established data software platform for remote data collection? If so, which one?

- Status of Minority/Women/People with Disabilities Owned Business Enterprises (per section III.E. below)

## 2. Statement of Qualifications/Relevant Experience

Expanding on information provided in Appendix B, please describe the background, training, and credentials (licenses and/or certificates) that qualify you (and staff in your group if applying as a group) to work within your identified specialty area. Please reference sections E.2, E.6, and E.7 to ensure alignment with RFQ requirements.

**ABA applicants** should reference the ABA Performance Standards and ABA Designation Application found here: <https://cbhphilly.org/cbh-providers/designation-applications/> .

## 3. Linkages and Referral Protocols

Please describe established linkages with community partners and how these linkages enhance your practice. Please also describe referral sources and referral protocols you have in place.

## 4. Corporate Status (if applicable)

Please indicate your corporate status, including whether you are a for-profit or not-for-profit organization, and provide legal documentation of that status as an attachment to your proposal, if applicable.

## 5. Governance Structure (if applicable)

Describe the governing body of your organization. Each applicant must provide a list of the names, gender, race, and business addresses of all members of its Board of Directors. Please indicate which, if any, board members are self-disclosed service recipients or are family members of people who have received services.

## 6. Program Philosophy

This section provides the opportunity to describe the vision, values and beliefs that will be evident in the design and implementation of the proposed services. The applicant should explain how the values of the DBHIDS Practice Guidelines (found here: <https://dbhids.org/practice-guidelines>) and any existing industry standards and best practices are relevant to your specialty area. This section should also include a description of how person-first (culturally competent) and trauma-informed practices and approaches are incorporated into the applicant organization and into the proposed program.

## 7. Operational Documentation and Requirements

Applicants must demonstrate the financial capability and fiscal solvency to do the work described in this RFQ and as described in their proposal. At a minimum, applicants must meet the financial threshold requirements described below for their proposal to be considered for further review. The following documentation is required at the time of proposal submission and should be submitted as an Attachment to the proposal:

- National Provider Identifier (NPI).
- Individual Employer ID Number/Tax Identification Number (EIN/TaxID number and EIN/Tax ID name as indicated on IRS document).

- State of Pennsylvania professional license number.
- Council for Affordable Quality Healthcare number (if available).
- Current Curriculum Vitae.
- Insurance Information.

### C. Terms of Contract

The contract entered into by CBH as a result of this RFQ will be designated as a Provider Agreement. Negotiations will be undertaken only with the successful applicants whose applications, including all appropriate documentation that shows them to be qualified, responsible and capable of performing the work required in the RFQ.

The selected applicants shall maintain full responsibility for maintenance of such insurances as may be required by law of employers, including but not limited to Worker’s Compensation, General Liability, Unemployment Compensation and Employer’s Liability Insurance, and Professional Liability and Automobile Insurance.

### D. Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract issued pursuant to this RFQ is subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and/or other state or federal laws or regulations governing the confidentiality and security of health information. The selected applicant(s) will be required to comply with CBH confidentiality standards identified in any contractual agreement between the selected applicant and CBH.

### E. Minority/Women/People with Disabilities Owned Business Enterprises

CBH is a city-related agency and as such its contracted providers must cooperate with the intent of the local municipality regarding minority/women/disabled-owned business enterprises. It is the expectation of CBH that the selected applicants will employ a “Best and Good Faith Efforts” approach to include certified minority, women and disabled businesses (M/W/DSBE) in the services provided through this RFQ where applicable and meet the intent of M/W/DSBE legislation.

The purpose of M/W/DSBE state legislation is to provide equal opportunity for all businesses and to assure that CBH funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. CBH is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all CBH contracts on an equitable basis.

