

## City of Philadelphia Office of Chief Administrative Officer



**Population:**  
1,573,916 (No. 6)

**Govt Employees:**  
25,000

**Address:**  
1401 John F. Kennedy  
Blvd.  
Suite 630  
Philadelphia, PA 19102

**Phone:**  
(215) 686-5238

**Email:**

### Capabilities Statement:

[Link](#)

**Cage Code:**  
644Y5

**UEI Number:**  
CRZ1A1JTLQB6

**DUNS#**  
12-474-2474



### Site:

<https://www.phila.gov/departments/office-of-the-chief-administrative-officer/>

### Mission:

The Office of the Chief Administrative Officer (CAO) works to modernize city government and improve the efficiency and effectiveness of City services. The CAO oversees seven City departments and offices, innovating and strengthening their administrative functions and supporting their resident-facing operations to evaluate, plan, and continually improve their service delivery.

The eight City departments and offices that report to the CAO include: Department of Records, the Office of Administrative Review (OAR), the Office of Innovation and Technology (OIT), the Office of Talent & Employee Success, the Office for People with Disabilities, Procurement Department, PHL Service Design Studio, and Strategic Transformation.

### Contacts and Stakeholders Information:

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### Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized