



The Honorable Cherelle Parker, Mayor
Michael R. Resnick, Esq., Commissioner, Department of Prisons
The City of Philadelphia

REQUEST FOR PROPOSALS FOR *CHAPLAIN SERVICES*

WORK SUMMARY:

The City of Philadelphia Department of Prisons' overall goal and objective for the Restorative and Transitional Services Unit's Chaplaincy Services Division is to apply a heavy focus on supporting and developing the incarcerated population's spiritual, emotional, and personal growth while providing compassionate care and moral guidance.

PROPOSED COMPENSATION:

Not to exceed \$150,000

RFP ISSUE DATE:

09/16/2025

RESPONSE DEADLINE:

No later than 5 pm EST. Philadelphia Time on Tuesday, October 28, 2025. **A complete proposal must be submitted by this time to be considered. Proposals in-process are incomplete.**

PRE-PROPOSAL MEETING:

A pre-proposal meeting will be held on Tuesday, September 25, 2025, at 2:30pm, Philadelphia Time. Vendor Attendance: **optional**

[Join the meeting now](#)

OFFICIAL RFP CONTACT:

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SUBMISSION REQUIREMENTS:

All proposals must be submitted electronically to the correct contract opportunity established for this RFP (identified by opportunity number) through **eContract Philly** at

<https://philawx.phila.gov/econtract/>

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1. INTRODUCTION

1.1 Values

The City of Philadelphia values **diversity, equity, and inclusion**, and seeks to provide access to contracting opportunities for certified local businesses, Small Business Enterprises (SBEs), and alternative diverse businesses on registries recognized by the City.

IF ELIGIBLE, YOU ARE ENCOURAGED TO:

- ✓ Apply for [Local Business Entity \(LBE\) certification](#) with City's Procurement Department. If you provide your LBE status and/or promise to have a Local Impact, this must be used by the contracting department as a positive factor in evaluation and potential selection. Additionally, some opportunities are exclusively reserved for LBE certified businesses.
- ✓ Register as a [M/W/DSBE](#) certified business with the City's [Office of Economic Opportunity](#) (OEO) and be added to OEO's registry of certified businesses.
- ✓ Get Paid Faster! Enroll on the [Vendor Payment Portal](#) to effortlessly submit electronic invoices and monitor payment progress 24/7. The process of submitting invoices through the Vendor Payment Portal is user-friendly, efficient, and free.

M/W/DSBEs, [alternative Diverse Businesses recognized by the City](#), vendors participating in the [Rebuild Emerging Vendors Program](#), and LBEs are encouraged to respond directly to this RFP.

1.2 Contracting with the City of Philadelphia

Consistent with our values, the City requires that all contractors and subcontractors comply with all applicable laws, regulations, and policies, including:

1

[City business licenses and permit requirements](#)

2

[Payment of City Business Taxes or other indebtedness owed to the City](#)

3

[CHAPTER 17-1300. PHILADELPHIA 21ST CENTURY MINIMUM WAGE AND BENEFITS STANDARD](#)

Please closely review the City's contract attachments including the standard terms and conditions found in the General Provisions under [Appendix A](#) of this RFP. Any contract resulting from this RFP will incorporate and be governed by these documents.

1.3 Contacting Us

For technical assistance with the eContract Philly website, email [**eContractPhilly@phila.gov**](mailto:eContractPhilly@phila.gov) or call (215) 686-4914.

- Please note the phone number provided is not a live helpline.
- Allow for two (2) business days prior to any application deadline to receive a response to your request. The City will not extend a deadline even if it has not responded to your question or request.
- All other questions regarding the RFP, including substantive questions, must be submitted in accordance with Section 2.3. Applicants are otherwise prohibited from contacting City representatives concerning this RFP or related matters.

1.4 Feedback about this RFP

The City recently updated the design of the RFP we use for Professional Services, and would like feedback from vendors. If you have feedback you would like to share, please complete [this voluntary survey](#). Thank you.

2. THE OPPORTUNITY

2.1 Summary

The Philadelphia Department of Prisons (PDP), through its Restorative and Transitional Services (RTS) Division, seeks qualified Chaplains to provide consistent and equitable chaplaincy services across PDP facilities. Chaplains play an essential role in addressing the spiritual, emotional, and personal development of incarcerated individuals, while also offering support to staff.

The Department recognizes that spiritual care is an integral component of restorative services and is closely linked to rehabilitation, wellness, and community reintegration. Chaplains provide moral guidance, pastoral counseling, grief and bereavement support, and access to religious practices that sustain hope and dignity during incarceration. In addition to meeting the faith-specific needs of individuals, Chaplains also ensure equitable access to programming across all denominations represented within the population.

