



# Project Change Control Form: City of Philadelphia



## Instructions:

To complete this form:

1. Requestor complete Sections I – IV
2. Submit completed form to Contract Manager

To fill in the check boxes:

1. Highlight the check box
2. Right click
3. Choose 'Properties'
4. Change the default value to 'Checked'
5. Click OK

## I. General Information

Title of Change			Change Number
Project Name			Date
Person Requesting the Change	Company/Agency	Email	Phone
Vendor/Contractor – Including Contact		Email	Phone

## II. Change Request Definition

Description: (Describe the proposed change.)

## III. Justification, Impact and Alternatives

A. Justification: (Justify why the proposed changes should be implemented.)
B. Impact of Not Implementing: (Explain the impact if the proposed change is not implemented.)
C. Alternatives: (Provide one to three alternatives that could be implemented instead of the proposed change.)
D. Additional Costs, if applicable, to be Incurred by Delay in Approval of PCO.

#### IV. Type of Change

Check all that apply.

<input type="checkbox"/> Addition of Work	<input type="checkbox"/> De-Scope Work	<input type="checkbox"/> Change Date of Major Milestone/Deliverable
<input type="checkbox"/> Re-Baseline Schedule	<input type="checkbox"/> Personnel/Resources	<input type="checkbox"/> Other (specify) Replacement Request
Impact Description (Describe the impact for each of the items checked) <input type="checkbox"/> Cost <input type="checkbox"/> Schedule <input type="checkbox"/> Scope		

#### V. Vendor/Contractor's Response to Change Request

<b>Response (Include any Cost Determinations)</b>

#### VI. Change Request Review

<input type="checkbox"/> Initial <input type="checkbox"/> Final			
Review Date	Authorized Members	Authorized Member's Role	Recommendation
			<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until: [DATE]
<b>Rationale for Recommendation: (State the rationale for recommendation.)</b>			
<b>Special Instructions: (Provide any additional information regarding the final recommendation.)</b>			

#### VII. Authorization Signatures

Name	Title and Agency	Signature	Date

# **EXHIBIT PA-9**

**EXHIBIT PA-9**  
**EXTENDED HARDWARE WARRANTY MAINTENANCE AND  
SOFTWARE LICENSE, MAINTENANCE AND SUPPORT SERVICES**

**ARTICLE I**  
**GENERAL**

1. **Term; Termination.** This Exhibit PA-9 for Extended Hardware Warranty Maintenance and Software License, Maintenance and Support Services shall be in effect for the coverage period as described in Schedule PA-9 (the "Initial Term"). Upon expiration of the Initial Term, this Exhibit PA-9 may be renewed for additional periods as set forth in Schedule PA-9 (each a "Renewal Term") upon the payment by City of the fees applicable to the Renewal Term until this Exhibit PA-9 is terminated by the first to occur of (a) the date which is thirty (30) days after Provider notifies City that it is no longer able to procure replacement parts that may be needed in order to perform the Extended Hardware Maintenance Services contemplated hereunder, (b) the date on which the Equipment or firmware installed thereon is no longer certified by federal and/or state authorities for use in City's jurisdiction, or (c) the date which is thirty (30) days after City fails to pay any amount due to Provider under this Exhibit PA-9. The termination of this Exhibit PA-9 shall not relieve City of its liability to pay any amounts due to Provider hereunder and shall only entitle City to a prorated refund of any fees already paid to Provider in the event that this is Exhibit PA-9 is terminated pursuant to subsection 1(a) or 1(b) above.

2. **Fees.** In consideration for Provider's agreement to provide Extended Hardware Warranty Maintenance and Software License, Maintenance and Support Services under this Exhibit PA-9, City shall pay to Provider the Extended Hardware Warranty Maintenance and Software License, Maintenance and Support Fees set forth on Schedule PA-9 for the Initial Term. The Extended Hardware Warranty Maintenance and Software License, Maintenance and Support Fees for the Initial Term are due as set forth on Schedule PA-9. All fees for the Renewal Terms shall be due and payable no later than thirty (30) days prior to the beginning of the Renewal Term. The Software License, Maintenance and Support Fee shall be comprised of (i) a fee for the Software License, Maintenance and Support provided for the Provider Firmware, and (ii) a fee for the Software License, Maintenance and Support provided for all other Provider Software, and shall be in addition to any fees or charges separately referred to in any Section of this Exhibit PA-9. If City elects to receive Software License, Maintenance and Support for an add-on or new product during the Initial Term or the Renewal Term thereof, Provider will charge an incremental Software License, Maintenance and Support Fee for such services.

**ARTICLE II**  
**HARDWARE**

1. **Maintenance Services.** The Extended Hardware Warranty Maintenance Services to be provided to City under this Agreement for the Provider equipment set forth on Schedule PA-9 (the "Products") shall be subject to the following terms and conditions:

a. **Routine Maintenance Services for Extended Hardware Warranty with Biennial Maintenance Only.** An Provider Representative shall provide such services as may be necessary to keep the Products working in accordance with their Documentation, normal wear and tear excepted ("Normal Working Condition"). The services provided by Provider pursuant to this Subsection 1(a) are referred to herein as "Routine Maintenance Services". Routine Maintenance Services shall be provided once each **Twenty-Four (24) Months (Extended Warranty with Biennial Maintenance)** during the Initial Term or the Renewal Term thereof. Generally, Routine Maintenance Services shall include cleaning, lubrication, diagnostic check, and calibration services. The Routine Maintenance Services shall not include the repair or replacement of any Provider Equipment Consumables (as defined in the Provider Agreement). City may request that Routine Maintenance Services be performed more than once during the Initial Term or the Renewal Term. Any such request shall be made at least sixty (60) days before the Routine Maintenance Services are desired. The per-unit fee for such additional Routine Maintenance Services is set forth on Schedule PA-9 and shall be due within thirty (30) days after invoice date. Provider will schedule the Routine Maintenance Services with City. The Routine Maintenance Services will be provided at City's Designated

Location. City's "Designated Location" shall mean City's owned or leased facility at which City desires Provider to perform the Extended Hardware Warranty Maintenance Services.

b. **Repair Services.**

i. **Defects Under Normal Use and Service.** If a defect or malfunction occurs in any Product while it is under normal use and service, City shall promptly notify Provider, and Provider shall use reasonable efforts to restore the item to Normal Working Condition as soon as practicable. The services provided by Provider pursuant to this Subsection 1(b)(i) are referred to herein as "Repair Services". Provider will perform Repair Services in conjunction with a Routine Maintenance Service Event at the City's Designated Location.

ii. **Defects Due to City Actions or Omissions.** If a defect or malfunction occurs in any Product as a result of (1) repairs, changes, modifications or alterations not authorized or approved by Provider, (2) accident, theft, vandalism, neglect, abuse or use that is not in accordance with instructions or specifications furnished by Provider or (3) causes beyond the reasonable control of Provider or City, including acts of God, fire, flooding, riots, acts of war, terrorism or insurrection, labor disputes, transportation delays, governmental regulations, and utility or communication interruptions, rodent infestation, or if City does not notify Provider within 72 hours after it knows of the defect or malfunction, City shall pay Provider for the Repair Services at Provider's then-current rates, as well as for the cost of all parts used in connection with such Repair Services.

iii. **Timing.** The date(s) on which any Repair Services shall be provided shall be mutually agreed upon by Provider and City. If City requires Provider to provide "emergency" Repair Services (which shall be defined as Repair Services that are provided by Provider within 48 hours after City notifies Provider of the need therefore), and such emergency Repair Services are not needed as a result of an action, error or omission by Provider, City shall pay a surcharge, as set forth on Schedule PA-9.

iv. **Loaner Unit.** At City's request and if such product is available, Provider shall use reasonable efforts to promptly make available to City a product that is the same as, or substantially similar to, the Product for which Repair Services are being performed (a "Loaner Unit"). If the Repair Services are being performed pursuant to Subsection 1(b)(ii) above, City shall pay Provider for the use of the Loaner Unit at Provider's then-current rates including the cost of shipping.

c. **Exclusions.** Provider has no obligation under this Agreement to (i) assume the obligations under any existing or expired warranty for a Third Party Item; (ii) repair or replace Product components that are consumed in the normal course of operating the Product, including, but not limited to, printer ribbons, printer cartridges, paper rolls, batteries, removable media storage devices, PCMCIA cards or marking devices, or (iii) repair any Product from which the serial number has been removed or altered. In addition, Provider may, at any time in its discretion, determine that any Product is no longer fit for Extended Hardware Warranty Maintenance Services because it is in such poor condition that it cannot practically be restored to Normal Working Condition, or cannot be restored to Normal Working Condition at an expense that is less than the then-current value of the Product. If such a determination is made, Provider shall no longer be required to provide Extended Hardware Warranty Maintenance Services for such Product. Provider shall also refund to City an amount equal to (1) that portion of the most recent fee paid for Extended Hardware Warranty Maintenance Services that is attributable to such Product, multiplied by (2) a fraction, the numerator of which is the remaining number of days in the respective period within the Initial Term or the Renewal Term for which such fee was paid and the denominator of which is the total number of days in the respective period within such Initial Term or the Renewal Term.

d. **Sole Provider; Access.** City shall not permit any individual other than an Provider Representative to provide maintenance or repairs with respect to the Products for so

long as the Initial Term or the Renewal Term is in effect. City shall provide Provider Representatives with all information necessary to enable them to provide Extended Hardware Warranty Maintenance Services. City shall likewise provide full access to the Products and adequate working space for all Extended Hardware Warranty Maintenance Services performed at its Designated Location, including sufficient heat, lights, ventilation, electric current and outlets as more fully described under Deliverable 2, Delivery and Installation Requirements, in Exhibit PA-1 (Statement of Work) to the Provider Agreement.

e. **Environmental Conditions.** Products should be stored in a clean, dry and secure environment. During the storage and operation of the Products, the temperature and moisture ranges should be maintained in accordance with the Products' Documentation as more fully described under Deliverable 2, Delivery and Installation Requirements, in Exhibit PA-1 (Statement of Work) to the Provider Agreement.

f. **Reinstatement of Hardware Maintenance Services; Inspection.** If the Initial Term or the Renewal Term thereof expires without being renewed, City may thereafter resume receiving Extended Hardware Warranty Maintenance Services upon (a) notification to Provider and (b) the granting to Provider of access to the Products. Provider requires City to allow it to inspect such Products before it provides any Extended Hardware Warranty Maintenance Services. The purpose of such inspection shall be to determine whether or not the Products are in Normal Working Condition. The cost of such inspection will be at Provider's then current rates and shall be due from City within thirty (30) days of its receipt of Provider's invoice therefore. If any of the Products is not in Normal Working Condition, Provider, at the option of City, (i) shall provide such repairs and replacements as it deems reasonable and necessary to restore such item to Normal Working Condition, at City's expense with respect to the cost of any labor (charged at Provider's then current rates) and parts used in such repairs or replacements, or (ii) shall not provide any Extended Hardware Warranty Maintenance Services with respect to such Product(s).

### **ARTICLE III** **SOFTWARE LICENSE, MAINTENANCE AND SUPPORT SERVICES**

1. **License and Services Provided.** Provider shall provide license, maintenance and support services ("Software License, Maintenance and Support") for the Provider Software and Provider Firmware (collectively, "Provider Software"), to allow City to continue to license and use the software in accordance with the license terms set forth in Article VI of the Provider Agreement as well as to enable it to perform in accordance with its Documentation in all material respects, and to cure any defect in material or workmanship. The specific Software License, Maintenance and Support services provided by Provider and each party's obligations with respect to such services are set forth on Schedule PA-9.

2. **Updates.** During the Initial Term and the Renewal Term thereof, Provider may provide Updates in accordance with the terms of Article XI of the Provider Agreement.

3. **Conditions.** Provider shall not provide Software License, Maintenance and Support for any item of Provider Software if such item requires such services as a result of (a) repairs, changes, modifications or alterations not authorized or approved by Provider, (b) accident, theft, vandalism, neglect, abuse or use that is not in accordance with instructions or specifications furnished by Provider, (c) causes beyond the reasonable control of Provider or City, including acts of God, fire, flooding, riots, acts of war, terrorism or insurrection, labor disputes, transportation delays, governmental regulations and utility or communication interruptions, (d) City's failure to timely and properly install and use the most recent update provided to it by Provider, or (e) City's failure to notify Provider within three (3) business days after City knows of the need for such services. Any such Software License, Maintenance and Support shall be provided at the fees to be agreed upon by the parties if and when the need for such Software License, Maintenance and Support arises. Replacement versions of Software requested by City as a result of items set forth in this Section 3 or as a result of City's actions or inactions shall be billable to City at Provider's then current rates.