- **For-profit applicants** should indicate if their organization is a Minority (MBE), Woman (WBE), and/or Disabled (DSBE) Owned Business Enterprise and certified as such by an approved certifying agency and/or identified in the City of Philadelphia Office of Economic Opportunity (OEO) Certification Registry. If the applicant is M/W/DSBE certified by an approved certifying agency, a copy of certifications should be included with the proposal. Any certifications should be submitted as hard copy attachments to the original application and copies that are submitted to CBH.
- **Not-for-profit applicants** cannot be formally M/W/DSBE certified. CBH does utilize adapted state definitions to determine the M/W/DSBE status. Criteria are applied to not-for-profit

entities to determine M/W/DSBE status in the CBH provider network, as follows (all criteria must be satisfied):

- At least 51% of the board of directors must be qualified minority individuals and/or women and/or people with disabilities.
- A woman or minority individual or person with a disability must hold the highest position in the company.
- Minority groups eligible for certification include African Americans, Hispanic Americans, Native Americans, and Asian Americans.
- Citizenship and legitimate minority group membership must be established through birth certificates, military records, passports, or tribal cards.
- Non-profit providers need to complete the City of Philadelphia workforce demographics and supplier forms, at the time of contracting and annually thereafter.
- **Not-for-profit organizations** may have sub-contracting relationships with certified M/W/DSBE for-profit organizations. Not-for-profits should include a listing of their M/W/DSBE certified sub-contractors, along with their certification information.
- For additional information regarding the Commonwealth of Pennsylvania's M/W/DSBE certification process, go to the following website:  
[www.dgs.state.pa.us/portal/server.pt/community/bureau\\_of\\_minority\\_and\\_women\\_business\\_opportunities/1358](http://www.dgs.state.pa.us/portal/server.pt/community/bureau_of_minority_and_women_business_opportunities/1358)

#### **a. City of Philadelphia Tax and Regulatory Status and Clearance Statement**

As CBH is a quasi-governmental, city-related agency, prospective applicants must meet certain City of Philadelphia requirements. It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in The Philadelphia Code. To assist the City, through its Department of Revenue and Department of Licenses and Inspections, in determining this status, each applicant is required to complete and return with its proposal, a City of Philadelphia Tax and Regulatory Status and Clearance Statement Form (see Appendix B).

If the applicant is not in compliance with the City's tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made within a week of being notified of their non-compliance, applicants will not be eligible for award of the contract contemplated by this RFQ.

All selected applicants will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFQ and the selected Applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants are advised to take these City policies into consideration when entering into their contractual relationships with proposed subcontractors.

Applicants need not have a City of Philadelphia Business Privilege Tax Account Number and Business Privilege License Number to respond to this RFQ, but will, in most circumstances, be required to

obtain one or both if selected for award of the contract contemplated by the RFQ. Proposals for a Business Privilege Tax Account Number or a Business Privilege License may be made on line by visiting the City of Philadelphia Business Service site- <http://business.phila.gov/Pages/Home.aspx> and clicking on "Register Your Business." If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Privilege Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Business Privilege License.

#### F. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Applicants are advised that any contract awarded pursuant to this RFQ is a "Service Contract," and the successful applicant under such contract is a "Service Contractor," as those terms are defined in Chapter 17-1300 of the Philadelphia Code ("Philadelphia 21<sup>st</sup> Century Minimum Wage and Benefits Standard Ordinance"). Any Subcontractor and any sub-subcontractor at any tier proposed to perform services sought by this RFQ is also a "Service Contractor" for purposes of Chapter 17- 1300. If any such Service Contractor (i.e. applicant and subcontractors at any tier) is also an "Employer," as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions set forth in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care and sick leave benefits, are mandatory and must be provided to applicant's employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFQ. Applicants and any subcontractors at any tier proposed by Applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code,<sup>1</sup> the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page for further details concerning the applicability of this Chapter to, and obligations it imposes on certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful applicant's failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300, or any discrimination or retaliation by the successful applicant or applicant's subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFQ. By submitting a proposal in response to this RFQ, applicants acknowledge that they understand, and will comply with the requirements of Chapter 17-1300, and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFQ. Applicants further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFQ of the requirements of Chapter 17-1300.