Successful contractors will be expected to:

- Provide direct pastoral care, counseling, and crisis intervention for incarcerated people and staff.
- Deliver or facilitate regular worship services, prayer groups, and faith-based events.
- Support religious volunteers and maintain accurate documentation of their participation.
- Respond to urgent needs such as end-of-life care, death notifications, and grief counseling.
- Collaborate with other Chaplains to ensure balanced scheduling and equitable access across faiths.
- Submit monthly reports and participate in ongoing planning and staff meetings with the Chaplaincy Services Director.

This opportunity is designed for ordained clergy with a demonstrated commitment to serving diverse populations, exceptional interpersonal skills, and the ability to work in a correctional setting. Chaplains will serve approximately 20 hours per week and will be compensated at \$21.00/hour, with a maximum annual contract amount of \$25,000.

Providers interested in this opportunity should have experience offering pastoral care in institutional or community settings, comfort working within a security-focused environment, and the flexibility to respond to both routine and emergent spiritual needs.

2.2 Background

Philadelphia Department of Prisons Overview

The City of Philadelphia Department of Prisons' overall goal and objective for the Restorative and Transitional Services Unit's Chaplaincy Services Division is to apply a heavy focus on supporting and

developing the incarcerated population’s spiritual, emotional, and personal growth while providing compassionate care and moral guidance.

Project Background

For decades, the Philadelphia Department of Prisons has recognized chaplaincy services as a vital component of correctional care. PDP has historically employed staff chaplains and contracted faith leaders to provide religious services, pastoral counseling, and bereavement support to its incarcerated population. These services have been grounded in the principle of ensuring all incarcerated people—regardless of denomination—have equitable access to faith-based support.

In recent years, PDP has seen a growing need for spiritual and emotional support, driven by factors such as heightened mental health challenges within the incarcerated population, the impact of COVID-19, and increased requests for faith-based resources. Chaplaincy Services has also expanded its scope to include greater staff support, recognizing the emotional demands placed on correctional employees.

Problem Statement

The Department faces the challenge of ensuring that all incarcerated individuals have access to meaningful and equitable spiritual care, regardless of their faith background. While chaplaincy services exist, inconsistent availability, uneven distribution of volunteers, and gaps in faith-specific representation limit the Department’s ability to meet the diverse religious and emotional needs of the population.

Currently, incarcerated individuals may experience delayed or insufficient responses to requests for pastoral counseling, uneven access to denominational services, and limited opportunities for spiritual growth and support. Staff, who also experience emotional strain in their daily work, often lack consistent access to chaplaincy support. Without reliable and well-documented chaplaincy services, incarcerated people and staff face heightened risks of isolation, despair, and unaddressed grief—factors that can undermine rehabilitation and overall institutional wellness.

Through this RFP, PDP seeks to expand and formalize chaplaincy services by strengthening documentation, standardizing expectations, and ensuring coverage across faiths. The goal is to move from inconsistent service delivery to a structured, reliable model that fosters growth, healing, and equitable access to spiritual care.

There will be multiple awards from this RFP Opportunity.

2.3 RFP Schedule

RFP Posted	<i>Tuesday, September 16, 2025</i>
Pre-Proposal Meeting	A pre-proposal meeting will be held on Thursday, September 25, 2025 at 2:30 pm., Philadelphia Time. It is optional that all

	proposers attend, but highly recommended. Join the meeting now
Applicant Questions Due	Applicants must submit questions regarding this opportunity by Tuesday, 9/30/2025 no later than 5pm EST. Philadelphia time. All questions must be submitted via email to Deborah.Snyder@prisons.phila.gov cc: Tondaleya.Robinson@prisons.phila.gov
Answers Posted on <u>eContract Philly</u>	On or about Monday, October 6, 2025
Proposals Due	Tuesday, October 28, 2025 no later than 5pm EST. Philadelphia time
Applicant Interviews, Presentations <i>(If Requested)</i>	Week of November 3, 2025 Week of November 10, 2025
Applicant Selection	Monday, December 1, 2025
Contract Execution	January 1, 2026
Commencement of Work	January 1, 2026

The above dates are estimates only. Notice of changes in any pre-proposal meeting or site visit date, time or location, due date for Applicant questions, or proposal due date will be posted as a notice/Addendum with the original RFP on [eContract Philly](#) and will become a part of the RFP.

2.4 Outcome Goals

The Department has identified the following outcomes as markers of success for this contract:

1. **Equitable Access to Faith Support** – All incarcerated individuals, regardless of denomination, have timely and meaningful access to chaplaincy services.
2. **Enhanced Emotional Wellbeing** – Increased reports of improved emotional stability, hope, and resilience among incarcerated individuals and staff receiving pastoral care.
3. **Improved Volunteer Coordination** – Accurate and timely records of religious volunteers and events, resulting in a stronger network of community-based faith providers.
4. **Consistent Quality of Service** – Regular feedback and reporting demonstrate that services are consistent, responsive, and aligned with PDP protocols.
5. **Institutional Impact** – Reduced incidents of despair-related crises (e.g., self-harm, unresolved grief) and stronger institutional culture of compassion and support.