4. **Reinstatement of Software License, Maintenance and Support.** If the Initial Term or the Renewal Term thereof expires without being renewed, City may thereafter receive a Software License and resume receiving Software Maintenance and Support upon (a) notification to Provider, (b) payment of

all fees, which would have been due to Provider had the Initial Term or the Renewal Term not expired, and (c) the granting to Provider of access to the Provider Software, so that Provider may analyze it and perform such maintenance as may be necessary before resuming the Software License, Maintenance and Support services.

## Schedule PA-9

<b><u>Pricing Summary</u></b>		
<b>Description</b>	<b>Refer To</b>	<b>Amount</b>
<b>Initial Term (Years 2 – 5):</b>		
Provider Extended Hardware Warranty with Biennial Maintenance Fees	Provider Extended Hardware Warranty Maintenance Description and Fees Below	\$30,320.00
Provider Firmware License, Maintenance and Support Fees	Provider Firmware License, Maintenance and Support Description and Fees Below	\$1,150,200.00
Provider Software License, Maintenance and Support Fees	Provider Software License, Maintenance and Support Description and Fees Below	\$207,240.00
<b>Total Maintenance Fees for the Initial Term:</b>		<b>\$1,387,760.00</b>
<b>Renewal Term (Years 6 - 10):</b>		
Provider Extended Hardware Warranty with Biennial Maintenance Fees	Provider Extended Hardware Warranty Maintenance Description and Fees Below	\$42,100.00
Provider Firmware License, Maintenance and Support Fees	Provider Firmware License, Maintenance and Support Description and Fees Below	\$1,628,750.00
Provider Software License, Maintenance and Support Fees	Provider Software License, Maintenance and Support Description and Fees Below	\$287,550.00
<b>Total Maintenance Fees for the Renewal Term (Years 6 – 10):</b>		<b>\$1,958,400.00</b>
<b>Renewal Term (Years 11 - 12):</b>		
Provider Extended Hardware Warranty with Biennial Maintenance Fees	Provider Extended Hardware Warranty Maintenance Description and Fees Below	\$17,730.00
Provider Firmware License, Maintenance and Support Fees	Provider Firmware License, Maintenance and Support Description and Fees Below	\$686,065.00
Provider Software License, Maintenance and Support Fees	Provider Software License, Maintenance and Support Description and Fees Below	\$121,130.00
<b>Total Maintenance Fees for the Renewal Term (Years 11 – 12):</b>		<b>\$824,925.00</b>
<b><u>Payment Terms:</u></b>		
Fees are due annually at the start of the respective 12 month coverage period within the Initial Term and each Renewal Term		
<b>Note 1:</b> Any applicable state and local taxes are not included and are the responsibility of City.		

**Provider HARDWARE MAINTENANCE DESCRIPTION AND FEES**  
**Initial Term: Years 2 through 5 of the Warranty Period**

**(Note: These fees are inclusive of the 5-year warranty)**



Qty	Description	Coverage Period	Annual Maintenance Fee Per Unit	Annual Maintenance Fee In Total
<b>Initial Term</b>				
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Years 2 – 5	\$1,895.00	\$7,580.00
<b>Total Extended Annual Hardware Warranty Maintenance Fees for the Initial Term</b>				<b>\$7,580.00</b>
<b>Total Extended Hardware Warranty Maintenance Fees for the Initial Term</b>				<b>\$30,320.00</b>
<b>Renewal Term (Years 6 - 10):</b>				
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Year 6	\$2,105.00	\$8,420.00
<b>Total Extended Hardware Warranty Maintenance Fees for Year 6</b>				<b>\$8,420.00</b>
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Year 7	\$2,105.00	\$8,420.00
<b>Total Extended Hardware Warranty Maintenance Fees for Year 7</b>				<b>\$8,420.00</b>
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Year 8	\$2,105.00	\$8,420.00
<b>Total Extended Hardware Warranty Maintenance Fees for Year 8</b>				<b>\$8,420.00</b>
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Year 9	\$2,105.00	\$8,420.00
<b>Total Extended Hardware Warranty Maintenance Fees for Year 9</b>				<b>\$8,420.00</b>
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Year 10	\$2,105.00	\$8,420.00
<b>Total Extended Hardware Warranty Maintenance Fees for Year 10</b>				<b>\$8,420.00</b>
<b>Total Extended Hardware Warranty Maintenance Fees for the Renewal Term (Years 6 – 10)</b>				<b>\$42,100.00</b>
<b>Renewal Term (Years 11 - 12):</b>				
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Year 11	\$2,216.25	\$8,865.00
<b>Total Extended Hardware Warranty Maintenance Fees for Year 11</b>				<b>\$8,865.00</b>
4	Model DS450 (Extended Warranty with Biennial Maintenance)	Year 12	\$2,216.25	\$8,865.00

Qty	Description	Coverage Period	Annual Maintenance Fee Per Unit	Annual Maintenance Fee In Total
	Total Extended Hardware Warranty Maintenance Fees for Year 12			\$8,865.00
Total Extended Hardware Warranty Maintenance Fees for the Renewal Term (Years 11 – 12)				\$17,730.00

**Note 1: The Per-Unit Fees if City requests more than one Routine Maintenance visit in a 24-month period shall be 75% of the then current maintenance fee per unit.**

**Note 2: Surcharge for Emergency Repair Services shall be the daily maintenance service rate in effect at the time such service is requested.**

**Note 3: City's Designated Location: City of Philadelphia, Pennsylvania**

**Note 4: The Per Unit Surcharge for performance of Routine Maintenance visit at more than one City Designated Location shall be \$25.00 per unit for all units located at second or more locations.**

**Hardware Maintenance Services Provided by Provider Under this Schedule PA-**

1. Telephone Support.
2. Issue Resolution.
3. Technical Bulletins will be available through City's Provider Web-based portal.
4. Routine Maintenance Services.
  - Onsite scheduled maintenance inspection per Article II, Section 1(a). The Inspection includes:
    - Service performed by a Provider trained and certified technician.
    - Performance of factory approved diagnostics on the unit, identifying and making adjustments where necessary as indicated by the testing.
    - Replacement of worn or defective parts with new or remanufactured federally and state certified parts.
    - Conducting a final test to verify that the unit is working according to manufacturer's specifications.
    - Use of a checklist tailored for each piece of Provider Equipment.
5. Repair Services.
  - City will receive coverage for interim repair calls.
    - Interim repair calls may be provided during a scheduled Routine Maintenance Services event or scheduled in conjunction with other service work being performed in close proximity to City's location if such repairs are not election critical.
    - A Product may be sent to Provider's Depot location for repairs at a time to be mutually agreed upon by Provider and City.
6. Priority Services.

- City has access to the Provider Help Desk for assistance.
- The customer receives priority on service calls.
- The customer receives priority on response time.
- The customer receives priority on certified Provider parts inventory.

**Note:** Except for those Hardware Maintenance Services specifically set forth herein, Provider is under no obligation and shall not provide other Hardware Maintenance Services to the City unless previously agreed upon in writing by the parties.

**Provider SOFTWARE LICENSE, MAINTENANCE AND SUPPORT DESCRIPTION AND FEES  
FIRMWARE**

**Initial Term: Years 2 through 5 of the Warranty Period**

**(Note: These fees are inclusive of the 5-year warranty)**

Listed below are the Hardware Products and Fees for which Firmware License, Maintenance and Support will be provided:

Qty	Description	Coverage Period	Annual Firmware License, Maintenance and Support Fee Per Unit	Annual Firmware License, Maintenance and Support Fee In Total
<b>Initial Term (Years 1 – 5):</b>				
4	Model DS450	Years 2 – 5	\$1,575.00	\$6,300.00
3,750	ExpressVote XL	Years 2 - 5	\$75.00	\$281,250.00
<b>Total Annual License, Maintenance and Support Fees for the Initial Term</b>				<b>\$287,550.00</b>
<b>Total License, Maintenance and Support Fees for the Initial Term</b>				<b>\$1,150,200.00</b>
<b>Renewal Term (Years 6 - 10):</b>				
4	Model DS450	Year 6	\$1,750.00	\$7,000.00
3,750	ExpressVote XL	Year 6	\$85.00	\$318,750.00
<b>Total License, Maintenance and Support Fees for Year 6</b>				<b>\$325,750.00</b>
4	Model DS450	Year 7	\$1,750.00	\$7,000.00
3,750	ExpressVote XL	Year 7	\$85.00	\$318,750.00
<b>Total License, Maintenance and Support Fees for Year 7</b>				<b>\$325,750.00</b>
4	Model DS450	Year 8	\$1,750.00	\$7,000.00
3,750	ExpressVote XL	Year 8	\$85.00	\$318,750.00
<b>Total License, Maintenance and Support Fees for Year 8</b>				<b>\$325,750.00</b>
4	Model DS450	Year 9	\$1,750.00	\$7,000.00
3,750	ExpressVote XL	Year 9	\$85.00	\$318,750.00
<b>Total License, Maintenance and Support Fees for Year 9</b>				<b>\$325,750.00</b>
4	Model DS450	Year 10	\$1,750.00	\$7,000.00
3,750	ExpressVote XL	Year 10	\$85.00	\$318,750.00
<b>Total License, Maintenance and Support Fees for Year 10</b>				<b>\$325,750.00</b>
<b>Total License, Maintenance and Support Fees for the Renewal Term (Years 6 – 10)</b>				<b>\$1,628,750.00</b>
<b>Renewal Term (Years 11 - 12):</b>				
4	Model DS450	Year 11	\$1,842.50	\$7,370.00
3,750	ExpressVote XL	Year 11	\$89.51	\$335,662.50
<b>Total License, Maintenance and Support Fees for Year 11</b>				<b>\$343,032.50</b>
4	Model DS450	Year 12	\$1,842.50	\$7,370.00
3,750	ExpressVote XL	Year 12	\$89.51	\$335,662.50

Qty	Description	Coverage Period	Annual Firmware License, Maintenance and Support Fee Per Unit	Annual Firmware License, Maintenance and Support Fee In Total
Total License, Maintenance and Support Fees for Year 12				\$343,032.50
Total License, Maintenance and Support Fees for the Renewal Term (Years 11 – 12)				\$686,065.00

**Software License, Maintenance and Support Services Provided by Provider under the Agreement**

1. Telephone Support.
2. Issue Resolution.
3. Technical Bulletins will be available through City's Provider Web-based portal.

**Note:** Except for those Software License, Maintenance and Support services specifically set forth herein, Provider is under no obligation and shall not provide other Software License, Maintenance and Support services to the City unless previously agreed upon by the parties.

**Software License, Maintenance and Support and Hardware Maintenance and Support Services – City Responsibilities**

1. City shall have completed a full software training session for each product selected.
  - City shall have completed training at a proficiency level to successfully use the hardware (firmware) and software products.
  - City shall have the ability to install firmware and application software and make changes to date and time settings.
  - City shall have the ability to change Consumable items. Any other changes made by the customer must be pre-approved in writing by Provider.
2. City shall have reviewed a complete set of User Manuals.
3. City shall be responsible for the installation and integration of any third-party hardware or software application or system purchased by the City, unless otherwise agreed upon, in writing, by the parties.
4. City shall be responsible for implementation of any security protocols physical, network or otherwise which are necessary for the proper operation of the Provider Equipment and Provider Software.
5. City shall be responsible for the acceptance of the Equipment and Software, unless otherwise agreed upon, in writing, by the parties.
6. City shall be responsible for the design, layout, set up, administration, maintenance or connectivity of the City's network.
7. City shall be responsible for the resolution of any errors associated with the City's network or other hardware and software not purchased or recommended by Provider and not otherwise identified in the User Guides as part of Provider's Equipment and Software.
8. City shall be responsible for all costs associated with diagnosing ballot printing problems resulting from the use of non-Provider Ballot Partner Printers ballots.

9. City shall be responsible for the payment of additional or replacement media requested by City. The price for such additional or replacement media shall be at Provider's then current rates.