#### G. Certification of Compliance with Equal Benefits Ordinance

If this RFQ is a solicitation for a "Service Contract" as that term is defined in Philadelphia Code Section 17-1901(4) ("A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency."), and will result in a Service Contract in an amount in excess of \$250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (1 A link to the Philadelphia Code is available on the City's official web site, [www.phila.gov](http://www.phila.gov). Click on "City Code and Charter," located to the bottom right of the Welcome page under the box "Transparency."), the successful Applicant shall,



for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFQ, all applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFQ, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful applicant does not provide employment benefits to the spouses of married employees. The successful applicant's failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful applicant against any employee on account of having claimed a violation of Chapter 17- 1900 shall be a material breach of the any Service Contract resulting from this RFQ. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

#### H. City of Philadelphia Disclosure Forms

Applicants and subcontractors are required to complete the City of Philadelphia Disclosure Forms (see separate website Attachment) to report campaign contributions to local and state political candidates and incumbents; any consultants used in responding to the RFQ and contributions those consultants have made; prospective subcontractors; and whether applicant or any representative of applicant has received any requests for money or other items of value or advice on particular firms to satisfy minority-,woman- or disabled-owned business participation goals. These forms must be completed and returned with the proposal. The forms are attached as a separate PDF on the website posting.

#### I. CBH Disclosure of Litigation Form

The applicant shall describe any pending, threatened, or contemplated administrative or judicial proceedings that are material to the applicant's business or finances including, but not limited to, any litigation, consent orders or agreements between any local, state, or federal regulatory agency and the applicant or any subcontractor the applicant intends to use to perform any of the services described in this RFQ. Failure to disclose any of the proceedings described above may be grounds for disqualification of the applicant's submission. Complete and submit with your proposal the CBH Disclosure of Litigation Form (see Appendix D).

#### J. Selection Process

An application review committee will review all responses to this RFQ. Based on the criteria detailed below, the committee will make recommendations concerning the submissions that are best able to meet the goals of the RFQ. Submissions will be reviewed based upon the merits of the written response to the RFQ.



## K. Threshold Requirements

Threshold requirements provide a baseline for all proposals, which means they provide basic information that all applicants must meet. Failure to meet all of these requirements may disqualify an applicant from consideration through this RFQ. Threshold requirements include timely submission of a complete proposal with responses to all sections and questions outlined in the procurement. In addition, all required attachments must be submitted. Threshold requirements include having the requisite experience and licenses to implement the program and being a service provider in good standing with the City and CBH (as applicable).

CBH will determine if a provider is in good standing by reviewing information gathered through various departments across the DBHIDS. A determination is based on, but not limited to, the following criteria: re-credentialing status history, compliance error rate history, quality improvement plan status, and financial solvency. When applicable, state licensure status will also be reviewed and taken into consideration and discussed with PA Department of Human Services.

Neither the provider nor its staff, contractors, subcontractors, or vendors may be on any of the three Excluded Individuals and Entities lists:

- List of Excluded Individuals and Entities (LEIE) <http://oig.hhs.gov/fraud/exclusions.asp>;
- System for Award Management (SAM) *(formerly Excluded Parties List System (EPLS))* <https://www.sam.gov>;
- Department of Human Services' Medichex List <http://www.dhs.state.pa.us/publications/medichexsearch/>

For this RFQ, the applicant must include an attached statement that the provider and its staff, subcontractors, or vendors have been screened for and are not on any of the three Excluded Individuals and Entities lists. Ongoing, the provider must conduct monthly screening of its own staff, contractors, subcontractors, and vendors for excluded individuals on the three Excluded Individuals and Entities lists.

## L. RFQ Responses

A review committee will review all responses to this RFQ. Based on the criteria detailed below, the committee will make recommendations concerning the submissions that are best able to meet the goals of the RFQ.

## IV. Application Administration

### A. Procurement Schedule

The anticipated procurement schedule is as follows:

RFQ Event	Deadline Date
RFQ Issued	4/22/19
Deadline to Submit Questions	5/13/19
Answers to Questions on Website	5/20/19
Application Submission Deadline	7/1/19

Applicants Identified for Contract Negotiations	8/5/19
Project Start Date	11/4/19

CBH reserves the right to modify this schedule as circumstances warrant.

This RFQ is issued on **4/22/19**. In order to be considered for selection, all applications must be delivered to the address below no later than 2:00 PM on **7/1/19**. Questions related to this RFQ should be submitted via E-mail by 5/13/19 to: [suja.mathew@phila.gov](mailto:suja.mathew@phila.gov).

