



REQUEST FOR PROPOSALS FOR
SMALL ORDER PURCHASE FOR CHAPLAINCY SERVICES

RESPONSE DEADLINE:

No later than 5:00pm Local Philadelphia Time on 3/2/2026

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/>

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

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1. INTRODUCTION

1.1 Values

The City of Philadelphia is committed to ensuring all businesses have access to contracting opportunities with the City and seeks to promote the economic development of small and local businesses.

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 as a positive factor in evaluation and potential selection. Additionally, some opportunities are exclusively reserved for LBE certified businesses.

1.2 Contracting with the City of Philadelphia

The City of Philadelphia ("the City") has two primary categories of contract opportunities:

PROFESSIONAL SERVICES

Includes consulting, legal or creative services and other service types

PROCUREMENT

Includes supplies and equipment and public works

Consistent with our values, the City requires that all contractors and subcontractors be in compliance with our 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. Any contract resulting from this RFP will incorporate and be governed by these documents. **You must raise any objections to these standard terms and conditions in your proposal.**



Objections are not favored and may be weighed against your proposal and negotiation of proposed objections may extend the contracting time. Additionally, the City need not consider later-raised objections.

1.3 Contacting Us

For technical questions or concerns connected to this RFP, 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 enough time 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.

2. SERVICES WE ARE LOOKING FOR

2.1 Overview

	<p>The Philadelphia Department of Prisons (PDP), through its Restorative and Transitional Services (RTS) Division, seeks qualified Muslim Chaplains to provide consistent, faith-specific chaplaincy services across PDP facilities. This opportunity is intended solely for individuals who are able to provide Islamic religious leadership and services to incarcerated individuals in accordance with Islamic faith practices.</p>
Department Issuing	Muslim Chaplains play an essential role in addressing the spiritual, emotional, and personal development needs of incarcerated individuals who practice Islam, while also offering support to staff as appropriate. The Department recognizes that spiritual care is an integral component of restorative services and is closely linked to rehabilitation, wellness, and successful community reintegration. Muslim Chaplains provide religious guidance, pastoral counseling, grief and bereavement support, and facilitate access to Islamic religious practices that promote dignity, stability, and hope during incarceration.
Term	The term of the contract is expected to start on or about <i>04/01/2026</i>
Compensation	Compensation of \$21/hour not to exceed 30 hours/week
Services	<p>Through this RFP, the City is seeking a contractor to perform the following services:</p> <ul style="list-style-type: none">• Provide direct Islamic pastoral care, counseling, and crisis intervention to incarcerated individuals and, when appropriate, staff.• Deliver or facilitate regular Islamic worship services, prayer (including Jumu'ah), religious study, and faith-based observances in accordance with PDP policies.• Support and coordinate with approved Muslim religious volunteers and maintain accurate documentation of volunteer participation.• Respond to urgent religious needs, including end-of-life care, death notifications, and grief counseling, consistent with Islamic practices and PDP procedures.• Collaborate with PDP Chaplaincy Services leadership and other faith representatives to ensure appropriate scheduling, access, and coordination of religious services.• Submit required reports and participate in planning meetings and check-ins with the Chaplaincy Services Director or designee.

2.2 Project Details

Overall goals and objectives	<p>The City of Philadelphia Department of Prisons' overall goal and objective for the Restorative and Transitional Services Unit's Chaplaincy Services Division is to support the spiritual, emotional, and personal growth of incarcerated individuals while providing compassionate care and moral guidance. As part of this mission, PDP is committed to ensuring that incarcerated individuals have access to faith-specific spiritual care that reflects their religious beliefs and practices, delivered in a manner consistent with institutional safety and equity.</p> <p>This RFP focuses specifically on expanding and strengthening Muslim chaplaincy services to meet the religious and spiritual needs of incarcerated individuals who practice Islam within PDP facilities.</p>
Tasks, milestones, or deliverables	<ul style="list-style-type: none">• Establish consistent access to Islamic chaplaincy services for incarcerated individuals who practice Islam.• Support spiritual growth and emotional stability through regular Islamic pastoral engagement.• Delivery of consistent Islamic chaplaincy services aligned with PDP policies.• Monthly reports documenting services, participation, and observations.• Proposals for Islamic religious programming submitted to the Chaplaincy Services Director for review and approval.
Organization and personnel requirements	<ul style="list-style-type: none">• Compliance with all PDP security policies and procedures.• 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.• The Philadelphia Department of Prisons will perform background checks to ensure

	<p>compliance with City of Philadelphia contractor standards.</p> <ul style="list-style-type: none"> • Strong communication, organizational, and interpersonal skills. • Ability to work in a correctional environment. • Ability to comply with documentation, reporting, and scheduling requirements.
Technological requirements	<ul style="list-style-type: none"> • Ability to maintain required records and submit reports electronically. • Compliance with all confidentiality and privacy requirements applicable to PDP contractors. • Secure handling of sensitive information.
Reporting requirements	<ul style="list-style-type: none"> • 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.