**PROVIDER SOFTWARE LICENSE, MAINTENANCE AND SUPPORT DESCRIPTION AND FEES  
SOFTWARE**

**Initial Term: Delivery through the fifth anniversary of thereof**

**(Note: These fees are inclusive of the 5-year warranty)**

Listed below is the Software and Fees for which Software License, Maintenance and Support will be provided:

<b>Qty</b>	<b>Description</b>	<b>Coverage Period</b>	<b>Software License, Maintenance and Support Fee In Total</b>
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Initial Term (Years 1 – 5):			
1	ElectionWare Software – PYO Standard	Year 1	Included in the purchase price of the unit
1	Synthesized Audio Capability – Spanish Language	Year 1	Included in the purchase price of the unit
1	ElectionWare Software – PYO Standard	Years 2 - 5	\$198,000.00
1	Synthesized Audio Capability – Spanish Language	Years 2 - 5	\$9,240.00
<b>Total License, Maintenance and Support Fees for the Initial Term</b>			<b>\$207,240.00</b>
Renewal Term (Years 6 - 10):			
1	ElectionWare Software – PYO Standard	Year 6	\$54,945.00
1	Synthesized Audio Capability – Spanish Language	Year 6	\$2,565.00
<b>Total License, Maintenance and Support Fees for Year 6</b>			<b>\$57,510.00</b>
1	ElectionWare Software – PYO Standard	Year 7	\$54,945.00
1	Synthesized Audio Capability – Spanish Language	Year 7	\$2,565.00
<b>Total License, Maintenance and Support Fees for Year 7</b>			<b>\$57,510.00</b>
1	ElectionWare Software – PYO Standard	Year 8	\$54,945.00
1	Synthesized Audio Capability – Spanish Language	Year 8	\$2,565.00
<b>Total License, Maintenance and Support Fees for Year 8</b>			<b>\$57,510.00</b>
1	ElectionWare Software – PYO Standard	Year 9	\$54,945.00
1	Synthesized Audio Capability – Spanish Language	Year 9	\$2,565.00
<b>Total License, Maintenance and Support Fees for Year 9</b>			<b>\$57,510.00</b>
1	ElectionWare Software – PYO Standard	Year 10	\$54,945.00
1	Synthesized Audio Capability – Spanish Language	Year 10	\$2,565.00
<b>Total License, Maintenance and Support Fees for Year 10</b>			<b>\$57,510.00</b>
<b>Total License, Maintenance and Support Fees for the Renewal Term (Years 6 – 10)</b>			<b>\$287,550.00</b>
Renewal Term (Years 11 - 12):			
1	ElectionWare Software – PYO Standard	Year 11	\$57,865.00
1	Synthesized Audio Capability – Spanish Language	Year 11	\$2,700.00
<b>Total License, Maintenance and Support Fees for Year 11</b>			<b>\$60,565.00</b>
1	ElectionWare Software – PYO Standard	Year 12	\$57,865.00
1	Synthesized Audio Capability – Spanish Language	Year 12	\$2,700.00

<b>Total License, Maintenance and Support Fees for Year 12</b>		<b>\$60,565.00</b>
<b>Total License, Maintenance and Support Fees for the Renewal Term (Years 11 – 12)</b>		<b>\$121,130.00</b>





**THE CITY OF PHILADELPHIA**  
**PROFESSIONAL SERVICES CONTRACT**  
**GENERAL PROVISIONS**  
**FOR**  
**COMPUTER AND INFORMATION SERVICES**

City of Philadelphia  
Professional Services Contract  
Computer and Information Services  
General Provisions

**TABLE OF CONTENTS**

	Page(s)
<b>Article I: Definitions .....</b>	<b>1</b>
1.1 ADA.....	1
1.2 Additional Services and Materials.....	1
1.3 Additional Term, Additional Terms .....	1
1.4 Amendment.....	1
1.5 Applicable Law.....	1
1.6 Applicant.....	1
1.7 Appropriated Fiscal Year.....	1
1.8 Certification of Restrictions of Lobbying.....	1
1.9 Charter.....	1
1.10 City .....	2
1.11 City Council.....	2
1.12 Code.....	2
1.13 Consultant.....	2
1.14 Contract.....	2
1.15 Contract Cost Principles .....	2
1.16 Contract Documents .....	2
1.17 Contributions .....	2
1.18 Deliverables .....	2
1.19 Department .....	2
1.20 Event of Default.....	3
1.21 Event of Insolvency .....	3
1.22 Fiscal Year .....	3
1.23 General Provisions.....	3
1.24 Initial Term .....	3
1.25 Interpretation; Number; Gender .....	3
1.26 Materials .....	3
1.27 Non-Competitively Bid Contract.....	3
1.28 Party; Parties.....	4
1.29 Person .....	4
1.30 Provider.....	4
1.31 Provider Agreement.....	4
1.32 Responsible Official .....	4
1.33 Scope of Services.....	4
1.34 Services.....	4

1.35	Software .....	4
1.36	Subcontract .....	4
1.37	Subcontractor .....	4
1.38	Suspension Notice .....	4
1.39	Suspension Period.....	4
1.40	Term.....	5
1.41	Termination Notice.....	5
<b>Article II: Term .....</b>		<b>5</b>
2.1	Initial Term .....	5
2.2	Additional Terms; Term of License .....	5
<b>Article III: Provider’s Duties and Covenants.....</b>		<b>5</b>
3.1	Performance Requirements.....	5
3.2	Compliance with Applicable Law .....	5
3.3	Additional Services and Deliverables.....	6
3.4	Subcontracts.....	6
3.5	Relationship with the City .....	8
3.6	Time Frame for Submissions.....	8
3.7	Prompt Payment by Provider.....	8
3.8	Sales and Use Tax.....	8
<b>Article IV: Provider’s Representations and Covenants .....</b>		<b>8</b>
(a)	Good Standing.....	9
(b)	Authority to Act .....	9
(c)	Legal Obligation .....	9
(d)	No Litigation Preventing Performance .....	9
(e)	Requisite Licensure and Qualifications .....	9
(f)	No Adverse Interests .....	10
(g)	No Indebtedness to the City .....	10
(h)	Commercial Activity License .....	10
(i)	Subcontractor Licensure; No Indebtedness to the City.....	10
(j)	Non-Suspension; Debarment .....	10
<b>Article V: Compensation .....</b>		<b>11</b>
5.1	Certification of Available Funds .....	11
5.2	Unavailability of Funds .....	11
5.3	Crossing Fiscal Years .....	11
5.4	Allowability of Cost Items .....	12
<b>Article VI: Audits; Inspection Rights; Records .....</b>		<b>12</b>
6.1	City Audit .....	12

6.2	Inspection.....	12
6.3	Availability of Records.....	12
6.4	Retention of Records .....	12
6.5	Audits Pursuant to Section 6-400 of the Home Rule Charter.....	13
<b>Article VII: Assignment.....</b>		<b>13</b>
7.1	Assignment by Provider .....	13
7.2	Applicability in Case of Bankruptcy or Insolvency .....	13
7.3	Personal Services .....	13
<b>Article VIII: Independent Contractor; Indemnification; Litigation Cooperation .....</b>		<b>13</b>
8.1	Independent Contractor .....	13
8.2	Indemnification.....	14
8.3	Litigation Cooperation.....	14
8.4	Notice of Claims .....	14
<b>Article IX: Confidentiality .....</b>		<b>14</b>
<b>Article X: Disputes .....</b>		<b>14</b>
<b>Article XI: Events of Default .....</b>		<b>15</b>
11.1	Events of Default .....	15
11.2	Notice and Cure .....	16
<b>Article XII: Remedies .....</b>		<b>16</b>
12.1	The City’s Remedies.....	16
12.2	Concurrent Pursuit of Remedies; No Waiver .....	17
<b>Article XIII: Termination and Suspension .....</b>		<b>17</b>
13.1	Termination or Suspension for Convenience .....	17
13.2	Provider Responsibilities upon Termination or Suspension.....	18
13.3	Payment of Provider upon Termination or Suspension.....	18
13.4	Suspension .....	19
<b>Article XIV: Additional Representations and Covenants of Provider Relating to Certain Applicable Laws .....</b>		<b>19</b>
14.1	Non-Discrimination; Fair Practices .....	20
14.2	Chapter 17-400 of the Philadelphia Code: Exclusionary Private Organizations	20
14.3	Executive Order 03-12: Minority, Woman and Disabled Business Enterprise Participation .....	20

14.4	Federal Laws.....	23
14.5	Americans with Disabilities Act.....	23
14.6	Northern Ireland .....	23
14.7	Business, Corporate and Slavery Era Insurance Disclosure.....	24
14.8	Limited English Proficiency.....	24
14.9	Protected Health Information.....	25
14.10	Chapter 17-1300 of The Philadelphia Code: Philadelphia 21st Century Minimum Wage and Benefits Standard .....	25
14.11	Chapter 17-1400 of the Philadelphia Code: Contributions and Other Mandatory Disclosures.....	27
14.12	Executive Order 03-11: Gifts.....	30
14.13	Chapter 17-1900 of the Philadelphia Code: Equal Benefits Ordinance.....	30
<b>Article XV:</b>	<b>Miscellaneous .....</b>	<b>31</b>
15.1	Governing Law.....	31
15.2	Amendments; Waiver .....	31
15.3	Integration.....	31
15.4	No Joint Venture.....	32
15.5	No Third Party Beneficiaries.....	32
15.6	Counterparts.....	32
15.7	Severability and Partial Invalidity .....	32
15.8	Survival.....	32
15.9	Interpretation; Order of Precedence.....	32
15.10	Headings .....	32
15.11	Statutes and Other Citations .....	33
15.12	Days .....	33
15.13	Forum Selection Clause; Consent to Jurisdiction.....	33
15.14	Waiver of Jury Trial.....	33
15.15	Notices .....	33

## GENERAL PROVISIONS

### ARTICLE I: DEFINITIONS

The following terms shall have the meanings set forth herein, except to the extent (if any) that Article II (Definitions) of the Provider Agreement expressly provides a different meaning.

- 1.1. **ADA.** “ADA” shall have the meaning set forth in Section 14.5 (Americans with Disabilities Act) below.
- 1.2. **Additional Services and Materials.** “Additional Services and Materials” shall have the meaning set forth in Section 3.3 (Additional Services and Materials) below.
- 1.3. **Additional Term, Additional Terms.** “Additional Term” and “Additional Terms” shall have the meanings set forth in Section 2.2 (Additional Terms) below.
- 1.4. **Amendment.** “Amendment” means a written modification or change to any Contract Document signed by both Parties.
- 1.5. **Applicable Law.** “Applicable Law” means all applicable present and future federal, state or local laws, ordinances, executive orders, rules, regulations and all court orders, injunctions, decrees and other official interpretations thereof of any federal, state or local court, administrative agency or governmental body, including the City, the Commonwealth and the United States of America. Applicable Law includes, without limitation, the Charter (as defined below), the Code (as defined below), and the specific laws set forth in Article XIV (Additional Representations and Covenants of Provider Relating to Certain Applicable Laws) below hereof, each as amended from time to time.
- 1.6. **Applicant.** “Applicant” means a Person who has filed an application to be awarded a Non-Competitively Bid Contract.
- 1.7. **Appropriated Fiscal Year.** “Appropriated Fiscal Year” shall have the meaning set forth in Section 5.3 (Crossing Fiscal Years) below.
- 1.8. **Certification of Restrictions on Lobbying.** “Certification of Restrictions on Lobbying,” if required in the Provider Agreement, means a certificate in the form attached to the Provider Agreement.
- 1.9. **Charter.** The “Charter” means the Philadelphia Home Rule Charter, as it may be amended from time to time.

1.10. **City.** The “City” means The City of Philadelphia, a corporation and body politic organized and existing under the laws of the Commonwealth of Pennsylvania, and includes its various executive and administrative departments, agencies, boards and commissions, including the Department, and its legislature, City Council. The City is a City of the First Class under the laws of the Commonwealth of Pennsylvania.

1.11. **City Council.** “City Council” means the Council of The City of Philadelphia, as described in Article II of the Charter. City Council is the legislature of the City.

1.12. **Code.** The “Code” means The Philadelphia Code of Ordinances, as it may be amended from time to time.

1.13. **Consultant.** “Consultant” means any Person used by Provider to assist in obtaining a Non-Competitively Bid Contract through direct or indirect communication by such Person with any City Agency or any City officer or employee, if the communication is undertaken by such Person in exchange for, or with the understanding of receiving payment from the Provider or any other Person; provided, however, that “Consultant” shall not include a full-time employee of the Provider.

1.14. **Contract.** The “Contract” means the agreement of the Parties evidenced by the Contract Documents. References to this “Contract” shall mean this Contract as the same may be in effect at the time such reference becomes operative.

1.15. **Contract Cost Principles.** The “Contract Cost Principles,” means the “City of Philadelphia Contract Cost Principles and Guidelines,” as it may be amended from time to time, which specifies the Department’s guidelines for the qualitative and quantitative evaluation of contract services and materials, the determination of allowable costs, and the standards to determine the allowability of individual cost items. Copies are available from the Department upon request.

1.16. **Contract Documents.** The “Contract Documents” means these General Provisions, the Provider Agreement, and any and all other documents or exhibits incorporated by reference in either the General Provisions or the Provider Agreement, and any and all Amendments to any of these documents.

1.17. **Contributions.** “Contributions” shall have the meaning set forth in the Pennsylvania Election Code, 25 P.S. Section 3241.

1.18. **Deliverables.** “Deliverables” means, collectively, the tangible items of work, as described in Exhibit PA-1 to the Provider Agreement and elsewhere in the Provider Agreement, that Provider is required to furnish as part of its performance of the Contract, including, without limitation, all Software, Documentation, designs, reports, documents, and Materials required under the Contract.

1.19. **Department.** The “Department” means the department, board, commission or agency of the City of Philadelphia defined as the Department in the heading of the Provider Agreement.