Community Behavioral Health  
801 Market Street  
7<sup>th</sup> Floor  
Philadelphia, PA 19107  
ATTN: Suja Mathew

- Application packages should be marked “Independent Practitioner RFQ Application.” Applications submitted by any means other than mailing, courier, or hand delivery will not be accepted.
- Applicants must submit an electronic version of the application, prepared as a PDF and placed onto a compact disc or flash/USB drive.
- Applicants must submit 1 original signed copy of the application.
- Applications submitted after the deadline date and time will be returned unopened.
- The individual Applicant or an official of the submitting agency, authorized to bind the agency to all provisions noted in the application, must sign the cover sheet of the application.

### B. Interviews/Presentations

Applicants may be required to make an oral presentation concerning various aspects of their application to CBH. Such presentations provide an opportunity for applicants to clarify their application to insure a thorough and mutual understanding. CBH will schedule such presentations on an as needed basis.

### C. Term of Contract

CBH reserves the right to set the rates for this service, budgets and rates notwithstanding. Continuation of funding is contingent upon the availability of funds, quality of service being provided and contract compliance. CBH reserves the right to continue subsequent yearly contracts. All contracts become binding on the date of signature by the provider agency’s chief executive officer and Community Behavioral Health’s chief executive officer. CBH reserves the right to re-issue all or part of the RFQ if it is not able to establish acceptable providers for any or all services. CBH also reserves the right to amend contracts throughout the contract period, and to renegotiate the contract length as needed.

## **V. General Rules Governing RFQs/Applications; Reservation of Rights; Confidentiality and Public Disclosure**

### **A. Revisions to RFQ**

CBH reserves the right to change, modify or revise the RFQ at any time. Any revision to this RFQ will be posted on the DBHIDS website with the original RFQ. It is the applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

### **B. City/CBH Employee Conflict Provision**

City of Philadelphia or CBH employees and officials are prohibited from submitting an application in response to this RFQ. No application will be considered in which a City or CBH employee or official has a direct or indirect interest. Any application may be rejected that, in CBH's sole judgment, violates these conditions.

### **C. Proposal Binding**

By signing and submitting its proposal, each applicant agrees that the contents of its proposal are available for establishment of final contractual obligations for a minimum of 180 calendar days from the proposal deadline for this RFQ. An applicant's refusal to enter into a contract which reflects the terms and conditions of this RFQ or the applicant's proposal may, in the sole discretion of CBH, result in rejection of applicant's proposal.

### **D. Reservation of Rights**

By submitting its response to this notice of Request for Proposals as posted on the DBHIDS website, the applicant accepts and agrees to this Reservation of Rights. The term "notice of request for proposals," as used herein, shall mean this RFQ and include all information posted on the DBHIDS website in relation to this RFQ.

#### **1. Notice of Request For Proposals (RFQ)**

CBH reserves the right, and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this notice of contract opportunity:

- (a) to reject any and all applications and to reissue this RFQ at any time;
- (b) to issue a new RFQ with terms and conditions substantially different from those set forth in this or a previous RFQ;
- (c) to issue a new RFQ with terms and conditions that are the same or similar as those set forth in this or a previous RFQ in order to obtain additional applications or for any other reason CBH determines to be in their best interest;
- (d) to extend this RFQ in order to allow for time to obtain additional applications prior to the RFQ application deadline or for any other reason CBH determines to be in its best interest;
- (e) to supplement, amend, substitute or otherwise modify this RFQ at any time prior to issuing a notice of intent to develop a provider agreement or consultant contract to one or more applicants;
- (f) to cancel this RFQ at any time prior to the execution of a final provider agreement whether or not a notice of intent to develop a provider agreement has been issued, with or without

- issuing, in CBH's sole discretion, a new RFQ for the same or similar services;
- (g) to do any of the foregoing without notice to applicants or others, except such notice as CBH, in its sole discretion, elects to post on the DBHIDS website.

