Non-A&E Professional Services

Welcome!
- This session is being recorded.
- Put your questions in the ‘Chat’.
- Only the panelists’ cameras and microphones will be on.
- We will ask you to take a poll near the end of the session. Please respond!
Alec Gever  
PHL Purchasing Manager  
Professional Services
Agenda

• Overview of Professional Services
• Finding Professional Services Opportunities
• Tips for Success
• Questions and Answers
• Closing/Transition to Closing Session
Overview of Professional Services

• Professional services include areas such as general consulting, legal services, financial services, engineering, design, public health, and social services.

• Professional services opportunities can be found on the City’s eContract Philly website: https://philawx.phila.gov//ECONTRACT/default.aspx
Overview of Professional Services

- **Micro Purchase**
  - Up to $35,000
  - Does NOT require advertising on eContract Philly
  - One-year contract with no renewal terms

- **Small Order Purchase**
  - Up to $77,000
  - Requires advertising on eContract Philly for a minimum of 15 days
  - Any firm may apply to the opportunity through eContract Philly
  - One-year contract with three optional one-year renewal terms

- **Small Order Purchase - LBE**
  - Up to $103,000
  - Requires advertising on eContract Philly for a minimum of 15 days
  - Must be an LBE to apply to the opportunity through eContract Philly
  - One-year contract with three optional one-year renewal terms

- **Request for Proposals (RFP) – greater than $35,000**
Finding Professional Services Opportunities

• The City launched a new Contracts Hub to view ALL of the City’s contracting opportunities, not solely professional services: [www.phila.gov/contracts](http://www.phila.gov/contracts)

• To look strictly at professional services opportunities, visit eContract Philly: [https://philawx.phila.gov//ECONTRACT/default.aspx](https://philawx.phila.gov//ECONTRACT/default.aspx)

• PHL’s website also lists anticipated professional services opportunities: [https://www.phl.org/about/cdp/opportunities](https://www.phl.org/about/cdp/opportunities)
Tips for Success

• Register with eContract Philly and sign up to receive a daily email with new contracting opportunities
  – Make sure that email goes to somebody who will actually SEE it and READ it...is it going to a Junk/Spam/Clutter folder?

• Keep track of your login information for the City’s websites and make sure the information the City has for your firm is current

• Explore [www.phl.org](http://www.phl.org) as there is a lot of information to help you understand the Airport and how to do business with us
Tips for Success

• Read opportunities in their entirety and comply with ALL instructions and deadlines
• Apply to the correct opportunity with the correct Tax Identification Number (TIN)
• File complete campaign contribution disclosures
• Do not wait until the last minute to apply; anticipate that you will have a technical problem
• Monitor opportunities for revisions/addenda
• Attend pre-proposal meetings
• State contract exceptions with your proposal
• Make sure you understand the diversity program requirements and submit ALL required forms; one of two programs will apply:
  1. M/W/DSBE (City of Philadelphia, Office of Economic Opportunity); or
  2. DBE (for contracts with federal US DOT funding only)
Questions and Answers

- Questions and Answers
  - On the Breakout Sessions tab, put your questions in the ‘Chat’

- Polling
  - Please click into the Poll tab and answer 3 short questions
When instructed, click the link on the left of your screen for the Main Ballroom to meet the PHL Management Team for a Q&A Session.

Answer “Yes” to Leave and return to the Main Ballroom.

Thank You!