1.20. **Event of Default.** “Event of Default” means those events defined and identified in Section 11.1 (Events of Default) of these General Provisions.

1.21. **Event of Insolvency.** “Event of Insolvency” means (a) the filing of a voluntary petition by Provider under the Federal Bankruptcy Code or any similar state or federal law; or (b) the filing of an involuntary petition against Provider under the Federal Bankruptcy Code or any similar state or federal law which remains undismissed for a period of forty-five (45) days; or (c) Provider’s making of an assignment for the benefit of creditors; or (d) the appointment of a receiver for Provider or for the property or assets of Provider, if such appointment is not vacated within forty-five (45) days thereafter; or (e) any other proceeding under any bankruptcy or insolvency law or liquidation law, voluntary or otherwise; or (f) Provider proves unable to pay its obligations as they mature; or (g) Provider is insolvent as otherwise defined under any Applicable Law.

1.22. **Fiscal Year.** “Fiscal Year” means the fiscal year of the City, which commences on July 1 of each calendar year and expires on June 30 of the next succeeding calendar year.

1.23. **General Provisions.** “General Provisions” means these “The City of Philadelphia Professional Services Contract General Provisions for Computer and Information Services”, which contains the standard provisions required by the City in its professional services contracts for computer and information services, and any exhibits identified in these General Provisions.

1.24. **Initial Term.** “Initial Term” shall have the meaning set forth in Section 2.1 (Initial Term) below.

1.25. **Interpretation; Number, Gender.** The words “herein” “hereof” and “hereunder” and other words of similar import refer to this Contract as a whole, including all of the Contract Documents and not to any particular article, section, subsection or clause contained in the Contract Documents. Whenever the context requires, words used in the singular shall be construed to include the plural and vice versa, and pronouns of any gender shall be deemed to include the masculine, feminine and neuter genders.

1.26. **Materials.** “Materials” means, collectively, any and all materials and work products, tangible and intangible, prepared or developed by Provider in connection with the performance of the Contract, or for Provider by a Subcontractor in connection with the performance of the Contract, including but not limited to reports, records, documents, documentation, information, supplies, plans, original drawings, specifications, computations, sketches, renderings, arrangements, videos, pamphlets, advertisements, statistics, data, computer tapes, and computer software.

1.27. **Non-Competitively Bid Contract.** “Non-Competitively Bid Contract” means a contract for the purchase of goods or services to which the City or a City Agency is a party that is not subject to the lowest responsible bidder requirements of Section 8-200 of the Charter, including, but not limited to, a Professional Services Contract, and any renewal of such a contract (other than a renewal term pursuant to an option to renew contained in an executed contract).



1.28. **Party; Parties.** A “Party” means either the City or Provider; the “Parties” means the City and Provider.

1.29. **Person.** “Person” means any individual, sole proprietorship, association, company, firm, partnership, limited partnership, joint venture, corporation, limited liability company or other form of entity or association recognized at law.

1.30. **Provider.** “Provider” means the Person providing Services and Deliverables to the City, as defined in the heading of the Provider Agreement.

1.31. **Provider Agreement.** The “Provider Agreement” means the instrument, part of the Contract Documents, which sets forth the terms, covenants and conditions specific to the Provider's engagement.

1.32. **Responsible Official.** The “Responsible Official” means the director, commissioner or other head of the Department.

1.33. **Scope of Services.** “Scope of Services” means the document(s) attached as an exhibit (or as exhibits) to the Provider Agreement, which set(s) forth the Services to be rendered and Deliverables to be provided under this Contract, the time frames within which the Services are to be rendered and the Deliverables are to be provided, and other requirements Provider must satisfy in rendering the Services and providing the Deliverables.

1.34. **Services.** “Services” means the work to be performed under this Contract as specified in the Provider Agreement.

1.35. **Software.** “Software” means the computer software, if any, to be furnished by Provider under the Contract, as set forth in Exhibit PA-1 to the Provider Agreement and elsewhere in the Provider Agreement.

1.36. **Subcontract.** “Subcontract” means a contract made between the Provider and a Subcontractor providing for the completion of some part or parts of the Services or Deliverables by a Subcontractor.

1.37. **Subcontractor.** “Subcontractor” means a Person performing under a contract with the Provider some part of the Services or Deliverables.

1.38. **Suspension Notice.** “Suspension Notice” means a written notice from the City to Provider pursuant to Section 13.1 (Termination or Suspension for Convenience) below suspending Provider’s performance under this Contract.

1.39. **Suspension Period.** “Suspension Period” means the period designated by the City in a Suspension Notice during which the City has suspended Provider’s performance under this Contract.

1.40. **Term.** “Term” means the period of time comprised of the Initial Term and any Additional Terms.

1.41. **Termination Notice.** “Termination Notice” means a written notice from the City to Provider pursuant to Section 13.1 (Termination or Suspension for Convenience) below terminating this Contract.

## **ARTICLE II: TERM**

2.1 **Initial Term.** The initial term (“Initial Term”) of this Contract shall be as stated in the Provider Agreement. In no event shall the Initial Term exceed one (1) year, except as expressly set forth otherwise in the Provider Agreement.

2.2 **Additional Terms; Term of License.**

(a) Notwithstanding Section 2.1, above, each license to Software (as defined in the Provider Agreement) and to other Services and Deliverables licensed to the City under the Contract shall be for the term set forth for the license in the Provider Agreement.

(b) The City may, at its sole option, amend this Contract to add on an annual basis up to three (3) successive one (1) year terms (“Additional Terms”), unless any shorter term (or terms) is specified in the Provider Agreement. Unless otherwise stated in the Provider Agreement, the same terms and conditions applicable in the Initial Term shall be applicable in the Additional Term(s). The City shall give Provider thirty (30) days written notice of its intent to amend this Contract to add an Additional Term prior to each annual Additional Term. Each Additional Term shall be subject to appropriation of funds by City Council for such Additional Term. There shall be no liability or penalty to the City for electing not to amend the term of this Contract to add Additional Terms. Each Additional Term of this Contract shall be deemed to constitute a separate contract, whose term shall not exceed one (1) year.

## **ARTICLE III: PROVIDER’S DUTIES AND COVENANTS**

3.1 **Performance Requirements.** Provider shall provide all Services and Deliverables, in accordance with this Contract and applicable professional standards. All payments to Provider are contingent upon satisfactory performance of the terms and conditions set forth in this Contract, as determined by the Responsible Official in his or her sole discretion.

3.2 **Compliance with Applicable Law.** Provider shall comply with the requirements of all Applicable Law with respect to Provider’s activities, Services, Deliverables, and facilities used in connection with any aspect of this Contract. Provider shall inform the Responsible Official, in writing, of any notices of violations of any Applicable Law within forty-eight (48) hours of Provider’s receipt thereof, and shall correct any violations within the time prescribed by law, or immediately in the case of any emergency.

3.3 **Additional Services and Deliverables.** Provider shall not perform or provide, and shall not be paid for, any Services or Deliverables not included in the Contract (the “Additional Services and Deliverables”) unless it receives written pre-authorization from the Responsible Official, which specifies the Additional Services and Deliverables to be performed and/or provided and the compensation to be paid for any Additional Services and Deliverables. In no event shall the rates charged by Provider for such additional Services and Deliverables exceed Provider's then current standard rates. The City shall have no responsibility for any costs incurred by Provider for such additional Services and Deliverables not specifically approved in advance and authorized in writing by the Responsible Official.

3.4 **Subcontracts.**

(a) Provider shall not delegate or enter into any Subcontract for the performance of any of its obligations under this Contract, in whole or in part, without on each occasion first obtaining the written consent of the Responsible Official.

(b) Provider shall submit to the Responsible Official copies of all proposed Subcontract(s) to be entered into by Provider, along with Provider's written request for the City's consent. All such Subcontracts must specify that:

(1) work performed by Subcontractor shall be in accordance with the terms of this Contract;

(2) nothing contained in such Subcontract shall be construed to impair the rights of the City under this Contract;

(3) the City's consent to or approval of any Subcontract shall not create any obligation of the City to any Subcontractor;

(4) nothing contained in such Subcontract, or under this Contract, shall create any obligation of the City to any Subcontractor;

(5) the City shall be expressly designated a third party beneficiary of the Subcontract;

(6) upon request by the City (at the City's sole option) and upon receipt of written notice from the City stating that this Contract between the City and Provider has been terminated, Subcontractor agrees that it will continue to perform its obligations under the Subcontract for the benefit of the City in accordance with the terms and conditions of this Contract, provided the City pays Subcontractor for the Services rendered and Deliverables provided by Subcontractor from and after the date of the termination of this Contract between the City and Provider at the same rate or in the same amount as set forth in the Subcontract for those Services and Deliverables provided by Subcontractor after such date of termination;

(7) Subcontractor shall be bound by the same terms, covenants, and conditions as Provider under this Contract; including, without limitation, confidentiality,

maintenance and preservation of records, and audit by government representatives, under this Contract;

(8) Subcontractor shall, effective on the date of the Subcontract, presently, fully and unconditionally assign, transfer and set over to the City all of Subcontractor's right, title and interest in and to any sales and use tax which may be refunded as a result of a claim for refund for any materials purchased in connection with the Subcontract or this Contract, and Subcontractor shall covenant and agree that, (i) other than as directed by the City, it will not file a claim for refund for any sales or use tax which is the subject of this assignment; and (ii) the City, in its own name or in the name of Subcontractor, may file a claim for a refund of any sales or use tax covered by this assignment;

(9) Subcontractor shall not be indebted to the City (to satisfy this requirement, Provider shall include Subsection 4.1(g), "No Indebtedness to the City," below, with appropriate adjustments for the identity of the parties, in all Subcontracts that are entered into for work to be performed pursuant to this Contract);

(10) Subcontractor shall comply with Chapter 17-400 of the Code (to satisfy this requirement, Provider shall include Subsection 14.2 (a), "Chapter 17-400 of the Code," below, with appropriate adjustments for the identity of the parties, in all Subcontracts that are entered into for work to be performed pursuant to this Contract); and

(11) Subcontractor shall comply with Section 17-104 of the Code (to satisfy this requirement, Provider shall include Subsection 14.6 (b), "Section 17-104 of the Code," below, with appropriate adjustments for the identity of the parties, in all Subcontracts that are entered into for work to be performed pursuant to this Contract).

(12) Subcontractor shall comply with Chapter 17-1300 of the Code to the extent it is applicable to a Subcontractor that is also a Service Contractor (as defined in Chapter 17-1300) providing Services under the Subcontract, and to subcontractors at any tier that are also Service Contractors providing Services under this Contract. To satisfy these requirements, Provider shall notify its Subcontractors of these provisions; shall incorporate this paragraph and Section 14.10 below, with appropriate adjustments for the identity of the parties, in each Subcontract; and shall require its Subcontractors to include such terms in any lower-tier subcontract that is, or may become, covered by Chapter 17-1300.

(c) No permitted Subcontract shall relieve Provider of any obligation under this Contract. Provider shall be as fully responsible for the acts and omissions of its Subcontractors and Persons either directly or indirectly employed or retained by them as it is for the acts and omissions of Provider and Persons directly or indirectly employed or retained by Provider.

(d) Any purported Subcontract made in violation of this Section or of any other Section in this Contract shall be null and void.

(e) City-Related Agencies.

(1) If Provider is a City-Related Agency, as defined in Subsection 17-1401(9) of the Code, Provider shall abide by the provisions of Chapter 17-1400 of the Code in awarding any contract(s) pursuant to this Contract as though such contracts were directly subject to the provisions of Chapter 17-1400, except that the exception set forth at Subsection 17-1406(8) shall apply to Provider as if Provider were listed in that subsection.

(2) Unless approved by the City to the contrary, any approvals required by Chapter 17-1400 of the Code to be performed by the City Solicitor shall be performed by Provider by its General Counsel; any approvals required to be performed by the Director of Finance shall be performed by Provider by its Chief Financial Officer; and any approvals required to be performed by the Mayor shall be performed by Provider by its Executive Director.

3.5 **Relationship with the City.** Neither Provider's personnel nor any Subcontractor personnel shall be employees of the City. Provider shall notify the City of any Provider personnel or any Subcontractor personnel who have any employment or other contractual relationship or agency relationship with the City.

3.6 **Time Frame for Submissions.** Provider shall perform any and all Services and shall submit any and all Deliverables required by this Contract within the time frames set forth in the Scope of Services attached as an exhibit to the Provider Agreement or as mutually agreed upon in writing by the City and Provider. Absent any such written time frames, Provider shall perform its obligations under this Contract diligently and promptly.

3.7 **Prompt Payment by Provider.** Provider agrees to pay promptly all Persons which have furnished labor or supplies in connection with the Services, the Deliverables, or this Contract, including, without limitation, Subcontractors and suppliers. Provider shall provide, upon request of the City, reasonable evidence that these Persons have been fully and timely paid.

