OFFICE OF ECONOMIC OPPORTUNITY (OEO)

TOWANDA R. LIVINGSTON
SENIOR DIRECTOR
WHO WE ARE

• As the birthplace of America, Philadelphia has a history enriched with culture and symbolism. The city is a melting pot filled with unique amenities that only a city with our diverse heritage can provide.

• Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth most populous city in the United States.

• It is also a majority-minority city, with 2015 Census Bureau estimates of the population being:
  • 41.5% Black (non-Hispanic), 35.8% White (non-Hispanic), 13.4% Hispanic or Latino, 6.8% Asian,
  • 0.2% Native Americans, 0.03% Pacific Islanders, and 2.0% multiracial.

• The City of Philadelphia (municipal government) employs more than 27,000 people and spends approximately $4 billion a year on goods and services across 49 departments.

• It has a 35% M/W/DSBE utilization goal and seeks to spend approximately 35 cents of every dollar with a diverse firm.
OUR VALUE-DRIVEN MISSION

• The Office of Economic Opportunity promotes the economic development of M/W/DSBEs through its:
  ✓ Registration program,
  ✓ Contract review;
  ✓ Monitoring activities; and
  ✓ Ongoing interaction with other City departments, quasi-public agencies, and the local marketplace.

• OEO operates under Executive Order 3-12: The City’s regulation that governs the Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Disabled Business Enterprise (DSBE) Program.
WHAT WE DO

• The Office of Economic Opportunity (OEO) plays a lead role in ensuring the City meets its goals for equity and inclusion of M/W/ DSBEs in its contracting opportunities. OEO does this through:
  ✓ Registering minority, women, and disabled-owned businesses
  ✓ Reviewing and monitoring contracts
  ✓ Providing oversight on large contracts
  ✓ Creating alliances within the City government and beyond
  ✓ Problem solving with, advocating for, and supporting diverse businesses across the region
OUR PARTNERS

- City of Philadelphia departments
- Quasi-public agencies
- Private industry
- Nonprofit sector
- Third-party certification agencies
- Majority prime contractors
- Lending, bonding, and insurance providers
OUR APPROACH

Advocacy

Compliance

Outreach

Supplier Development

Equity

Transparency

INCLUSION
OUR PERFORMANCE

COMPARISON OF FY 2018 VS. FY 2017 PERFORMANCE – CITY ONLY

- City of Philadelphia total M/W/DSBE participation was over **$279 million (33.17%)** which was **$32 million** more than FY 2017 ($247 million)
  - MBE utilization totaled **$164 million (19.49%)**, which was **$29 million** more than FY 2017, $135 million (18.50%)
  - WBE utilization totaled **$115 million (13.69%)** which was **$3 million** more than FY 2017, $112 million (15.30%).
✓ 3rd Quarter FYTD 2019 the City of Philadelphia total contract commitments were $545.1 million.
  ✓ M/W/DSBE participation for 3rd Quarter FYTD 2019 was $193.2 million (35.44%).
    ✓ MBE firms’ utilization totaled $126.5 million (23.21%).
    ✓ WBE firms’ utilization totaled $66.7 million (12.23%).

OEO Registry – As of May 14th there are 3,081 M/W/DSBE firms registered.
✓ 1,760 (57%) are Pennsylvania-based
✓ 909 (29%) are Philadelphia-based
An **Economic Opportunity Plan (EOP)**

- An agreement between the City and a prime contractor or project owner that establishes goal ranges for the meaningful utilization of M/W/DSBE firms on capital and construction projects.
- An EOP is required for City-owned projects with a value greater than $100 thousand; private and non-profit projects may require an EOP if their project requires action by the City.

As of **May 9th**, there were **304** active EOPs totaling **$2.7 billion**:  
- M/WBE utilization was **33.10% ($901.3 million)**
  - MBE firms received **$447.6 million (16.44%)**
  - WBE firms received **$453.6 million (16.66%)**
**HOW TO ENGAGE?**

**MINORITY/WOMEN AND DISABLE BUSINESS ENTERPRISE (M/W/DSBE)**

- Designed to promote greater availability, capacity development, and contract participation by M/W/DSBEs in the City of Philadelphia contracting opportunities; and in the greater marketplace.

- If you are a certified M/W/DSBE firm you **MUST** register in our OEO Registry to receive preferences afforded to our M/W/DSBE firms.

- The City of Philadelphia **does not** certify Minority, Women, Disable or Socially-Disadvantage Business Enterprise firms.
  - We recognize the certification of 3rd Party Certification agencies, such as, but not limited to the following:
    - Eastern Minority Supplier Development Council (EMSDC)
    - Women’s Business Enterprise Council East (WBEC - EAST)
    - The Enterprise Center – MBE/DSBE Certification
    - Pennsylvania Unified Certification Program – DBE Certification
    - Disability: IN (DSBE)
  - For a more comprehensive list of certification agencies we recognize visit our website at [https://www.phila.gov/departments/office-of-economic-opportunity/](https://www.phila.gov/departments/office-of-economic-opportunity/)
Local Business Enterprise (LBE) – businesses that have been certified by the City’s Procurement department as meeting the qualifications established.

Preference(s):
- For applicable bids of $1 Million Dollars or less, the preference is ten percent (10%).
- For all other applicable bids the preference is five percent (5%).
- Bids submitted by LBE certified prime vendors in which a majority of the work is not being performed by that vendor, or by LBE certified sub-vendors will not be considered for the LBE preference.
- Other rules may apply.

Note: If you are interest in becoming a LBE firm, please visit the following website (https://www.phila.gov/procurement/LBP/Pages/default.aspx) for details and requirements or Contact Procurement Customer Service at bid.info@phila.gov or call 215-686-4720 if you require assistance.
MAKING COMPLIANCE MATTER
GET IN EARLY...STAY VISIBLE...FINISH STRONG!

