



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
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Trevor Day
Procurement Commissioner

May 19, 2016

The Honorable Darrell Clarke
City Council President
City Hall, Room 490
Philadelphia, PA 19107

Dear Council President Clarke:

This letter is in response to questions raised at the hearing held on April 20, 2016 before the Committee of the Whole on the Fiscal Year 2017 budget for the Procurement Department. The questions were recorded as follows:

From Councilman Green:

1. How many contracts have been let through departments/the city as a whole (on an annual basis)?

On average over the last 5 years the Procurement Department has issued 320 bids annually resulting in 412 contracts. The professional services contracts not issued through Procurement average somewhere between 1,875 to 1,950 contracts initiated in ACIS in any given fiscal year; in FY15, there were 1,915 active contracts.

From Councilman Taubenberger:

2. You mentioned 68% of bids are awarded to Philadelphia companies- is that dollar amount or vendors? Can you provide the dollar amount for that 68% as well as the percent of total vendors awarded bids that are Philadelphia companies? Please see the following information regarding Procurement contracts to local registered businesses.

Calendar Year 2015	Total	LBE	LBE Percent of Total
Awarded Contracts	382	133	35%
Amount of Awards	\$ 403,887,638.35	\$274,069,525.09	68%

From Councilwoman Gym:

3. Could your department share its language access plans and procedures? Is your department fully trained on language line and whether contracts and bids that go out are in multiple languages?

Procurement will be working closely with the Office of Immigrant Affairs Office and the Chief Administrative Office to develop a comprehensive Language Access Plan in the first quarter of FY 17. Currently, we do the following things to provide Language Access services:

- Our Customer Service staff are fully trained to use the language access line. We have serviced business representatives using this functionality.
- Additionally, we have two staff persons that speak Spanish. These employees are often engaged when a business representative that only speaks that language is being serviced.

Our current activities and strategies will be reviewed and enhanced as part of the department's new Language Access Plan in FY 17. This will include the review of bid and informational documentation being developed in multiple languages.

From Councilman Clark:

4. Is part of your responsibility to enforce EOPs? Can you take a look at this from Procurement's perspective?

The Procurement Department is charged with including the appropriate EOP language in any contract for the purchase of services, including any public works contract, as well as concession contracts for which the Procurement Department solicits bids. According to Chapter 17-1600 of the Philadelphia Code, the section titled Economic Opportunity Plans, "the certifying agency and the Oversight Committee through the Oversight Process shall make such findings, recommendations and proposals that are necessary and appropriate to enforce this Chapter" of the code. The certifying agency is the Office of Economic Opportunity. The Oversight Committee, according to the code, consists of, "as appropriate, the contractor, developer or recipient of financial assistance and representatives of the Participants, the certifying agency, City Council, the contracting department or agency and appropriate community organizations." With regard to enforcing the EOP, the Procurement Department handles this as it would any other contract obligation. If a department or members of the oversight committee reports an issue with a contract, there is an attempt to cure a contract where the vendor is not in compliance. If the cure does not resolve the outstanding contract issue, the Procurement Department is approached and will proceed with the threat of default and possibly debarment.

Please feel free to contact me with any questions you may have about the information provided in this response.

Sincerely,



Trevor Day
Commissioner

cc: Rebecca Rhynhart, Chief Administrative Officer
Rob Dubow, Director of Finance
Anna Adams, Budget Director
Sarah de Wolf, Deputy Budget Director