3.8 **Sales and Use Tax.** The City is not subject to federal, state or local sales or use taxes or federal excise tax. Provider hereby assigns to the City all of its right, title and interest in any sales or use tax which may be refunded as a result of any deliverables, including any Deliverables, purchased or services, including any Services, rendered in connection with this Contract and unless directed otherwise by the City, Provider shall not file a claim for any sales or use tax refund subject to this assignment. Provider authorizes the City, in its own name or the name of Provider, to file a claim for a refund of any sales or use tax subject to this assignment.

#### **ARTICLE IV: PROVIDER'S REPRESENTATIONS AND COVENANTS**

Provider makes the following representations, warranties and covenants upon which the City has relied as a material consideration for the execution and delivery by the City of this Contract. The representations, warranties, and covenants stated below shall continue throughout the Term of this Contract. In the event any representation, warranty, or covenant is or becomes untrue or inaccurate, Provider shall promptly give notice thereof to the City, specifying the manner in which the representation, warranty, or covenant is untrue or inaccurate.

(a) **Good Standing.** If Provider is not an individual. Provider is a business corporation, limited liability company, partnership, limited partnership or other business entity duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization. Provider is duly licensed, qualified and in good standing in the Commonwealth of Pennsylvania and in all jurisdictions in which it conducts business activities relating in any way to the performance of the Services and delivery of the Deliverables under this Contract, including, but not limited to, the jurisdiction in which Provider is organized. If Provider is a not-for-profit corporation or otherwise an entity determined to be tax exempt pursuant to Section 501(c) of the Internal Revenue Code by the Internal Revenue Service, then Provider has procured, and shall maintain in full force and effect, all consents and approvals necessary in connection with such tax-exempt and non-profit status.

(b) **Authority to Act.** Provider has full legal power and authority to execute and deliver this Contract, and provide the Services and Materials as set forth herein. Provider has duly authorized by all necessary actions the execution and delivery of this Contract on behalf of Provider by the individual or individuals signing the Provider Agreement. This Contract is the legal, valid and binding obligation of Provider, enforceable against Provider in accordance with the terms set forth herein. The execution and delivery of this Contract by Provider will not result in a default under or a breach or violation of (1) Provider's certificate or articles of incorporation or bylaws, partnership agreement, limited liability company operating agreement or other pertinent organizational documents, as applicable; (2) any Applicable Law or any judgment, decree order, license, permit or other instrument or obligation to which Provider is now a party or by which Provider may be bound or affected; and (3) Provider's tax exempt status, if applicable. No consent, approval or authorization is required of any regulatory authority or governmental agency, or of any shareholder, partner, member, manager or other party related to Provider.

(c) **Legal Obligation.** This Contract has been duly authorized, executed and delivered by Provider, by and through individuals duly authorized to execute this Contract on behalf of Provider, and constitutes the legal, valid and binding obligation of Provider, enforceable against Provider in accordance with its terms.

(d) **No Litigation Preventing Performance.** There is no litigation, claim, consent order, settlement agreement, arbitration, agency proceeding, investigation, challenge or other proceeding pending or threatened against Provider, its properties or business or any individuals acting on Provider's behalf, including, without limitation, Subcontractors, in which any Person seeks to enjoin or prohibit Provider from entering into or performing its obligations under this Contract.

(e) **Requisite Licensure and Qualifications.** Provider and all of the Persons acting on Provider's behalf, including, without limitation, Subcontractors, in connection with the Services and Deliverables under this Contract, possess and, at all times during the Term of this Contract, shall possess all licenses, certifications, qualifications or other credentials required in accordance with Applicable Law and the terms of this Contract, to perform the Services and provide the Deliverables. Provider shall provide the City with copies of all licenses, credentials and certifications required under this Section within five (5) days of request by the City.

(f) **No Adverse Interests.** Except as disclosed in writing and approved in advance by the Responsible Official, neither Provider nor any of its directors, officers, members, partners or employees, has any interest, or will acquire any interest, directly or indirectly, that would or may conflict in any manner or degree with the performance or rendering of the Services and Deliverables.

(g) **No Indebtedness to the City.** Provider and any and all entities controlling Provider, under common control with Provider or controlled by Provider are not currently indebted to the City, and will not at any time during the Term of this Contract (including any Additional Term(s)) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), water bills, sewer bills, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Provider shall remain current during the Term of this Contract under all such agreements and payment plans and shall inform the Responsible Official in writing of Provider's receipt of any notices of delinquent payments under any such agreement or payment plan within five (5) days after receipt. In addition to any other rights or remedies available to the City at law or in equity, Provider acknowledges that any breach or failure to conform to this representation, warranty and covenant may, at the option of the City, result in the withholding of payments otherwise due to Provider under this Contract or any other agreement with the City under which the City may then owe payment of any kind, and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments or the termination of this Contract for default (in which case Provider shall be liable for all excess costs and other damages resulting from the termination), or both. In addition, Provider understands that false certification, representation, or warranty by it is subject to prosecution under Title 18 Pa.C.S.A. § 4904.

(h) **Commercial Activity License.** If Provider is a "business" as defined in Section 19-2601 of the Code, Provider has and shall maintain during the Term of this Contract, a valid, current Commercial Activity License, issued by the City's Department of Licenses and Inspections, to do business in the City.

(i) **Subcontractor Licensure; No Indebtedness to the City.** Each Subcontractor, if any, holds and shall maintain during the term of the Subcontract, a valid, current Commercial Activity License to do business in the City, if required by Applicable Law. To the best of Provider's knowledge, information and belief, the representations made in any Subcontract that Subcontractor is not indebted to the City are true and correct.

(j) **Non-Suspension; Debarment.** Provider and all of the individuals acting on Provider's behalf including, without limitation, Subcontractors, are not under suspension or debarment from doing business with the Commonwealth of Pennsylvania, any other state, or the federal government, or any department, agency or political subdivision of any of the foregoing. If Provider cannot so warrant, then Provider shall submit to the Responsible Official a full, complete written explanation as to why Provider cannot so warrant. Provider shall reimburse the City for the reasonable cost of investigation incurred by the City or the Commonwealth of

Pennsylvania Office of Inspector General for investigation of Provider's compliance with the terms of this or any other contract between Provider and the City which results in the suspension or debarment of Provider. Such costs shall include, but are not limited to, salaries of investigators, including overtime, travel and lodging expenses, expert witness and documentary fees and attorney fees and expenses. Provider shall not be responsible for costs of investigations which do not result in Provider's suspension or debarment.

## ARTICLE V: COMPENSATION

5.1 **Certification of Available Funds.** Provider acknowledges that payments under this Contract shall not exceed the amount certified by or on behalf of the City's Director of Finance as available for this Contract. A copy of the form signed by the Office of the Director of Finance showing the amount of currently available funds will be attached to the fully executed Contract returned to Provider. During the Initial Term and any Additional Term(s) of this Contract, the City reserves the right to fund any remaining balance of this Contract amount in varying amounts from time to time as funds become available, not to exceed in total the maximum amount stated in this Contract. Provider agrees that the City shall not be obligated to fund this Contract except out of funds certified by or on behalf of the City's Director of Finance the as currently available, even if those funds are less than the maximum amount stated in this Contract. If sufficient funds are not certified as available at any time, the City may exercise its options described in Section 5.2 (Unavailability of Funds) below.

5.2 **Unavailability of Funds.** If funding for this Contract from any source is not obtained and continued at an aggregate level sufficient to allow for payment for the Services performed and Deliverables furnished under this Contract, the City may exercise one of the following options without liability or penalty to the City:

(a) Terminate or suspend this Contract effective upon a date specified in a Termination Notice or Suspension Notice; or

(b) Continue this Contract by reducing, through written notice to Provider, the amount of this Contract and Services and Deliverables, consistent with the nature, amount and circumstances of available funding.

The City's exercise of either option under this Section shall not affect any obligations or liabilities of either Party accruing prior to such termination or reduction of Services or Deliverables. Provider shall be compensated in accordance with the terms of this Contract for Services and Deliverables satisfactorily performed and delivered prior to such termination or modification of this Contract under this Section.

5.3 **Crossing Fiscal Years.** If any portion of the compensation set forth in this Contract is to be paid in any City Fiscal Year following the Fiscal Year in which the Initial Term or any Additional Term of this Contract commences (in either case, "Appropriated Fiscal Year"), Provider understands and agrees that the portion of the compensation under this Contract payable with City funds for any period following the Appropriated Fiscal Year is subject to the discretion of City Council as to future appropriations. If, for any reason, funds for any such portion of the compensation are not appropriated by City Council in any Fiscal Year following the



Appropriated Fiscal Year, this Contract and the City's liability under this Contract shall automatically terminate at the end of the then current Appropriated Fiscal Year; provided, however, that Provider shall be compensated in accordance with the terms of this Contract for Services and Deliverables, satisfactorily performed and delivered prior to the end of the then current Appropriated Fiscal Year.

5.4 **Allowability of Cost Items.** All payments by the City to Provider under this Contract shall be subject to the limitations on the allowability of cost items imposed by the Contract Cost Principles.

## **ARTICLE VI: AUDITS; INSPECTION RIGHTS; RECORDS**

6.1 **City Audit.** From time to time during the Initial Term and any Additional Term(s) of this Contract, and for a period of five (5) years after the expiration or termination of the Contract, the City may audit any and all aspects of Provider's performance under this Contract, including but not limited to its billings and invoices. Audits may be conducted by representatives, agents or contractors of the City, including the Department, or other authorized City representatives including, without limitation, the City Controller. If requested by the City, Provider shall submit to the City all vouchers or invoices presented for payment pursuant to this Contract, all cancelled checks, work papers, books, records and accounts upon which the vouchers or invoices are based, and any and all documentation and justification in support of expenditures or fees incurred pursuant to this Contract. All books, invoices, vouchers, records, reports, cancelled checks, and other materials shall be subject to periodic review or audit by the City.

6.2 **Inspection.** All Services and Deliverables shall be subject to inspection and review by City, federal and state representatives, as may be applicable, or their designees, at the offices of Provider in the City, or in another location with the City's consent. Provider shall cooperate with all City, state and federal inspections and reviews conducted in accordance with the provisions of this Contract. Such inspection and review of Provider's Services and Deliverables, including, without limitation, programs and facilities, shall be in the sole discretion of the inspecting or reviewing entity. Such inspection or review may include, without limitation, meetings with consumers, review of staffing ratios and job descriptions, and meetings with any of Provider's staff members who are either directly or indirectly involved in providing Services or Deliverables.

6.3 **Availability of Records.** Provider shall make available, in the City at reasonable times during the Term of this Contract and for the period set forth in Section 6.4 (Retention of Records) below, all records pertaining to this Contract for the purpose of inspection, audit or reproduction by any authorized representative of the City (including without limitation any authorized agent or contractor of the City), the City Controller, the Commonwealth of Pennsylvania Auditor General, or any other federal and state auditors as may be applicable.

6.4 **Retention of Records.** Provider shall retain all records, books of account and documentation pertaining to this Contract, for a period of five (5) years following expiration or termination of this Contract; however, if any litigation, claim or audit is commenced prior to expiration of said five (5) year period, then the records shall be retained until all litigation, claims

or audit findings have been completely terminated or resolved, without right of further appeal, or if Applicable Law requires a longer period, then the records shall be retained for such longer period.

6.5 **Audits Pursuant to Section 6-400 of the Home Rule Charter.** Any Provider that is an Agency, as defined in Section 6-400 of the Charter, shall permit the City Controller to audit its affairs as authorized in Section 6-400 during the Initial Term or any Additional Term. Under Section 6-400, an Agency is any entity that a) receives funds from the City, and either b) is created by, or whose board of directors is in whole or part appointed by, one or more City officials or bodies; or c) is organized pursuant to legal authority granted to it by City ordinance.

## **ARTICLE VII: ASSIGNMENT**

7.1 **Assignment By Provider.** Provider shall not assign this Contract, or any part of this Contract, or delegate performance of this Contract (other than to its own work forces), without obtaining the prior written consent of the Responsible Official. The decision whether to consent to an assignment, the timing of consent (if any), and conditions to such consent, if any, shall each be at the City's sole discretion. Any consent to the assignment of any monies to be paid under this Contract shall not relieve Provider from the faithful performance of any of its obligations under this Contract or change any of the terms and conditions of this Contract. Any purported assignment in violation of this provision shall be void and of no effect. The City's consent to an assignment shall not release the assignor from any liability accrued or thereafter accruing under this Contract. Any assignment or purported assignment shall be in writing and shall contain an express assumption by the assignee of all liability accrued or thereafter accruing under this Contract. Consent by the City to any assignment shall not be deemed a course of conduct, dealing or performance with respect to any other assignment or proposed assignment. For purposes of this Section 7.1 (Assignment by Provider), an assignment includes the acquisition of Provider, or a controlling interest therein, through a corporate or other merger, and the appointment of a receiver or bankruptcy trustee, and the transfer of this Contract or Provider in any bankruptcy or other insolvency proceeding.