- Enforcement Managers (2)
- OEO Compliance Hotline
- Field/Site Visits
- Enhanced EOP Dashboard
- Increase Visibility - Oversight Committees

The **OEO Compliance Hotline** is a free and anonymous phone line. Anyone, including businesses and residents, can report non-compliance on contractual matters in the city of Philadelphia. Non-compliance can include abuse, safety concerns, and other problems at the job site.

The phone line is accessible 24 hours a day at (215) 683-1798.
WHAT WE BUY?

“WE PURCHASE EVERYTHING FROM PENS TO PIPES AND ALL THE SERVICES AND SUPPLIES IN-BETWEEN.”
Finding Contracting Opportunities (Contracting Web Portals and Other Sources) – *Please note you will have to register in each contracting portal.*

- **eContract Philly**: For personal and professional services ([https://secure.phila.gov/eContract/](https://secure.phila.gov/eContract/)).
- **PHLContracts**: For construction and related trades and other goods and services ([https://www.phlcontracts.phila.gov/bso/](https://www.phlcontracts.phila.gov/bso/)).
- **City’s RFP website**: For both for-profit and nonprofit contracting opportunities ([https://www.phila.gov/RFP/pages/default.aspx](https://www.phila.gov/RFP/pages/default.aspx)).
- **Contracts valued at less than $34,000** are often posted to agency websites. Vendors can also find opportunities at bigideasphl.com ([https://bigideasphl.com/](https://bigideasphl.com/)).
HOW WE BUY?

✓ Invitation For Bid (IFB) of Invitation and Bid (IAB)
  ✓ Typically, used for purchases greater than $34,000
  ✓ For example, inventory items, construction and construction-related services

✓ Request For Proposal (RFP)
  ✓ Typically, used for purchases greater than $34,000
  ✓ For example, Professional Services/Specialized Services
  ✓ Note: Architecture and Engineering is a two-phase selection process

✓ Request For Quote (RFQ)
  ✓ Typically, used for purchases less than $34,000
  ✓ Small Purchases
  ✓ Various items/services

✓ Request for Qualifications (RFQu)
  ✓ Typically, used when prequalifying vendors/suppliers for an upcoming solicitation.

✓ Request for Information (RFI)
  ✓ Typically, used when obtaining information about an upcoming solicitation.
HOW WE BUY? BID REQUIREMENTS

✓ **Services, Suppliers & Equipment (SS&E) Bids**
  ✓ There are no individual bid security fees, ALL bidders must be enrolled in the City’s Annual Bid Security Program - Non-refundable Annual Bid Security Program fee of $100.00

✓ **Public Works Bids** - The standard bid bond requirement is 10% of the bid amount. However, review the applicable Bid Bond form on each individual Public Works bid to ensure compliance.

✓ **Bid Processing Fee** - bid shall be accompanied by a non-refundable processing fee
  ✓ **SS&E Bids** - $25.00 fee (subject to change)
  ✓ **Public Works Bids** - The bid processing fee is in an amount based on the gross amount of the bid. For example:
    ✓ $0 for Bids $ 10,000.00 or less
    ✓ $10.00 for Bids $ 10,000.01 - $ 100,000.00
    ✓ $30.00 for Bids $ 100,000.01 - $ 300,000.00
NAVIGATING SOLICITATIONS

✓ Typically, there are several major parts of a solicitation – **PLEASE READ THE FULL SOLICITATION**
  ✓ Instruction/Information for Bidders/Offerors
    ✓ Inform Bidders/Offerors how to respond to the Solicitation
  ✓ General Conditions
    ✓ Standard Terms and Conditions for City Contracts
  ✓ Special Conditions (may be)
    ✓ Specific Terms and Conditions for this Contract
  ✓ Scope/Statement of Work /Technical Documents
    ✓ Required work for this Contract
  ✓ Other **Documents and Forms required** to be submitted at the time of Bid or other specified time.
JUMPSTART – TIPS FOR SUCCESS!

✓ Register in the OEO Registry and Contracting Portals.
✓ Read the solicitation thoroughly, and follow the Instructions.
✓ Do your homework.
✓ Know that competitive bidding is likely and be ready to negotiate your best and final offer on RFPs, if applicable; or sharpen your pencil on bids or quotes.
✓ Understand the City’s bidding or proposal process.
✓ Unsuccessful? Get a debriefing!
✓ Attend Pre-Proposal/Bid Conferences.
✓ Market your business.
✓ Structure your proposals (or bids) so they are persuasive, compelling, and differentiate your solution from competing solutions.
✓ Understand Economic Opportunity Plans (EOPs).
M/W/DSBE INCLUSION WORKS COMPLIANCE REPORTING SYSTEM
(Contract Compliance Reporting System and OEO Registry)

✔ Web-based tool for M/W/DSBE firms to register as a certified business with the City and to receive announcements of bidding opportunities and outreach events. (URL: https://phila.mwdsbe.com/?TN=phila)

✔ **ALL** M/W/DSBE vendors seeking to do business with the City must be registered in the OEO Registry.

✔ City’s Web-based Compliance reporting and monitoring system.
  ✔ ALL vendors are strongly encourage to attend training.
  ✔ For a complete schedule and to register for a training session, please visit: https://phila.mwdsbe.com/?TN=phila

Making Compliance Matter!
Call, Click, or Email the Office of Economic Opportunity (OEO) with your questions and concerns.
Telephone: 215-683-2057
Website: https://www.phila.gov/departments/office-of-economic-opportunity/
Email: oeophila@phila.gov

SAVE-THE-WEEK
35TH ANNUAL MED WEEK
OCTOBER 7TH THROUGH 11TH