

**KATHERINE GILMORE RICHARDSON**  
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Rules

**Non-Profit Task Force Meeting Agenda and Meeting Guidelines**  
**Friday, September 27, 2024**

**Meeting Agenda**

10: Welcome and introductions

10:05: Review meeting guidelines and updates since last meeting

10:10: Presentation from Administration

11: Roundtable discussion on procurement process

12: Conclude

**Meeting Location**

Caucus Room, 4<sup>th</sup> Floor, City Hall

**Meeting Contacts**

Eliza Alford, Policy Director, Office of Majority Leader Katherine Gilmore Richardson

[Eliza.alford@phila.gov](mailto:Eliza.alford@phila.gov)

215-686-0454

## **Task Force and Meeting Guidelines**

1. All participants should share the goal of improving the City's business practices with non-profit organizations and work in good faith to achieve that goal.
2. Each task force member will have the opportunity to participate at every meeting; however, due to the size of the group and to ensure all members have an opportunity to participate, we will limit speaking opportunities to twice per meeting for a maximum of two minutes.
3. The task force's priorities will be selected by the group at large through a vote on suggested topics for discussion.
4. The task force will meet at least once monthly with the goal of releasing recommendations in December 2024. Additional meetings will be scheduled in order to meet the timeline.
5. Questions regarding meeting times, meeting schedules, and other task force business should be directed to the Office of Majority Leader Katherine Gilmore Richardson. Please email [eliza.alford@phila.gov](mailto:eliza.alford@phila.gov) or call 215-686-0454.
6. Once the task force issues its recommendations to the Mayor and the Council President, the business of the task force will be concluded.

## **Task Force Meeting Dates**

1. Thursday, October 17 at 2 PM– Location: MSB Innovation Lab
2. Thursday, November 14 at 2 PM– Location: City Hall City Council Caucus Room
3. Wednesday, December 4 at 2 PM– Location: MSB Innovation Lab

## **Follow Up Items from August Meeting**

1. From Andy: New York task force information and list of how comparable cities contract
2. From Matt, Arun, Regan, and Cynthia: List of clusters of non-profit by type
3. From Rida and Matt: How non-profits are preparing for July 1 implementation of RFP and what they are waiting from on the Administration/City
4. From Administration: Flow chart/SOP explaining City RFP processes and list of contracts impacted by RFP change and any that have options for renewals/which will need to be bid out for next fiscal year at beginning of the year