## 2. Proposal Selection and Contract Negotiation

CBH may, in its sole discretion, exercise any one or more of the following rights and options with respect to application selection:

- (a) to reject any application if CBH, in its sole discretion, determine the application is incomplete, deviates from or is not responsive to the requirements of this RFQ, does not comply with applicable law, is conditioned in any way, or contains ambiguities, alterations or items of work not called for by this RFQ, or if CBH determines it is otherwise in their best interest to reject the application to reject any application if, in CBH's sole judgment, the applicant has been delinquent or unfaithful in the performance of any contract with CBH or with others; is delinquent, and has not made arrangements satisfactory to CBH, with respect to the payment of City taxes or taxes collected by the City, or other indebtedness owed to the City; is not in compliance with regulatory codes applicable to applicant; is financially or technically incapable; or is otherwise not a responsible applicant;
- (b) to waive any defect or deficiency in any application, including, without limitation, those identified in subsections 1) and 2) preceding, if, in CBH's sole judgment, the defect or deficiency is not material to the application;
- (c) to require, permit or reject, in CBH's sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information, and/or corrections to their applications by some or all of the applicants at any time following application submission and before the execution of a final provider agreement or consultant contract;
- (d) to issue a notice of intent to develop a provider agreement or consultant contract and/or execute a provider agreement and/or consultant contract for any or all of the items in any application, in whole or in part, as CBH, in its sole discretion, determine to be in CBH's best interest;
- (e) to enter into negotiations with any one or more applicants regarding price, scope of services, or any other term of their applications, and such other agreement or contractual terms as CBH may require, at any time prior to execution of a provider agreement or consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to any applicant and without reissuing this RFQ;
- (f) to enter into simultaneous, competitive negotiations with multiple applicants or to negotiate with individual applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted applications, without informing other applicants of the changes or affording them the opportunity to revise their applications in light thereof, unless CBH, in its sole discretion, determine that doing so is in and CBH's best interest;
- (g) to discontinue negotiations with any applicant at any time prior to the execution of a provider agreement or consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to the applicant, and to enter into negotiations with any other applicant, if CBH, in its sole discretion, determine it is in the best interest of CBH to do so;

- (h) to rescind, at any time prior to the execution of a provider agreement or consultant contract, any notice of intent to develop a provider agreement or consultant contracted to an applicant, and to issue or not issue a notice of intent to develop a provider agreement or consultant contract to the same or a different applicant and enter into negotiations with that applicant, if CBH, in its sole discretion, determine it is in the best interest of CBH to do so;
- (i) to elect not to enter into any provider agreement or consultant contract with any applicant, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued and with or without the reissuing this RFQ, if CBH determines that it is in CBH's best interest to do so;
- (j) to require any one or more applicants to make one or more presentations to CBH at CBH's offices or other location as determined by CBH, at the applicant's sole cost and expense, addressing the applicant's application and its ability to achieve the objectives of this RFQ;
- (k) to conduct on-site investigations of the facilities of any one or more applicants (or the facilities where the applicant performs its services);
- (l) to inspect and otherwise investigate projects performed by the applicant, whether or not referenced in the application, with or without consent of or notice to the applicant;
- (m) to conduct such investigations with respect to the financial, technical, and other qualifications of each applicant as CBH, in its sole discretion, deem necessary or appropriate;
- (n) to permit, at CBH's sole discretion, adjustments to any of the timelines associated with this RFQ, including, but not limited to, extension of the period of internal review, extension of the date of provider agreement or consultant contract award and/or provider agreement or consultant contract execution, and extensions of deadlines for implementation of the proposed project; and
- (o) to do any of the foregoing without notice to applicants or others, except such notice as CBH, in its sole discretion, elects to post on the DBHIDS website.

### 3. Miscellaneous

- (a) Interpretation; Order of Precedence. In the event of conflict, inconsistency or variance between the terms of this Reservation of Rights and any term, condition or provision contained in any RFQ, the terms of this Reservation of Rights shall govern.
- (b) Headings. The headings used in this Reservation of Rights do not in any way define, limit, describe or amplify the provisions of this Reservation of Rights or the scope or intent of the provisions, and are not part of this Reservation of Rights.