7.2 **Applicability in Case of Bankruptcy or Insolvency.** A receiver or trustee of or for Provider in any federal or state bankruptcy, insolvency or other proceedings concerning Provider shall comply with the requirements set forth in Section 7.1 (Assignment by Provider) above.

7.3 **Personal Services.** Provider acknowledges that the Services are the personal services of Provider and that the City shall have no obligation to accept performance by a third party without the Responsible Official's prior and express written consent.

## **ARTICLE VIII: INDEPENDENT CONTRACTOR; INDEMNIFICATION; LITIGATION COOPERATION**

8.1 **Independent Contractor.** Provider is an independent contractor and shall not in any way or for any purpose be deemed or intended to be an employee or agent of the City. Neither Provider nor its agents, employees or Subcontractors shall in any way represent that they are acting as employees, officials or agents of the City.

8.2 **Indemnification.** Provider shall indemnify, defend and hold harmless the City, its officers, employees and agents, from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees and expenses), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Provider's act or omission or negligence or fault or the act or omission or negligence or fault of Provider's agents, Subcontractors, independent contractors, suppliers, employees or servants in connection with this Contract, including, but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, intentional acts, failure to pay such any Subcontractors and suppliers, or any breach of this Contract.

8.3 **Litigation Cooperation.** If, at any time, the City becomes involved in a dispute or receives notice of a claim or is involved in litigation concerning the Services and Deliverables provided under this Contract, the resolution of which requires the services or cooperation of Provider, and Provider is not otherwise obligated to indemnify and defend the City pursuant to the provisions of Section 8.2 (Indemnification) above, Provider agrees to provide such services and to cooperate with the City in resolving such claim or litigation as Additional Services and Deliverables under Section 3.3 (Additional Services and Deliverables) above.

8.4 **Notice of Claims.** If Provider receives notice of a legal claim against it in connection with this Contract, Provider shall submit appropriate written notice of such claim to its insurance carrier within the time frame required for submission of claims by the applicable insurance policy and, within ten (10) business days of receipt of notice of the claim, to the Responsible Official.

#### **ARTICLE IX: CONFIDENTIALITY**

Provider shall comply with the confidentiality provisions set forth in Article IX (Confidentiality) of the Provider Agreement.

#### **ARTICLE X: DISPUTES**

The Parties agree to use their best efforts to resolve disputes that may arise under the Contract through informal negotiation and cooperation. If the Parties are unable to resolve any dispute arising under the Contract, unless the Parties mutually agree otherwise, the dispute shall be decided by the Responsible Official or his/her designee, who shall mail or otherwise furnish a copy of the decision to Provider in accordance with the Notice Section of the Provider Agreement within fifteen (15) business days of his/her receipt of Provider's written statement of the dispute and request for resolution. The decision of the Responsible Official shall be final and conclusive unless within five (5) business days from the date of receipt of the copy of the decision, Provider mails or otherwise furnishes to the City's Chief Innovation Officer ("CIO"), with a copy to the Responsible Official, a written appeal addressed to the CIO as follows:

Office of Innovation and Technology  
1234 Market Street  
18th Floor  
Philadelphia, PA 19107

If the Responsible Official under the Contract is the CIO, then the written appeal is to be addressed to the Procurement Commissioner as follows:

Procurement Commissioner  
Municipal Services Building  
Room 120  
1401 JFK Boulevard  
Philadelphia, PA 19102-1687

Such written appeal shall be decided by the CIO (or his/her designee), or the Procurement Commissioner (or his/her designee) with fifteen (15) business days of receipt, which decision shall be final and conclusive unless otherwise determined by a court of competent jurisdiction. In connection with any appeal proceeding under this Section, Provider shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. This Article shall not be construed to limit the provisions of Articles XI (Events of Default) or XII (Remedies) hereof.

#### **ARTICLE XI: EVENTS OF DEFAULT**

11.1 **Events of Default.** Each of the following shall be an Event of Default by Provider under this Contract:

- (a) Failure by Provider to comply with any provision of this Contract;
- (b) Occurrence of an Event of Insolvency with respect to Provider;
- (c) Falseness or inaccuracy of any warranty or representation of Provider contained in this Contract or in any other document submitted to the City by Provider;
- (d) Any act, omission, or misrepresentation which renders the Provider ineligible for a City contract or renders the contract voidable under Chapter 17-1400 of the Code;
- (e) Misappropriation by Provider of any funds provided under this Contract or failure by Provider to notify the City upon discovery of any misappropriation;
- (f) A violation of law which results in a guilty plea, a plea of nolo contendere, or conviction of a criminal offense by Provider, its directors, employees, or agents (1) directly or indirectly relating to this Contract or the Services or Deliverables provided under this Contract, whether or not such offense is ultimately adjudged to have occurred; or (2) which adversely affects the performance of this Contract;

(g) Indictment of or other issuance of formal criminal charges against Provider, its directors, employees or agents for any criminal offense or any other violation of Applicable Law directly relating to this Contract or Services or Deliverables, or which adversely affects Provider's performance of this Contract in accordance with its terms, whether or not such offense or violation is ultimately adjudged to have occurred; and/or

(h) Debarment or suspension of Provider or any agent, employee or Subcontractor of Provider under a federal, state or local law, rule or regulation.

11.2 **Notice and Cure.** The City agrees that the City will not exercise any right or remedy provided for in Section 12.1 (The City's Remedies) below because of any Event of Default unless the City shall have first given written notice of the Event of Default to Provider, and Provider, within a period of ten (10) days thereafter, or such additional cure period as the City may authorize, shall have failed to correct the Event of Default; provided, however, that no such notice from the City shall be required nor shall the City permit any period for cure if:

(a) Provider has temporarily or permanently ceased providing Services and Deliverables;

(b) The Event of Default creates an emergency which requires, as determined by the City in the City's sole discretion, immediate exercise of the City's rights or remedies;

(c) The City has previously notified Provider in the preceding twelve (12) month period of any Event of Default under this Contract;

(d) An Event of Default occurs as described in 11.1(e) above or 11.1(f) above; or

(e) Provider has failed to obtain or maintain the insurance or any bond required under this Contract.

Nothing contained in this Section shall limit the City's rights under Article XII (Remedies) below.

## **ARTICLE XII: REMEDIES**

### **12.1 The City's Remedies.**

(a) In the event Provider has committed or permitted an Event of Default and has been notified thereof in accordance with Section 11.2 (Notice and Cure) above, then the City may, but shall not be obligated to, without further notice to or demand on Provider and without waiving or releasing Provider from any of its obligations under this Contract:

(1) perform (or cause a third party to perform) this Contract, in whole or in part, including, without limitation, obtaining or paying for any required insurance or performing other acts capable of performance by the City. Provider shall be liable to the City for all sums paid by the City and all expenses incurred by the City (or a third party) pursuant to this Section

12.1(a)(1). together with interest at the highest legal rate permitted in the Commonwealth of Pennsylvania thereon from the date the City or its agent incurs such costs. The City shall not in any event be liable for inconvenience, expense or other damage incurred by Provider by reason of the City's performance or paying such costs or expenses, and the obligations of Provider under this Contract shall not be altered or affected in any manner by the City's exercise of its rights under this Section 12.1;

(2) withhold payment of, or offset against, any funds payable to or for the benefit of Provider;

(3) collect, foreclose or realize upon any bond, collateral, security or insurance provided by or on behalf of Provider; or

(4) exercise any other right the City has or may have at law, in equity, or under this Contract.

(b) In the event Provider has committed or permitted an Event of Default and has been notified thereof in accordance with Section 11.2 (Notice and Cure) above, then the City may, but shall not be obligated to, without waiving or releasing Provider from any of its obligations under this Contract, terminate or suspend this Contract in whole or in part, as set forth more fully in Article XIII (Termination and Suspension) below. In the event of partial termination or suspension, Provider shall continue the performance of this Contract to the extent not terminated or suspended. If this Contract is terminated, the City shall issue a written Termination Notice which shall set forth the effective date of the termination.

(c) The Services and Deliverables purchased from Provider are unique and not otherwise readily available. Accordingly, Provider acknowledges that, in addition to all other remedies to which the City is entitled, the City shall have the right, to the fullest extent permitted under Applicable Law, to enforce the terms of this Contract without limitation, by a decree of specific performance or by injunction restraining a violation, or attempted or threatened violation, of any provision of this Contract.

12.2 **Concurrent Pursuit of Remedies; No Waiver.** The City may exercise any or all of the remedies set forth in this Article XII (Remedies), each of which may be pursued separately or in conjunction with such other remedies as the City in its sole discretion shall determine. No extension or indulgence granted by the City to Provider shall operate as a waiver of any of the City's rights in connection with this Contract. The rights and remedies of the City as described in this Article XII (Remedies) and as described elsewhere in this Contract shall not be exclusive and are in addition to any other rights or remedies available to the City under this Contract at law or in equity.

### **ARTICLE XIII: TERMINATION AND SUSPENSION**

13.1 **Termination or Suspension for Convenience.** In addition to its rights under Articles V (Compensation) and XII (Remedies) above, the City shall have the right to terminate this Contract or suspend Provider's performance under this Contract at any time during the Term of

this Contract, for any reason, including, without limitation, the convenience of the City. If this Contract is terminated solely for the City's convenience, the City shall issue a written Termination Notice, which shall set forth the effective date of the termination. If this Contract is suspended solely for the City's convenience, the City shall issue a written Suspension Notice, which shall set forth the effective date of the suspension.

**13.2 Provider Responsibilities Upon Termination or Suspension.**

(a) Upon the City's transmission of a Termination Notice or a Suspension Notice under any provision of this Contract, Provider and its agents, employees and Subcontractors, shall

(1) take immediate action in an orderly manner to discontinue Services and Deliverables, and demobilize work forces to minimize the incurrence of costs; and

(2) upon request by the City by notice to Provider, collect, assemble and transmit to the City all Deliverables in such a state of completion as may exist as of the effective date of the termination or suspension. All such Deliverables shall be clearly labeled and indexed to the satisfaction of the Responsible Official and delivered to the Responsible Official by Provider on or before the date set forth in the Termination Notice for delivery of the Deliverables or, if no such date is set forth in the Termination Notice, then before the effective date of termination set forth in the Termination Notice. Provider waives and releases any and all right to any retaining or charging liens or similar right or remedy in favor of Provider.

(b) The City's termination or suspension of this Contract shall not affect any obligations or liabilities of either Party accruing prior to the effective date of such termination or suspension.

(c) There shall be no liability, cost or penalty to the City for termination or suspension of this Contract.

**13.3 Payment of Provider upon Termination or Suspension.**

(a) Upon termination or suspension of this Contract by the City for an Event of Default, Provider shall be entitled to payment of such an amount, to be determined by the City and subject to audit, as shall compensate it for the work satisfactorily performed prior to the termination date; provided, however, that:

(1) no allowance shall be included for termination expenses or for anticipated profits, unabsorbed or underabsorbed overhead, or unperformed Services; and

(2) the City shall deduct from any amount due and payable to Provider prior to the termination date, but withheld or not paid, the total amount of fees, costs or additional expenses incurred by the City in order to satisfactorily complete the Services and Deliverables required to be performed by Provider under this Contract, including the expense of engaging

another provider for this purpose, and such other damages, costs, losses and expenses of the City as may be incurred or result from such termination for an Event of Default.

(b) In the event of termination or suspension of this Contract by the City for the City's convenience, Provider shall be paid such an amount as shall compensate Provider for the portion of the Services satisfactorily performed and Deliverables Conditionally or Finally Accepted by the City in accordance with the Provider Agreement prior to the date of termination. The City shall not pay Provider any amount for Provider's termination or suspension expenses, or for anticipated profits, unabsorbed or underabsorbed overhead, or for unperformed Services or Deliverables not Conditionally or Finally accepted by the City in accordance with the Provider Agreement.

#### 13.4 Suspension.

(a) No Waiver. Suspension of Provider's performance under this Contract after an Event of Default shall not constitute a waiver or release of any liability of Provider for such Event of Default or any of the City's damages or other remedies arising out of such Event of Default; nor shall such suspension be deemed an election of remedies in derogation of any other remedy.

(b) Suspension upon Nonappropriation. Provider acknowledges that the City shall have the right, at its sole discretion, to suspend Provider's performance in the event City Council does not appropriate funds for the performance of this Contract.

(c) Suspension Period. In the event that the City issues a Suspension Notice to Provider, such suspension shall continue from the effective date specified in the Suspension Notice until a date specified in the Suspension Notice which shall be not more than one hundred and eighty (180) days after the effective date (such period, the "Suspension Period"). On or prior to the expiration of the Suspension Period, the City shall either terminate this Contract by giving a Termination Notice pursuant to Section 13.1 (Termination or Suspension for Convenience) above, or by notice to Provider, instruct Provider to resume the delivery of Services and Deliverables pursuant to this Contract upon the expiration of the Suspension Period.