Compensation	Compensation of \$21/hour not to exceed 30 hours/week for a contract resulting from this RFP.
Cost Proposal Type	Hourly rate
Terms of Payment	Bi-Monthly Invoicing

Project Schedule

The goal of PDP's Restorative and Transitional Services Unit, Chaplaincy Services Division, is to provide compassionate, faith-appropriate spiritual care that supports emotional well-being and institutional stability. Muslim Chaplains will be expected to:

- Maintain documentation of Islamic religious services and approved Muslim religious volunteers.
- Maintain an accurate list of approved Muslim religious volunteers and guests in compliance with PDP requirements.
- Attend Islamic religious services and observances to provide leadership and ensure compliance with PDP policies.
- Provide bereavement counseling and religious support consistent with Islamic practices.
- Provide spiritual and emotional support to incarcerated individuals and, when appropriate, staff.
- Participate in coordination meetings with facility leadership and security staff, as required.
- Attend required chaplaincy policy and planning meetings.
- Maintain professional relationships with PDP staff and approved community-based Islamic organizations.
- Immediately report safety concerns or threats to PDP security staff.
- Complete all required City and Departmental training.

Milestones

- Establish consistent access to Islamic chaplaincy services for incarcerated individuals who practice Islam.
- Support spiritual growth and emotional stability through regular Islamic pastoral engagement.

Deliverables

- Delivery of consistent Islamic chaplaincy services aligned with PDP policies.
- Monthly reports documenting services, participation, and observations.
- Proposals for Islamic religious programming submitted to the Chaplaincy Services Director for review and approval.



3. HOW TO SUBMIT YOUR RESPONSE

3.1 RFP Schedule

RFP Posted	02/05/2026
Pre-Proposal Meeting	A pre-proposal meeting will be held on 2/12/2026 at 11 a.m. Vendor Attendance: optional Join conversation
Applicant Questions Due	Applicants must submit questions regarding this opportunity from 2/13/2026 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>	Date 2/19/2026
Proposals Due	03/2/2026, 5pm Local Philadelphia Time
Applicant Interviews, Presentations (City Discretion)	3/2/2026-3/13/2026
Applicant Selection	03/17/2026
Contract Execution	04/01/2026
Commencement of Work	04/01/2026

The above dates are estimates only. Notice of changes in the pre-proposal meeting date, time or location, and due date for Applicant questions will be posted on [eContract Philly](#). Should the Department change the date for the Application submission, a notice/Addendum will be posted on [eContract Philly](#).

3.2 What You Must Include in Your Response

Describe what Applicants **must** submit in response to this RFP (**if applicable**):

1. Introduction (**Cover Letter**)
2. Company Profile



3. Company contact information
4. Proposed Scope of Work, addressing all items in Section 2 and describing how the Applicant will meet project requirements (**agreement to Proposal**)
5. Proposed Schedule (**Agreement**)
6. Cost Proposal
7. Project Personnel Statement of Applicant's Qualifications/Relevant Experience (**Resume**)
8. References
9. Written Statement of Financial Capacity from independent source and at least one current financial document (audited or unaudited financial statements, bank statements or references, Form 990)
10. Stated exceptions to terms and conditions, if any, and reasons for the request
11. Local Business Certification and justification and/or documentation
12. Provide the following statement: "If awarded this contracting opportunity and this contract opportunity is valued at or over \$94,000 or the amount expected to be realized by the Applicant is at or over \$94,000, the Applicant will provide all Transparency in Business disclosures required by Section 17-1402(1)(b)(.4) of the Philadelphia Code prior to contract conformance."

Applicant Proposed Scope of Work responses should be limited to 5 pages.

3.3 Response Requirements

Online Submission Required by the Application Deadline

You must apply online through [eContract Philly](#) to be considered for this contract opportunity. The City will not accept responses in any other format.

If you are 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.

A Complete Application is Required

Please give yourself as much time as possible to start and complete your online application. The City will not consider proposals that are submitted late.

Use the Below Submission Checklist

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 in RFP Section 3.1?