#### E. Confidentiality and Public Disclosure

The successful Applicant shall treat all information obtained from CBH that is not generally available to the public as confidential and/or proprietary to CBH. The successful Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless CBH, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant.

By preparation of a response to this RFQ, applicants acknowledge and agree that CBH, as a quasi-public corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including applications, to the extent required hereunder. Without limiting the foregoing sentence, CBH's legal obligations shall not be limited or expanded in any way by an applicant's assertion of confidentiality and/or proprietary data.

#### F. Incurring Costs

CBH is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFQ.

#### G. Prime Contractor Responsibility

The selected contractor will be required to assume responsibility for all services described in their applications whether or not they provide the services directly. CBH will consider the selected contractor as sole point of contact with regard to contractual matters.

#### H. Disclosure of Proposal Contents

Information provided in applications will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFQ process becomes the property of CBH and will only be returned at CBH's option. Applications submitted to CBH may be reviewed and evaluated by any person other than competing applicants. CBH retains the right to use any/all ideas presented in any reply to this RFQ. Selection or rejection of an application does not affect this right.

#### I. Selection/Rejection Procedures

The applicants whose submission is selected by CBH will be notified in writing as to the selection, and their selection will also be posted on the DBHIDS website. Information will be provided in this letter as to any issues within the application that will require further discussion or negotiation with CBH. This letter should not be considered as a letter of award. A formal letter of award will be forthcoming at such time when mutual agreement has been reached by the parties on all issues pertaining to the application. Applicants whose submissions are not selected will also be notified in writing by CBH.

#### J. Non-Discrimination

The successful applicant, as a condition of accepting and executing a contract with CBH through this RFQ, agrees to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that:

The contractor does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap or disability in providing services, programs or employment or in its relationship with other contractors.

#### K. Life of Proposals

CBH expects to select the successful applicants as a result of this RFQ within approximately 90 days of the submission deadline. However, proposals that are submitted may be considered for selection

up to 180 days following the submission deadline of this RFQ. By submission of a proposal, respondents agree to hold the terms of their proposal open to CBH for up to 180 days following the submission deadline.

**APPENDIX A**

**RFQ RESPONSE COVER SHEET**

**COMMUNITY BEHAVIORAL HEALTH**

APPLICANT NAME \_\_\_\_\_

TITLE \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

PROGRAM SITE LOCATION \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SPECIALTY SERVICE/POPULATION \_\_\_\_\_

APPLYING AS PART OF A GROUP PRACTICE?

YES \_\_\_\_\_

NO \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OFFICIAL AUTHORIZED TO BIND APPLICANT TO A PROVIDER AGREEMENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TYPED NAME OF AUTHORIZED OFFICIAL IDENTIFIED ABOVE

DATE SUBMITTED \_\_\_\_\_





**APPENDIX C**

**CITY OF PHILADELPHIA TAX AND REGULATORY STATUS  
AND CLEARANCE STATEMENT  
FOR APPLICANTS**

**THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE**

This form must be completed and returned with Applicant’s proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant’s proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option, and sign below:

Applicant Name	
Contact Name and Title	
Street Address	
City, State, Zip Code	
Phone Number	
Federal Employer Identification Number or Social Security Number:	
Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state “none”)*	
Commercial Activity License Number (f/k/a Business Privilege License) (if none, state “none”)*	

\_\_\_\_ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in The Philadelphia Code.

\_\_\_ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City’s tax and other regulatory requirements.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

You can apply for a City of Philadelphia Business Income and Receipts Tax Account Number or a Commercial Activity License on line after you have registered your business on the City’s Business Services website located at <http://business.phila.gov/Pages/Home.aspx>. Click on “Register” or “Register Now” to register your business

**APPENDIX D**

**CBH Disclosure of Litigation Form**

The Applicant shall describe in the space below any pending, threatened, or contemplated administrative or judicial proceedings that are material to the Applicant's business or finances including, but not limited to, any litigation, consent orders, or agreements between any local, state, or federal regulatory agency and the Applicant or any subcontractor the Applicant intends to use to perform any of the services described in this RFQ.

Not Applicable

---

Signature

Print Name

Date

---

Company or Agency Name