#### **ARTICLE XIV: ADDITIONAL REPRESENTATIONS AND COVENANTS OF PROVIDER RELATING TO CERTAIN APPLICABLE LAWS**

In addition to the representations, warranties and covenants made by Provider in Article IV, Provider further represents, warrants and covenants that, to the extent of their applicability to Provider, Provider is in compliance with the laws, ordinances, regulations and executive orders described below. By executing this Contract, Provider thereby certifies to such compliance. Provider further certifies that the representations, warranties, and covenants provided pursuant to this Article shall continue to remain true throughout the Term of this Contract or any other period of time required by such laws. In the event said representations, warranties, and covenants are or become untrue or inaccurate, Provider shall promptly give notice thereof to the City, specifying the manner in which said representation, warranty, or covenant is untrue or inaccurate. The provisions of this Article are not intended to limit the applicability of the other



provisions of this Contract, including, without limitation, Provider's agreement to comply with all Applicable Law.

14.1 **Non-Discrimination; Fair Practices.** This Contract is entered into under the terms of the Charter, the Fair Practices Ordinance (Chapter 9-1100 of the Code) and the Mayor's Executive Order No. 04-86 (the "Executive Order"), as they may be amended from time to time, and in performing this Contract, Provider shall not discriminate or permit discrimination against any individual because of race, color, religion, ancestry or national origin, gender identity, sexual orientation, age or disability. Nor shall Provider discriminate or permit discrimination against individuals in employment, housing and real property practices, and/or public accommodation practices whether by direct or indirect practice of exclusion, distinction, restriction, segregation, limitation, refusal, denial, differentiation or preference in the treatment of a person on the basis of actual or perceived race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status, Human Immunodeficiency Virus (HIV) infection, or engage in any other act or practice made unlawful under the Charter, Chapter 9-1100, the Executive Order, or under the nondiscrimination laws of the United States or the Commonwealth of Pennsylvania. In the event of any breach of this Section 14.1 (Non-Discrimination; Fair Practices), the City may, in addition to any other rights or remedies available under this Contract, at law or in equity, suspend or terminate this Contract forthwith.

14.2 **Chapter 17-400 of the Philadelphia Code: Exclusionary Private Organizations.**

(a) In accordance with Chapter 17-400 of the Code, Provider agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges or conditions of employment on the basis of race, color, sex, sexual orientation, religion, national origin or ancestry, constitutes, without limiting the applicability of Articles XI (Events of Default) and XII (Remedies) above, a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or otherwise available at law or in equity.

(b) Provider agrees to cooperate with the Commission on Human Relations of the City in any manner which the Commission deems reasonable and necessary for the Commission to carry out its responsibilities under Chapter 17-400 of the Code. Provider's failure to so cooperate shall constitute, without limiting the applicability of Articles XI (Events of Default) and XII (Remedies) above, a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or otherwise available at law or in equity.

14.3 **Executive Order 03-12: Minority, Woman and Disabled Business Enterprise Participation.** In accordance with Executive Order 03-12 (the "Antidiscrimination Policy"), the City, acting through its Office of Economic Opportunity ("OEO"), has established an antidiscrimination policy that relates to the solicitation and participation of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and Disabled Business Enterprises ("DSBE") (collectively, "M/W/DSBE") in City contracts. The purpose of this

Antidiscrimination Policy is to ensure that all businesses desiring to do business with the City have an equal opportunity to compete by creating access to the City's procurement process and meaningfully increasing opportunities for the participation by M/W/DSBEs in City contracts at all tiers of contracting, as prime contractors, subcontractors and joint venture partners. In furtherance of this policy, the City will, from time to time, establish participation ranges for City Contracts and City Related Special Projects. Provider agrees to comply with the requirements of the Antidiscrimination Policy by exercising its Best and Good Faith Efforts to include M/W/DSBEs in its contract, and where participation ranges are established by OEO, Provider agrees, without limitation, to submit documentation responsive to each of the participation ranges established for the Contract.

(a) **General Requirements.** In furtherance of the purposes of the Antidiscrimination Policy, Provider agrees to the following:

(1) Provider, if it has achieved participation commitments with M/W/DSBEs, represents that it has entered into legally binding agreement(s) ("M/W/DSBE Subcontract(s)") with M/W/DSBEs as participants under this Contract for the services and in the dollar amount(s) and percentage(s) as specified in the M/W/DSBE Participation Exhibit to this Contract (the "Contract Commitment(s)").

(2) Provider shall secure the prior written approval of the OEO before making any changes or modifications to any Contract Commitments made by Provider herein, including, without limitation, substitutions for its MBEs, WBEs and/or DSBEs, changes or reductions in the services provided by its M/W/DSBE participants, or changes or reductions in the dollar amounts and/or percentage value paid to its M/W/DSBE participants.

(3) Unless otherwise specified in a M/W/DSBE Subcontract between the Provider and its M/W/DSBE participant, as described in (a) (1) above, Provider shall, within five (5) business days after receipt of a payment from the City for services performed under the Contract, deliver to its M/W/DSBE participant its proportionate share of such payment for services performed by the M/W/DSBE participant. In connection with payment of its M/W/DSBE participants, Provider agrees to fully comply with the City's payment reporting process which may include the use of electronic payment verification systems.

(4) Provider shall, in the event of an increase in units of work and/or compensation under the Contract, increase its Contract Commitment(s) with its M/W/DSBE participants proportionately, which increase shall be reflected in the M/W/DSBE Subcontract(s) described in (a) (1) above. OEO may from time to time request documentation from Provider evidencing compliance with this provision.

(5) Provider shall submit, within the time frames prescribed by the City, any and all documentation the City may request, including, but not limited to, copies of M/W/DSBE Subcontracts, participation summary reports, M/W/DSBE participant invoices, telephone logs and correspondence with M/W/DSBE participants, cancelled checks and certification of payments. Provider shall maintain all documentation related to this Section for a period of five (5) years from the date of Provider's receipt of final payment under the Contract.

(6) Provider agrees that the City may, in its sole discretion, conduct periodic reviews to monitor Provider's compliance with the terms of this Antidiscrimination Policy.

(7) Provider agrees that in the event the City determines that Provider has failed to comply with any of the requirements of this Antidiscrimination Policy, including substantial compliance with any Contract Commitment, the City may, in addition to any other rights and remedies it may have under the Contract which includes termination of the Contract, exercise one or more of the following remedies which shall be deemed cumulative and concurrent:

(.a) Debar Provider from proposing on and/or participating in any future contracts for a maximum period of three (3) years.

(.b) Withhold payment(s) or any part thereof until corrective action is taken. If corrective action is not taken to the satisfaction of OEO, the City may, without institution of a lawsuit, deduct money in an amount equal to the M/W/DSBE shortfall, which amount shall be collected and considered not as a penalty, but as liquidated damages for the Provider's failure to comply with the contract.

(8) No privity of contract exists between the City and any M/W/DSBE participant identified herein and the City does not intend to give or confer upon any such M/W/DSBE participant(s) any legal rights or remedies in connection with the subcontracted services pursuant to the Antidiscrimination Policy or by reason of this Contract except such rights or remedies that the M/W/DSBE participant may seek as a private cause of action under any legally binding contract to which it may be a party. 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 this Contract nor shall it give rise to actions by any third parties including identified M/W/DSBE participants.

(b) **Special Requirements Applicable to Non-Profit Providers.** In the event the Provider is a non-profit, the Contract may not be subject to M/W/DSBE participation ranges, but Provider shall demonstrate its compliance with the Antidiscrimination Policy by providing annually to OEO the following information:

(1) a statement identifying the race, gender, disability status and ethnic composition of its workforce and board of directors;

(2) a list of the non-profit's five highest dollar value M/W/DSBE suppliers of products and services; and

(3) the non-profit's written "equal opportunity statement," an assurance of the non-profit's efforts to maintain a diverse workforce and board of directors and operate a fair and effective supplier diversity program.

(c) **Criminal Liability for Fraudulent or False Statements.** Provider hereby verifies that all information submitted to the City in connection with the Antidiscrimination Policy is true and correct and is notified that the submission of false information is subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities, which may include payment of a fine of at least \$1,000 and a term of imprisonment of not more than two years. Provider also acknowledges that under 18 Pa.C.S. §4107.2(a)(4), it is a felony in the third degree, punishable by a term of imprisonment of not more than seven years in addition to the payment of any fines or restitution, if, under this Contract, Provider fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.

14.4 **Federal Laws.** Provider shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. Sections 2000d - 2000d.7), Section 504 of the Federal Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Age Discrimination Act of 1975, (42 U.S.C. Sections 6101 - 6107), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681), and 45 C.F.R. Part 92, as they may be amended from time to time, which together prohibit discrimination on the basis of race, color, national origin, sex, handicap, age and religion.

14.5 **Americans With Disabilities Act.** Provider understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this Contract or from providing Services or Deliverables under this Contract. By executing and delivering this Contract, Provider covenants to comply with all provisions of the Americans With Disabilities Act (the "ADA"), 42 U.S.C. §§ 12101 - 12213, and all regulations promulgated thereunder, as the ADA and regulations may be amended from time to time, which are applicable (a) to Provider; (b) to the benefits, Services, Materials, activities, facilities and programs provided in connection with this Contract; (c) to the City, or the Commonwealth of Pennsylvania; (d) to the benefits, services, activities, facilities and programs of the City or of the Commonwealth; and (e) if any funds under this Contract are provided by the federal government, which are applicable to the federal government and its funds, benefits, services, activities, facilities and programs applicable to this Contract. Without limiting the applicability of the preceding sentence, Provider shall comply with the "General Prohibitions Against Discrimination," 28 C.F.R. Part 35.130, and all other regulations promulgated under Title II of the ADA, as they may be amended from time to time, which are applicable to the benefits, services, facilities, programs and activities provided by the City through contracts with outside contractors.

14.6 **Northern Ireland.**

(a) In accordance with Section 17-104 of the Code, Provider (including any parent company, subsidiary, exclusive distributor or company affiliated with Provider) (1) confirms that it does not have, and agrees that it will not have at any time during the Term of this Contract (including any extensions of the Term), any investments, licenses, franchises, management agreements or operations in Northern Ireland and (2) agrees that no product to be provided to the City under this Contract will originate in Northern Ireland, unless Provider has implemented the fair employment principles embodied in the MacBride Principles.

(b) In the performance of this Contract, Provider agrees that it will not use any suppliers, Subcontractors or subconsultants at any tier (1) who have (or whose parent, subsidiary, exclusive distributor or company affiliate have) any investments, licenses, franchises, management agreements or operations in Northern Ireland or (2) who will provide products originating in Northern Ireland unless said supplier, subconsultant or Subcontractor has implemented the fair employment principles embodied in the MacBride Principles.

(c) Provider agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of the Code. Provider expressly understands and agrees that any false certification or representation in connection with this Section 14.6 and any failure to comply with the provisions of this Section 14.6 shall constitute a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or otherwise available at law (including, but not limited to, Section 17-104 of the Code) or in equity. In addition, Provider understands that false certification or representation is subject to prosecution under Title 18 Pa. C.S. Section 4904.

**14.7 Business, Corporate and Slavery Era Insurance Disclosure.** In accordance with Section 17-104 of the Code, the Provider, after execution of this Contract, will complete an affidavit certifying and representing that the Provider (including any parent company, subsidiary, exclusive distributor or company affiliated with Provider) has searched any and all records of the Provider or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any slaves or slaveholders described in those records must be disclosed in the affidavit.

The Provider expressly understands and agrees that any false certification or representation in connection with this Section and/or any failure to comply with the provisions of this Section shall constitute a substantial breach of this Contract entitling the City to all rights and remedies provided in this Agreement or otherwise available in law (including, but not limited to, Section 17-104 of the Code) or equity and the Contract will be deemed voidable. In addition, it is understood that false certification or representation is subject to prosecution under Title 18 Pa. C.S. Section 4904.

**14.8 Limited English Proficiency.** Provider understands and agrees that no individual who is limited in his or her English language proficiency shall be denied access to Services provided under this Contract on the basis of that limitation. As a condition of accepting and executing this Contract, Provider shall comply with all provisions of Title VI of the Civil Rights Act of 1964, Executive Order No. 12250 of the President of the United States, publication of the Mayor of the City of Philadelphia's Executive Order entitled, "Access to Federally Funded City Programs and Activities for Individuals with Limited English Proficiency" dated September 29, 2001, and all regulations promulgated thereunder, as the Act and regulations may be amended from time to time, which are applicable (a) to Provider, (b) to the benefits, services, activities and programs provided in connection with this Contract, (c) to the City, or the Commonwealth of Pennsylvania, and (d) to the benefits, services, activities and programs of the City or of the Commonwealth, and if any funds under this Contract are provided by the federal government, which are applicable to the federal government and its benefits, services, activities and programs. Without limiting the applicability of the preceding sentence, Provider shall comply with 45

C.F.R. 80 et. seq. and all other regulations promulgated under Title VI of the Civil Rights Act of 1964, as they may be amended from time to time, which are applicable to the benefits, services, programs and activities provided by the City through contracts with outside contractors.