Did the proposal explain how Applicant meets the goals and objectives, tasks, milestones, and deliverables, and other requirements described by the Department under "Services" in RFP Section 2.2? ✓

Does your cost proposal meet the requirements under "Compensation" in RFP Section 2.2? ✓

Does your cost proposal meet the requirements under "Project Schedule" in RFP Section 2.2? ✓

Does your proposal meet the overall format and content requirements described in RFP Section 3.2, including the independent Statement of Financial Capacity" and the page limit? ✓

If applicable, was the Local Business Certification and justification and/or documentation provided in the proposal? ✓

Does your application provide the mandatory statement: "*If awarded this contracting opportunity and this contract opportunity is valued at or over \$94,000 or the amount expected to be realized by the Applicant is at or over \$94,000, the Applicant will provide all Transparency in Business disclosures required by Section 17-1402(1)(b).(4) of the Philadelphia Code prior to contract conformance.*" ✓

Did you review the entire RFP and Contract Attachments, including the Terms and Conditions?

- **Did you state any objections to these document Terms and Conditions?** You must raise any objections to these standard terms and conditions in your proposal. Objections are not favored and may be weighed against your proposal; additionally, the City need not consider later-raised objections. ✓

Was the proposal submitted electronically through [eContract Philly](#)? ✓

Was the proposal submitted under the correct opportunity number? ✓

Was the application signed by clicking on the "submit" button at the conclusion of the [eContract Philly](#) submission process? ✓

Was the individual who signed the application an authorized signatory for the Applicant? ✓

4. HOW WE SELECT A CONTRACTOR & AWARD THE CONTRACT

4.1 Overview

After the proposal deadline, a diverse panel will review the submitted, complete and eligible proposals. In some cases, the finalists may be contacted for an interview or other final selection step. Once the department managing the RFP selects an Applicant, the Applicant will be notified and will enter into negotiations with the department.

4.2 Selection Process

Although, cost to the City is a material factor, it is not the sole, or necessarily the determining factor, in proposal evaluation. If the City chooses to make an award of a contract from this RFP, the City may, at its sole discretion, award such contract to a person or entity other than the responsible Applicant submitting the lowest price when the City determines, in its sole discretion, it is most advantageous to the City and in the City's best interest to do so.

To select an Applicant for this contract opportunity, the City uses the below standard criteria in its selection process.

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, local, or small businesses
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

The Department cannot communicate with other Applicants not selected for the opportunity about their proposals until after an agreement is finalized

The Department is not obligated to debrief an unsuccessful Applicant on why we've made the decision not to select them for award.



4.3 Award

The City will post a notice on [eContract Philly](#) once the City decides which Applicant will be awarded the contract. There is no waiting period before the contract may be executed.

If selected for award, the Applicant will have to comply with laws, regulations, polices in order to be eligible for award of the contract and to maintain the contract after award.

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

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

REGISTER [HERE](#).

Have an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

Obtain a Philadelphia Tax and Regulatory Status and Clearance

OBTAINT A TAX
CLEARANCE
CERTIFICATE [HERE](#)

Meet the Campaign Contribution Disclosures Requirements

INFORMATION ON
DISCLOSURE/ELIGIBILITY
IS [HERE](#)

If the awarded contract is valued at or over \$94,000} Submit all Transparency in Business disclosures

TRANSPARENCY IN
BUSINESS REGULATIONS
ARE [HERE](#)

Comply with the 21st Century Minimum Wage and Benefits Ordinance

CURRENT LIVING WAGE
RATE CAN BE FOUND
LOCATED [HERE](#)

If applicable, comply with federal Health Insurance Portability and Accountability Act (HIPAA)

SEE TERMS AND
CONDITIONS IN THE
OPPORTUNITY
INFORMATION

ADDENDUM TO OPPORTUNITY #21260130150904
Philadelphia Department of Prisons
Chaplaincy Services

Please note the following change to the **RFP Organization and Personnel Requirements:**

- Must be recognized Muslim religious leaders (e.g., Imams, Students of Knowledge, or Teachers of Islamic Studies).
- Must have a clear understanding of, and ability to teach, the following:
 - The Book of Allah
 - The Sunnah of His Messenger (May Peace be Upon Him)
 - The Companions and their understanding of the religion
 - Basic knowledge of the Arabic language, including how to read and write at an intermediate level
- PDP will conduct background checks in accordance with City contractor standards.

The original RFP states that Chaplains must:

- Be ordained by a recognized denomination or legitimate ordaining body.