2.5 Award Terms

Term	<p>The term of the contract is expected to start on January 1, 2026, and continue to December 31, 2026.</p> <p>The City may, at its sole option, amend the Contract to add up to three (4) additional terms, each not to exceed one year.</p>
Compensation	Compensation not exceed a total \$25,000 (per award)
Cost Proposal Type	Payment is as invoiced
Terms of Payment	Compensation is Bi-weekly invoicing for 52 weeks.

3. SCOPE OF WORK

The Philadelphia Department of Prisons (PDP) seeks proposals from Chaplains to provide services to incarcerated persons. Chaplaincy services are provided to the inmate population on the PDP campus located on State Road in Northeast Philadelphia. Chaplains work on-site approximately twenty (20) hours per week. Compensation is bi-weekly for fifty-two (52) weeks. Multiple awards may result from this RFP.

3.1 Description of Services

Through this RFP, the City is seeking a contractor to perform the following services:

1. Provide resources for incarcerated persons of his/her faith.
2. Respond to incarcerated persons of his/her faith requests for counseling.
3. Hold and/or schedule religious groups of his/her faith. Scheduling will be done in conjunction with the other departmental Chaplains.
4. Submit monthly reports to the Director of Chaplaincy Services.
5. Attend monthly meetings with Director of Chaplaincy Services.
6. Be prepared to make emergency notification to incarcerated persons and/or family members of his/her faith.
7. Submit upcoming month's work schedule to Director of Chaplaincy Services by the 15th of prior month.
8. Submit Invoice request to the chaplain director bi-weekly.
9. Sign in and out of facility in specified chaplain's log book.

This *Section 3.1, Description of Services* includes the requirements for the project, including the services to be performed and the deliverables that must be met by the selected Applicant. The City reserves the right to change certain service requirements or deliverables based on changed circumstances, like a change in the business or technical environment or contract negotiations with Applicant(s) selected for negotiations, without issuing a revised RFP.

Applicants should read this section closely. An Applicant's proposed scope of work must detail how they will meet the service requirements or achieve the deliverables described in this section. Applicants may also propose additional or revised services or deliverables to achieve the outcomes described in *Section 2.3 Outcome Goals* of this RFP. However, Applicants must explain why each of these additional services or deliverables are necessary, and when and how they will be completed.

Service Requirements

The City of Philadelphia Department of Prisons' overall goal and objective for the Restorative and Transitional Services Unit's Chaplaincy Services Division is to apply a heavy focus on supporting and developing the incarcerated population's spiritual, emotional, and personal growth while providing compassionate care and moral guidance.

- **Task:** - Monitor and maintain documented history of the various ministries and religious volunteer's/guest's attendance within the assigned facility.

- Maintain a detailed list of active, facility-wide religious volunteers and guests with necessary contact information.
 - Attend various religious events and services to reinforce positive support to the incarcerated people and assess the developmental pathway of all active ministries to ensure their goals are aligned with PDP policies and protocols.
 - Deliver decedent notifications to families of incarcerated people and provide bereavement counseling.
 - Provide spiritual and emotional support and guidance to the incarcerated population and staff as needed.
 - Attend bi-weekly executive staff meetings with security and support personnel within the assigned facility.
 - Attend monthly Policy and staff meeting with the Chaplaincy Services Director.
 - Develop and maintain professional relationships with staff and volunteers to promote a healthy foundation of support both inside and outside of the assigned facility.
 - All PDP staff and contractors have a duty to report safety infractions or threats made toward or against staff, contractors or incarcerated people directly to security staff.
 - Attend or complete all City Wide or Departmental mandated training as requested within a timely manner.
-
- **Milestones:** - Amplify staff engagement by developing relationships and creating spiritual space for growth.
 - Self-administered goal setting prioritizing growth amongst staff and the incarcerated population.
-
- **Deliverables:** - Deliver all-faith equitable distribution of religious services within the assigned facility to ensure all denominations have sufficient spiritual support.
 - Provide monthly religious service feedback to the Chaplaincy Services Director based on monitoring and assessing the valuation of the currently active religious programs and services provided to the incarcerated individuals.
 - Draft religious programming, event and ministry concepts to the Chaplaincy Services Director to promote growth and variety for the incarcerated population and staff.

General Requirements

- Philadelphia Department of Prisons (PDP) have internal policies for chaplaincy services:
 - Chaplains must be credentialed and often endorsed by a recognized religious body.
 - Preferred candidate should be a college or religious graduate and/or equivalent experience.
 - Be ordained by a recognized denomination or legitimate ordaining body.

