

Attachment A
Ombudsman Services RFP
COVER SHEET

SECTION 1: COMPANY INFORMATION
Legal Business Name:
Trade Name (DBA):
Registered Address:
City, State, Zip Code:
Business Address if Different from Registered Address:
State of Incorporation/Registration:
Tax Identification Number (TIN/EIN):
Phone Number:
Email Address:
Website:
Primary Contact Person Name and Title:
Primary Contact Phone Number and Email Address:
Contact Person for Contractual Notices (if different from above):
Contact Person Title for Contractual Notices:
Contact Person Phone Number and Email Address for Contractual Notices:
Name, Title, and Email Address of Person Signing Contract (if any):

SECTION 2: BUSINESS TYPE:
☐ For-profit Corporation (insert type):
☐ Nonprofit Corporation
☐ Limited Liability Company
☐ Limited Partnership
☐ Sole Proprietorship
☐ Government Agency
☐ Other business formation type :

SECTION 3: SERVICES & CAPABILITIES:
Type(s) of Work or Services Provided:
Licenses & Certifications (if applicable):
Philadelphia Geographic Areas Served:
Non-Philadelphia Areas Served:

SECTION 4: COMPLIANCE
In the last ten (10) years, has your company had any legal, administrative, or regulatory disputes: ☐ Yes ☐ No
If yes, please provide details:
In the last ten (10) years, has your company been subject to debarment, citation, or other penalty for failing to comply with any federal, state, or local regulation: ☐ Yes ☐ No
If yes, please provide details:
Do you have any outstanding tax liens or judgments? ☐ Yes ☐ No

**Attachment B
CERTIFICATION**

I, the undersigned, certify that:

1. I am familiar with the Request for Proposal and contents of this proposal and will commit bidder's resources to ensure the successful completion of all services and programs described in the proposal.
2. All information submitted in this bid is presently or will be at the time an award is made, operable.
3. The information, documents and computations are true, correct, and complete to the best of my knowledge, information, and belief.
4. I, the undersigned, certify that the information provided in this form is accurate and complete to the best of my knowledge. I understand that any misrepresentation may result in disqualification from consideration for contracting opportunities.

Signature of Chief Executive

Date

Name & Title of Chief Executive Officer

**Signature of Authorized Local Office
Administrator, if applicable**

Date

Attachment C
OFFICERS*

Name and Title	Address and Phone number

***Copy page as needed.**

**Attachment D BOARD
MEMBERS***

Name and Title	Address and Phone number

***Copy page as needed.**

Appendix I
LETTER OF INTENT TO BID TEMPLATE

SEND TO: Elise Mendelsohn
Contract Manager
Business Administration Department
Philadelphia Corporation for Aging
642 N. Broad Street
Philadelphia, PA 19130
Voice: 215.765.9000 ext. 5633
Email: Elise.Mendelsohn@pcaCares.org

A bidder must submit its Letter of Intent to Bid by October 24, 2025 at 5:00 p.m. A bidder is welcome to use this template or use its own format as long as its Letter of Intent includes the information sought in the following template.

I intend to submit a bid to provide ombudsman services during the period of January 1, 2026 to June 30, 2028.

Bidder's Name:	
Address:	
Signed:	
Printed Name:	
Title:	