#### 14.9 Protected Health Information.

(a) The City of Philadelphia is a “Covered Entity” as defined in the regulations issued pursuant to the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The City’s business activities include both (1) functions which make the City a Covered Entity, and, therefore, subject to HIPAA, and (2) functions that are not subject to HIPAA. In accordance with 45 CFR §164.105(a)(2)(iii)(D), the City has designated certain departments and units of the City as health care components that must comply with HIPAA (“Covered Components”). The Covered Components of the City as of August 1, 2013 include: Ambulatory Health Services, a unit of the Philadelphia Department of Public Health (“PDPH”); the Office of Behavioral Health and Intellectual disAbility Services; the Philadelphia Nursing Home (a unit of PDPH); the Benefits Administration Unit of the Office of Human Resources; Emergency Medical Services (a unit of the Philadelphia Fire Department); and the Philadelphia Public Health Laboratory (a unit of PDPH). This list is subject to change, and any department or unit of the City that the City in the future determines to be a Covered Component under HIPAA shall be deemed to be a Covered Component for purposes of this Section 14.9.

(b) To the extent (1) this Contract is entered into by the City for or on behalf of a Covered Component and/or requires the performance of services that will be delivered to or used by a Covered Component (whether or not the City department or unit through which the City entered the Contract is a Covered Component), and (2) Provider is a “Business Associate” of the City, as defined in 45 CFR §160.103, Provider shall comply with the City’s Terms and Conditions Relating to Protected Health Information (“City PHI Terms”) posted on the City’s website (at <https://secure.phila.gov/eContract/> under the “About” link). The City PHI Terms are hereby incorporated in this Section 14.9 as if fully set forth herein. (A printed version of the City PHI Terms, in the City’s sole discretion, also may be attached to this Contract.)

#### 14.10 Chapter 17-1300 of The Philadelphia Code: Philadelphia 21st Century Minimum Wage and Benefits Standard.

(a) Provider is a “Service Contractor” in that by virtue of entering into this Contract, Provider has entered into a “Service Contract,” as those terms are defined in Chapter 17-1300 of the Code. Any Subcontract between Provider and a Subcontractor to perform Services under this Contract is a “Service Contract” and such Subcontractors are also “Service Contractors” for purposes of Chapter 17-1300 as are any subcontract and subcontractor at any tier providing Services under this Contract. (Chapter 17-1300 is accessible at <http://www.amlegal.com/library/pa/philadelphia.shtml>.) If such Service Contractor (Provider or any subcontractor at any tier) is also an “Employer,” as that term is defined in Section 17-1302 (more than 5 employees), and further described in Section 17-1303 of the Code, then absent a waiver, during the Initial Term and any Additional Term, in addition to any applicable state and federal requirements, Provider shall provide, and shall enter into Subcontracts and otherwise

cause any subcontractors at any tier that are also Service Contractors to provide, their respective covered Employees (persons who perform work for a covered Employer that arises directly out of a Service Contract), with at least the minimum wage standard and minimum benefits standard, and required notice thereof, stated in federal and state law and in Chapter 17-1300 of the Code. A summary of the current requirements is as follows:

(1) Minimum Wage.

(a) for the period through December 31, 2014, provide covered Employees with an hourly wage, excluding benefits, that is no less than \$10.88/hour;

(b) as of January 1, 2015, provide their covered Employees with an hourly wage, excluding benefits, that is no less than \$12/hour;

(c) commencing as of January 1, 2016, for wages to be provided on and after January 1 of each year during which the Initial Term and any Additional Term is in effect, provide their covered Employees with an hourly wage, excluding benefits, that is no less than the result of multiplying \$12 by the then current CPI Multiplier as annually adjusted. For purposes of determining the minimum hourly wage required, the CPI Multiplier is calculated annually by the City's Director of Finance by dividing the most recently published Consumer Price Index for all Urban Consumers (CPI-U) as of each January 1 by the CPI-U most recently published as of January 1, 2015. The then current minimum hourly wage applicable to City contractors and subcontractors will be posted on the City's web site.

(2) Minimum Benefits.

(a) to the extent an Employer provides health benefits to any of its employees, provide each full-time, non-temporary, non-seasonal covered Employee with health benefits at least as valuable as the least valuable health benefits that are provided to any other full-time employees of the Employer; and

(b) provide to each full-time, non-temporary, non-seasonal covered Employee at least the minimum number of earned sick leave days required by Code Section 17-1305(2).

(3) Generally. Notwithstanding the above requirements, to the extent a change in law would require an increase in wages or benefits under Chapter 17-1300 (for example, an increase in the federal minimum wage to \$9.00/hour, which would increase the required City minimum wage to \$13.50 due to the Chapter's requirement of 150% of the federal minimum wage), such new requirement will take effect only at the start of an Additional Term, if any, commencing on or after the date of the new legal requirement.

(b) If covered, absent a waiver, Provider shall promptly provide to the City all documents and information as the City may require verifying its compliance, and that of all Service Contractors providing Services under the Contract, with the requirements of Chapter 17-

1300. Each covered Service Contractor shall notify each affected Employee what wages and benefits are required to be paid pursuant to Chapter 17-1300.

(c) Absent a waiver, a Provider subject to Chapter 17-1300 shall comply with all of its requirements as they exist on the date when the Provider entered into this Contract with the City or into an amendment thereto. Provider shall take such steps as are necessary to notify its Subcontractors of these requirements, and to cause such Subcontractors to notify lower-tier subcontractors that are Service Contractors of these requirements, including, without limitation, by incorporating this Section 14.10, with appropriate adjustments for the identity of the parties, in its Subcontracts with such Subcontractors. A Provider or subcontractor at any tier subject to Chapter 17-1300 that fails to comply with these provisions may, after notice and hearing before the Director of Finance or such other officer or agency designated by the Mayor, be suspended from receiving financial assistance from the City or from bidding on and/or participating in future City contracts, whether as a prime contractor or a subcontractor, for up to three (3) years. City Council may also initiate a similar suspension or debarment process. Such suspension or debarment shall be in addition to any of the other sanctions or remedies set forth in Chapter 17-1300 or this Contract.

(d) Without limiting the applicability of Articles XI (Events of Default) and XII (Remedies) above, Provider's failure to comply, or the failure of subcontractors at any tier to comply, with the requirements of Chapter 17-1300 shall constitute a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or otherwise available at law or in equity.

(e) Provider's covered Employees shall be deemed third-party beneficiaries of Provider's representation, warranty, and covenant to the City under this Section 14.10 only, and the covered Employees of a subcontractor at any tier that is also a covered Employer performing Services directly or indirectly under a subcontract at any tier shall be deemed third-party beneficiaries of their Employer's representation, warranty and covenant to Provider or such subcontractors at any tier, as the case may be, under this Section.

(f) The Office of Labor Standards may grant a partial or total waiver of Chapter 17-1300 based on specific stipulated reasons elaborated in Section 17-1304 of the Code. An overview offering guidance on the applicability of, and requirements placed on City contractors and subcontractors by Chapter 17-1300 of the Code is available on the City's website at <https://secure.phila.gov/eContract/> under the "About" link; see "Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors."

#### **14.11 Chapter 17-1400 of the Philadelphia Code: Contributions and Other Mandatory Disclosures.**

(a) Provider confirms on behalf of itself and its Subcontractor(s) that no contribution(s) have been made, and agrees that none shall be made during the Term of this Contract, and any Additional Term, by Provider, any Subcontractor, or any party from which a contribution can be attributed to the Provider or Subcontractor, that would render the Provider or Subcontractor, as applicable, ineligible to apply for or enter into a Non-Competitively Bid



Contract under the provisions of Sections 17-1404(1) and 17-1405 of the Code; and that disclosures made as part of its application to receive a Non-Competitively Bid Contract contain no material misstatements or omissions. Breach of this covenant shall constitute an event of default and render the Contract voidable at the City's option, and, as to contributions made by or attributable to Provider, shall make the Provider liable for liquidated damages to the City in the amount of ten percent (10%) of the maximum payments to the Provider allowed under the Contract, regardless whether actually paid. The City may exercise any or all of the remedies set forth in this Section 14.11, each of which may be pursued separately or in conjunction with such other remedies as the City in its sole discretion shall determine. No extension or indulgence granted by the City to Provider shall operate as a waiver of any of the City's rights in connection with this Contract. The rights and remedies of the City as described in this Section 14.11 and as described elsewhere in this Contract shall not be exclusive and are in addition to any other rights or remedies available to the City under this Contract at law or in equity.

(b) Provider shall, during the Term of the Contract and for one year thereafter, disclose any contribution of money or in-kind assistance the Provider, or any Subcontractor or Consultant utilized by Provider in connection with this Contract, has made, or any individual or entity has made if such contributions can be attributed to Provider, or such Subcontractor or Consultant pursuant to the attribution rules of Section 17-1405, during such time period to a candidate for nomination or election to any public office in the Commonwealth of Pennsylvania or to an individual who holds such office, or to any political committee or state party in the Commonwealth of Pennsylvania, or to any group, committee or association organized in support of any such candidate, office holder, political committee or state party, and the date and amount of such contribution.

(1) It shall not be a violation of Section 14.11(b) if Provider fails to disclose a contribution made by a Consultant because the Provider was unable to obtain such information from the Consultant, provided the Provider demonstrates that it used reasonable efforts to attempt to obtain such information, including, at a minimum:

(a) Entering into a written agreement with the Consultant for such Consultant's services, before the filing of the application for the Contract, and before the Consultant communicated with a City department or office, official or employee on behalf of the Provider;

(b) Including in such agreement a provision requiring the Consultant to provide the Provider in a timely manner with all information required to be disclosed under the provisions of Chapter 17-1400 of the Code, and providing, in effect, that the agreement will be terminated by the Provider if the Consultant fails to provide all required information on a timely basis and that no further payments, including payments owed for services performed prior to the date of termination, will be made to the Consultant by or on behalf of the Provider as of the date of such termination;

(c) Communicating regularly with the Consultant concerning the Consultant's obligations to provide timely information to permit the Provider to comply with the provisions of Chapter 17-1400; and

(.d) Invoking the termination provisions of the written agreement in a full and timely manner.

(c) The Provider shall, during the Term of the Contract and for one year thereafter, disclose the name and title of each City officer or employee who, during such time period, asked the Provider, any officer, director or management employee of the Provider, or any Person representing the Provider, to give money, services, or any other thing of value (other than a Contribution as defined in Section 17-1401) to any Person, and any payment of money, provision of services, or any other thing of value (other than a Contribution as defined in Section 17-1401) given to any Person in response to any such request. The Provider shall also disclose the date of any such request, the amount requested, and the date and amount of any payment made in response to such request.

(1) Such disclosure shall be made on a form provided by the Department awarding the contract, and the form shall be signed and filed with the Department within five (5) business days after a request was made or a payment in response to a request was made, as the case may be.

(2) The Department receiving the disclosure form shall forward copies to the President and Chief Clerk of Council, and to the Mayor, Director of Finance, Procurement Department, and the Department of Records.

(d) The Provider shall, during the Term of the Contract, disclose the name and title of each City officer or employee who directly or indirectly advised the Provider, any officer, director or management employee of the Provider, or any Person representing the Provider that a particular Person could be used by the Provider to satisfy any goals established in the Contract for the participation of minority, women, disabled or disadvantaged business enterprises. The Provider shall also disclose the date the advice was provided, and the name of such particular Person.

(e) The disclosures required by Sections 14.11(b), (c) and (d) shall be made utilizing the online disclosure update process through Provider's eContract Philly account which can be accessed on the City's website at [www.phila.gov/contracts](http://www.phila.gov/contracts) by clicking on eContract Philly. Such disclosures shall be made within five (5) business days of the action or event requiring Provider to update its disclosures. In the case of updates to political contributions made by Provider required by Section 14.11(b), the attribution rules of Section 17-1405 shall apply to determine what contributions must be disclosed under this provision as contributions of the Provider or of a Consultant. Provider is advised that any individual who submits an update on eContract Philly must be an authorized signatory of the Provider, authorized to make the required updated disclosures.

(f) Reports generated automatically by the online process for the updated disclosures required by Sections 14.11(b), (c) and (d) will be automatically forwarded to the President and Chief Clerk of Council, and to the Mayor, Director of Finance, Procurement Department, and the Department of Records.