- They must serve interfaith populations and avoid proselytizing.
- The Philadelphia Department of Prisons will perform background checks to ensure compliance with City of Philadelphia employee or contractor standards.
- Staffing and Organizational Requirements
 - Chaplaincy Services candidates shall possess an outstanding ability to adhere to all security policies, procedures and protocols given by security staff.
 - Outstanding Verbal and Written Communication skills -Exemplary leadership qualities -Ability to follow directives as given and timely
 - Openness to learn and dedicated to retaining an open mind
 - Must possess emotional intelligence and self-awareness.
 - Must have previous administrative or clerical experience.
 - Outstanding organizational skills
 - Quality interpersonal skills -Possess well-developed problem-solving skills and have knowledge of conflict management tactics while using critical thinking methodology.-Excellent time management skills while maintaining hyper focus on details for quality output of task completion.
- Data and Technology Requirements
 - Extensive experience using computers and have a working knowledge of Microsoft office, Adobe and responsible internet browsing for necessary research.
 - Candidates shall have a flexible schedule as needed for emergent operational tasks.
 - Expert experience level in operating basic office equipment (Xerox copier, Fax, Scanner, telephone)
- Financial and Compliance Requirements,
 - Depending on the funding source, chaplaincy programs may need to submit programmatic and financial reports to demonstrate compliance and proper use of funds.

3.2 Performance Metrics, Contract Management & Payments

Performance Metrics

The City of Philadelphia is interested in identifying metrics in order to monitor and improve performance during the life of the contract. The {department} has identified the following metrics and will work with the awarded provider(s) to add to or refine this list during contract negotiations. The final set of performance metrics and frequency of collection will be negotiated by each successful Applicant and the {department} prior to the finalization of an agreement between parties and may be adjusted over time as needed.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility	Data Review Cadence	Past Performance Benchmark (if known)
Number of one-on-one pastoral	Chaplain monthly	Monthly	Provider	Quarterly	N/A (new metric)

counseling sessions provided	reports				
Number of group religious services facilitated or supported	Volunteer attendance logs and provider reports	Monthly	Provider	Quarterly	N/A
% of incarcerated individuals reporting equitable access to religious services (via survey or grievance tracking)	Survey/feed back forms; grievance records	Semi-annual	Provider & PDP	Semi-Annually	Baseline TBD
Documented bereavement/crisis response interventions completed within 48 hours of request	Provider incident logs	Ongoing/as needed	Provider	Quarterly	N/A (new metric)

Contract Performance Monitoring

As part of the City of Philadelphia's commitment to improved outcomes, the City seeks to actively and regularly monitor service delivery to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, the City reserves the right to request/collect other key data and metrics from providers related to the performance of the contract and to reject any item of work that does not meet the performance standards described in the contract.

The Philadelphia Department of Prisons (PDP) will maintain the ability to actively and consistently collaborate with the contracted Chaplain(s) to ensure contract goals are on track. PDP will provide oversight, facilitate communication, and create structured opportunities to review progress, identify challenges, and adjust service delivery strategies as needed.

Communication with the Department will include the following requirements:

- **Monthly Reports:** Providers will submit written reports to the Director of Chaplaincy Services summarizing activities, including religious services provided, counseling sessions conducted, volunteer participation, and emergent interventions. Reports should also include feedback on barriers encountered and recommendations for improvement. Reports are due by the **10th of each month** for the prior month's services.
- **Quarterly Performance Review Meetings:** Providers will participate in quarterly meetings with the Director of Chaplaincy Services and other designated PDP staff to review progress against performance metrics, analyze data trends, and discuss any needed course corrections. These meetings will also provide an opportunity to identify successes, highlight innovations, and coordinate planning for upcoming quarters.

- **Ad Hoc Communication:** Providers must notify PDP immediately of any urgent issues (e.g., safety concerns, crisis response needs, or urgent volunteer coordination matters) via phone or email.

Data Format: All monthly and quarterly reports must be submitted electronically (via PDF or Excel template provided by PDP). Reports should include both quantitative data (e.g., number of counseling sessions, attendance counts, timeliness of bereavement notifications) and qualitative summaries (e.g., challenges faced, staff or incarcerated person feedback).

By establishing regular reporting, structured check-ins, and open channels of communication, PDP will be able to track provider progress, flag challenges, and collaboratively design course corrections. This performance management structure ensures that chaplaincy services remain consistent, equitable, and aligned with PDP's overall goals of supporting the spiritual, emotional, and personal growth of the incarcerated population.

How We Will Pay the Selected Applicant

Applicants must state hourly rates for all personnel, identified by education level, skill set, experience level, and job title, who will perform work under any contract resulting from this RFP. For each task necessary to perform a service, deliver a tangible work product, or, if included in this RFP, accomplish a milestone identified in this RFP and/or the Applicant's proposed scope of work, the Applicant must state an estimate of the number of hours required to complete that task for each hourly rate that applies to each level of personnel identified to perform that task. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

4. HOW TO SUBMIT YOUR RESPONSE

4.1 What You Must Include in Your Proposal

For your proposal to be considered, proposals must be submitted:

- a) electronically;
- b) through the City's designated system (not email);
- c) before the deadline; and,
- d) signed by an authorized representative of the Applicant.

Additionally, your proposal must include the information listed in the Proposal Requirements below and be organized in the order shown. Failure to submit your proposal in the manner and format required by this RFP may result in your proposal being rejected.

Proposal Requirements:

1. Table of Contents

2. Introduction/Executive Summary (Give a short description of your proposal.)

Provide an overview of your company and/or a professional resume, the goods or services you offer and how you plan to meet the City's needs.

3. Applicant Profile (Tell the City about yourself).

Please complete the Applicant information sheet and include it with your proposal submission.

Part 1. Please provide the following for the Applicant's Business:

1. Name of Business
2. Business Address
3. Telephone Number
4. Fax Number (if applicable)
5. E-mail Address
6. Website Address
7. Federal Taxpayer Identification Number or Federal Employer Identification Number

Part 2. Please provide the following for the Applicant's Primary Contact:

1. Name
2. Job Title
3. Address
4. Telephone Number
5. Fax Number (if applicable)
6. E-mail Address

Part 3. Please provide a description of the Applicant's business background by answering the following:

1. What is the Applicant's Business Organization type (i.e. corporation, partnership, LLC, for or not for profit, etc.)?
2. Is the Applicant's Business registered to do business in Philadelphia and/or Pennsylvania?
3. What is the country and state of the Applicant's business' formation?
4. How many years has the Applicant's business been operating?
5. What is the primary mission of the Applicant's business?
6. What is the Applicant's significant business experience?
7. Is the Applicant's business registered as a minority-, woman-, or disabled-owned business or disadvantaged business with which certifying agency?

4. Proposed Scope of Work (Tell the City what you propose to do).

Review Section 3 of this RFP, "Scope of Work" and directly state what services and materials you will provide to meet the City's described needs. Be specific, and, as necessary, describe your services and materials in plain language for the evaluation team to understand. Include a proposed budget or cost proposal, and a schedule for when the services and materials will be provided.

5. Statement of Qualifications; Relevant Experience (Tell the City why you are the best choice).

Provide a statement of your relevant qualifications and demonstrate how your experience meets or exceeds the City's requirements. Include a list and description of similar projects you have worked on, including the number of such projects and the amount of time spent on them.

6. References (Tell us who can vouch for similar work you have completed).

Provide at least three references, preferably for projects that are similar to the work sought by this RFP. Include the company/entity, a contact person's name, the contact person's title, their address, their email address, and telephone number. The more similar the reference is to the City the better, such as other local government entities.

7. Proposed Subcontractors (Tell the City who will work with you).

Please provide a complete list of prospective subcontractors with whom you plan to work on this project. Include:

- Company Name
- EIN
- Scope of Work
- Minority-, Women-, or Disabled-Business / Disadvantaged Business Entity Certification (if applicable)
- Percentage of total work allocated to each firm

8. Requested Exceptions to Contract Terms (Tell the City any changes you would like to the contract).

In exceptional cases, a successful Applicant might be afforded exceptions to the City's Contract Terms. State if you would like to request exceptions to the City's Contract Terms, including those contained in this RFP, including [Appendix A](#) and any other documents incorporated by link or reference. Identify the location of the proposed change as well as possible (noting the document, section, heading, and page), the reason for the change request, and proposed alternative language. The City may consider your proposed changes or may disqualify your proposal at its option. However, please be aware that exceptions are not made often and so you should thoroughly explain why the change is necessary and appropriate for the contract. Any proposed exceptions to the City's Contract Terms are subject to various internal review procedures before they can be accepted.

Note: Your proposal is a [binding offer](#) to contract and failure to propose exceptions binds you to the City's terms, if your proposal is accepted.

9. Tax and Regulatory Status and Clearance Statement (Certify that you do not owe the City).

Obtain a [Tax Clearance Certificate](#) and complete [Appendix C](#) attesting to Applicant's tax and regulatory compliance with the City.

10. Disclosure of Litigation, Administrative Proceedings, and Contract Defaults (Tell the City about any legal proceedings or contract disputes your company or its leaders were involved with).

Provide a description of any legal proceedings or contract disputes in the past five (5) years that might affect your business, finances, or ability to perform the work described by this RFP. Include all instances of litigation, bankruptcy, debarment, suspension, contract default claims, any criminal conviction or indictments, settlements, and court or administrative orders. For each matter, state the name and nature of the matter, the parties involved, and its current status. For contract

disputes, provide the name and contact information for the opposing party. Provide the same information for any matter involving an officer, director, principal, partner, or affiliate of the Applicant, and for any intended subcontractor of the Applicant.

11. Statement of Financial Capacity (Demonstrate how stable your business is). [Optional]

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. You may include any of the following:

- A general, independent statement of the Applicant's financial condition, prepared by an external auditor or accountant;
- Applicant's most recent audited or unaudited financial statements, including:
 - Balance Sheet,
 - Income Statement, or
 - Cashflow Statement;
- Most recent IRS Form 990 (for non-profit organizations only); or,
- Any other documentation that demonstrates your financial capacity to meet the requirements of this RFP.

12. Local Business Entity or Local Impact Certification (Tell the City if you are a local business or how you envision affecting the local economy).

The City is committed to leveraging its buying power to uplift and grow our local economy, which will result in more jobs for Philadelphians, including local and small, Minority-, Woman-, and Disabled-owned businesses and other diverse businesses. For this reason, the City will consider local impact as a significant factor in our proposal evaluation for this contracting opportunity. If you meet the requirements of a certified Local Business Entity (LBE), we strongly recommend that you get certified for free by following the steps found [HERE](#) and include a copy of your certification with your proposal and/or include a statement about how you envision impacting the local economy through this work.

13. Disclosure Requirements (Tell the City about your political contributions).

Excess political contributions to City candidates and incumbents can disqualify you from a City contract. Complete the mandatory [disclosures](#) required as part of the electronic application process in eContract Philly, including any local political campaign contributions, by selecting "[Apply for Contract](#)" from the opportunity information screen (where this RFP was located). Additional information and instructions are located under the "[Disclosure/Eligibility](#)" tab on the top of the [eContract Philly](#) homepage. Please make sure to review these requirements closely before completing these disclosure forms.

4.2 How To Submit Your Application

Online Submission Required by the Application Deadline

You must **complete your application through [eContract Philly](#) before the deadline** to be considered for this contract opportunity. Proposals may be changed at any time up until the submission deadline and the City will not review your proposal until after the deadline. The proposal is not considered submitted until the "submit" button is pressed at the conclusion of the

eContract Philly submission process. You will receive a confirmation email that your Application was submitted.

Applicants are encouraged to allow sufficient time to complete the application process in order to become familiar with the requirements of the eContract Philly interface, upload all required documents, and resolve any technical issues prior to the submission deadline. The City need not accept, and may discard, responses that are incomplete, late, or submitted in any other format.

Electronic File Limitations

[eContract Philly](#) accepts attachments up to 8MB of the following file types: Microsoft Word, Microsoft Excel, Microsoft Project, Adobe PDF or in a compressed zip file. Larger attachments must be split into smaller attachments to accommodate this file size limitation. There is no limit to the number of attachments that may be uploaded.

Every Entity Applies for Itself

Except in the case of [Joint Ventures](#), which follow special rules described below, **every entity must apply for itself**. If the prospective applicant is not already registered with [eContract Philly](#), you must first register for an account before you can apply to this opportunity. Note that each legal entity must have a separate account; you may not utilize or repurpose another entity's account for this application. To identify each legal entity, the eContract Philly application system uses an entity's Taxpayer Identification Number, either a Social Security Number (SSN) or Employer Identification Number (EIN). Make sure the Tax Identification Number associated with your profile matches the Tax Identification Number of the company that is applying. Applications from an affiliated entity or made on another entity's behalf will cause the City to reject the proposal.

See the [Joint Venture](#) rules if you are applying on behalf of a Joint Venture.

Use the Submission Checklist Below

This is a tool to help you to submit a complete, accurate, responsive, and on time application.

DOES MY RESPONSE MEET THE PROPOSAL REQUIREMENTS?

Did you submit the proposal before the stated deadline of this RFP?	✓
Did the proposal explain how Applicant meets the goals and objectives, tasks, milestones, and deliverables, and other requirements described by the Department in the Opportunity and Scope of Work sections?	✓
Does your cost proposal meet the requirements under " Compensation "?	✓
Does your service proposal meet the requirements under " Description of Services "?	✓
Does your proposal meet the overall format and content requirements described in " What you must include in your proposal "?	✓

If eligible, did you register with the Office of Economic Opportunity as a M/W/DSBE, alternative Diverse Business recognized by the City, and/or with the Rebuild Emerging Vendors Program ?	✓
If eligible, did you enroll with the City's Vendor Payment Portal to effortlessly submit electronic invoices and monitor payment progress 24/7?	✓
Did you review the entire RFP and contract attachments, including the Contract Terms and Conditions, and request any exceptions? You must propose contract language changes with your proposal or the City's terms are deemed accepted.	✓
Was the proposal submitted electronically through eContract Philly?	✓
Did you complete the mandatory political contribution disclosures through the application?	✓
Was the proposal submitted to the correct opportunity number?	✓
Was the application signed by clicking on the "submit" button at the conclusion of the eContract Philly submission process? The proposal is not considered submitted until this button is pressed, regardless of when you started to complete the proposal. You will receive an email acknowledgment of your submission.	✓
Was the individual who signed the application authorized to sign on behalf of the Applicant? For more information on who is authorized to sign your application, please see page 32 of the sample application found on eContract Philly here . You must be logged in to eContract Philly to access the document.	✓
Does the Applicant's eContract Philly Profile match the Applicant information provided in the proposal? Do the Taxpayer Identification Numbers match? (Do not use the SSN of the person filling out the proposal, unless the contract will be with that actual person; use the number of the entity applying and on its eContract Philly profile.)	✓
Special Rule for Joint Ventures	✓

4.3 Proposal Binding

Your proposal is a binding offer to contract for what you propose. Each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP and will enter a contract containing the same terms. If the City accepts your proposal as submitted, the City need not negotiate additional or different terms. Applicants must state clearly and conspicuously any modifications, waivers, objections, or exceptions they seek in a separate section of the proposal entitled "[Requested Exceptions to Contract Terms](#)."

The City reserves the right, in its sole discretion, to negotiate terms and conditions different from and/or additional to the Contract Terms without notice to other Applicants.

5. HOW WE CHOOSE

The City will consider many factors, including cost, when evaluating proposals submitted to this RFP. While cost is an important factor, it is not the sole, or necessarily the deciding factor. The City may choose to award the contract resulting from this RFP to an Applicant whose proposal is the most advantageous to the City and in the City's best interest even if the Applicant is not offering the lowest price.

The City will base its selection on criteria that may include, but are not limited to:

1. Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
4. Superior quality, efficiency and fitness of proposed solution for City Department
5. Superior skill and reputation, including timeliness and demonstrable results
6. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
7. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
8. Lower cost
9. Administrative and operational efficiency, requiring less City oversight and administration
10. Anticipated long-term cost effectiveness
11. Meets prequalification requirements
12. Applicant's certification of its Local Business Entity/Local Impact status pursuant to Executive Order 4-12.

If a contract is awarded from this RFP, a notice will be published on the City's [eContract Philly](#) website identifying the name of the selected Applicant and the basis for award to that Applicant, as well as the names of all other Applicants to this RFP. To access this notice, select the button that says "Notice of Intent to Contract" and search for your opportunity number.

6. GENERAL RULES GOVERNING RFPs/PROPOSALS

WHAT ARE MY RESPONSIBILITIES IF I'M AWARDED THE CONTRACT?

Maintain an active Business Income and Receipts Tax (BIRT) Account Number.

REGISTER [HERE](#).

Maintain an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

Obtain a Philadelphia Tax and Regulatory Status Clearance and return [Appendix C](#) and stay current with all City and School District taxes and fees or payment plans.

OBTAIN A TAX CLEARANCE CERTIFICATE [HERE](#)

Continuously disclose your political contributions and stay under the [contribution limits](#) that allow you to be awarded a contract.

SEE THE “[DISCLOSURE/ELIGIBILITY](#)” TAB ON EContract Philly [HERE](#) FOR MORE INFORMATION

Submit all Contracting Disclosures requirements. Provide demographic information about your workforce and your work for the City in the past five years (This is only required once an organization is awarded a contract with the City of Philadelphia).

CONTRACTING DISCLOSURE AND FILING INSTRUCTIONS ARE [HERE](#)

Pay a Contract Preparation Fee

SEE AND PAY THE FEE [HERE](#)

Contracts resulting from this RFP are “Service Contracts” and awarded Applicants, along with their subcontractors at any level, are “Service Contractors” who must comply with the 21st Century Minimum Wage and Benefits Standard found in Philadelphia Code Sec. 17-1300.

THE CURRENT LIVING WAGE RATE AND BENEFITS REQUIREMENTS AND APPLICABILITY CAN BE LOCATED [HERE](#)

If the awarded contract is valued at or over \$250,000, you must extend Equal Benefits to life partners of employees that are extended to spouses of its employees, under 17-1900 of the Philadelphia Code.

INFORMATION REGARDING EQUAL BENEFITS IS LOCATED [HERE](#)

Register for electronic payments

INSTRUCTIONS FOR
REGISTRATION CAN BE
FOUND [HERE](#)

Comply with federal Health Insurance Portability and
Accountability Act (HIPAA) if applicable.

SEE [HIPAA](#) SECTION
BELOW

6.1 Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract entered into pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA) or other state or federal laws or regulations governing the privacy and security of health information.

If the contract is with any of the "[Covered Units](#)" designated by the City or the chosen provider is otherwise a "Business Associate" under HIPAA, the selected Applicant must comply with the "[Terms and Conditions Relating to Protected Health Information](#)" which are posted on [eContract Philly](#) under the "[About](#)" section and which will be incorporated into the contract by reference.

6.2 Special Rules Applicable to Joint Ventures

Generally, applications submitted through eContract Philly from Applicants that purport to be filing an application on behalf of another individual or business entity will not be considered, even if the other business entity is an affiliate of the Applicant. In the case of multiple business entities that, if awarded a contract, have formed, or intend to form a joint venture to perform the contract, a single business entity *may* file an application on behalf of all such business entities, so long as: (i) the filing business entity is or will be a member of the joint venture, (ii) the application is made in the name of the existing or proposed joint venture, (iii) documentation is submitted with the application identifying all business entities that will comprise the joint venture, and demonstrating a binding agreement among those business entities to perform the contract as the joint venture identified in the application (for a joint venture that has not yet been formed, documentation signed by each identified business entity evidencing a commitment to form the joint venture if awarded the contract is sufficient), and (iv) the non-filing business entities are eligible for award of a City contract and make the [disclosures](#) required by [Chapter 17-1400](#) of the Philadelphia Code (described in greater detail below) within fourteen (14) days after the joint venture receives notice that it has been awarded the contract.

6.3 Mandatory Political Contribution Disclosures and Penalties

Pursuant to [Chapter 17-1400](#) of the Philadelphia Code, Applicants are required to disclose the following as part of their required online application:

- their direct and indirect campaign contributions to:
 - political candidates and incumbents who are nominated for, running for, or serving in, a local Philadelphia elected office; and

- political committees/parties that are operating in Philadelphia¹
- any consultants used in responding to the RFP and political contributions those consultants have made as described above; and
- whether the Applicant or any representative of the Applicant has received from any City employee a request for money or other items of value, or advice as to specific entities that can satisfy minority, woman, or disabled-owned business participation goals.

Applicants who make material misstatements or omissions in required disclosures may be prohibited from entering into contracts resulting from this or any other RFP of the City for one to three years and subjected to fines of up to three-times (3x) the amount that a contribution exceeded the [political contribution limits](#), up to \$2,000 for each contribution, pursuant to [Section 20-1302](#) of the Philadelphia Code

For more information, please consult the text of [Chapter 17-1400](#), the “[Disclosure/Eligibility](#)” tab on [eContract Philly](#), e-mail econtractphilly@phila.gov, or call 215-686-4914.

6.4 Political Contribution Limits for City Contractors

The current contribution limits are adjusted every four years (starting in 2008) and are posted on the [eContract Philly](#) home page. The limits are established by law, apply continuously throughout the life of an awarded contract and for as long as the official benefiting is in office. Applicants are advised that individuals and businesses that make campaign contributions in excess of the amounts set forth in [Section 17-1404\(1\)](#) of the Philadelphia Code are ineligible to enter into a City contract or subcontract at any tier in excess of \$10,000 for individuals or \$25,000 for businesses. Contributions are attributed according to [Section 17-1405](#) of the Philadelphia Code and Applicants should take this into consideration in electing to apply for this opportunity and in selecting subcontractors, if any.

Applicants certify that their subcontractors are eligible to work on City contracts and will be responsible for any consequence if that later proves untrue. To assist Applicants, the City has provided disclosure forms under the “[Disclosure/Eligibility](#)” “[Subcontractor Disclosure](#)” tab on [eContract Philly](#) for subcontractors to complete and provide to the Applicant at their option. These forms do not need to be submitted to the City.

6.5 City Employee Conflict Provision

City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

6.6 Reservation of Rights

By submitting a response to this contract opportunity, the Applicant accepts and agrees to the [City's Standard Reservation of Rights](#), linked and incorporated in this document by reference, and to the terms of this contract opportunity, including all information contained in this RFP and information

¹ State and federal campaign contributions do not have to be disclosed unless the subject/candidate in the campaign is also running for, or currently serving in a local Philadelphia elected office.

posted or accessible by link from the [eContract Philly](#) "Opportunity List" page, accessible under the "New Contract Opportunities" tab on the [eContract Philly](#) homepage.

6.7 Confidentiality and Public Disclosure

Each Applicant shall treat all information obtained from the City as a result of this opportunity or any resultant contract, which information is not generally available to the public, as confidential and/or proprietary to the City in accordance with the terms of any resultant contract. The Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The Applicant agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By submission of a proposal, Applicants acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.

APPENDICES

Appendix A – General Provisions

THE CITY OF PHILADELPHIA PROFESSIONAL SERVICES CONTRACT GENERAL PROVISIONS
FOR _____ {SPECIFY} SERVICES

*** Request for waivers against general provisions must be submitted with proposal**

Appendix B – Subcontracting and Antidiscrimination Policy

CITY OF PHILADELPHIA OFFICE OF ECONOMIC OPPORTUNITY

Reserved.

Appendix C - City of Philadelphia Tax and Regulatory Status and Clearance Statement

CITY OF PHILADELPHIA TAX AND REGULATORY STATUS AND CLEARANCE STATEMENT FOR APPLICANTS

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

This form must be completed and returned with Applicant's proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant's proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

Applicant Name		
Contact Name and Title		
Street Address		
City, State, Zip Code		
Phone Number		
Federal Employer Identification Number or Social Security Number:		
Philadelphia Business Income and Receipts Tax Account Number (if none, state "none")		
Commercial Activity License Number (if none, state "none")		

___ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in the Philadelphia Code.

___ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City's tax and other regulatory requirements.

Authorized Signature

Date

Print Name and Title

