

 POLICE DEPARTMENT

REQUEST FOR PROPOSALS FOR
SMALL ORDER PURCHASE
FOR: DOMESTIC VIOLENCE TRAINING

RESPONSE DEADLINE:

No later than 5 pm Local Philadelphia Time on **September 21, 2026**

SUBMISSION REQUIREMENTS:

All proposals must be submitted electronically to the correct contract opportunity established for this RFP identified by **Opportunity # 21260824154345** through **eContract Philly** at <https://philawx.phila.gov/econtract/>



Cherelle L. Parker, Mayor
Kevin J. Bethel, Commissioner, Police Department
The 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.

1.2 Contracting with the City of Philadelphia

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.

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** 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

Department Issuing	The Philadelphia Police Department (PPD) is the nation's fourth largest police department, with over 5,500 sworn members and over 800 civilian personnel. The PPD is the primary law enforcement agency responsible for serving Philadelphia County, extending over 140 square-miles in which approximately 1.5 million reside. Personnel are assigned to work in 55 different locations throughout Philadelphia, with Police Headquarters located in the 9th Police District, in Center City, at 400 North Broad Street. Services under the contract resulting from this request for proposals will be managed by the Police Departments Executive Director of the Office of Community Advocacy and Engagement.
Term	The term of the contract is expected to start on or about October 13, 2026 through October 12, 2027. The City may, at its sole option, amend the Contract to add up to three (3) additional terms, each not to exceed one year.
Compensation	Compensation cannot exceed a total of \$99,000
Local Business Criteria	Both Local Impact and certified Local Business Entity status can be considered positive factors in evaluation. Local Impact is considered employing City residents or performing work in the City. Information on LBE certification requirements is available at: https://www.phila.gov/documents/local-business-entity-information/.
Services	The Philadelphia Police Department (PPD) is seeking proposals from qualified firms to provide a comprehensive domestic violence training program for sworn personnel. The selected contractor shall deliver a nationally recognized, evidence-based curriculum designed to enhance officers' and investigators' knowledge, skills, and abilities in responding to domestic violence incidents, conducting thorough investigations, identifying lethality and risk factors, collecting and documenting evidence, and utilizing victim-centered, trauma-informed investigative practices.

Overall goals and objectives	Domestic violence incidents present some of the most complex and high-risk calls for service encountered by law enforcement. These investigations require officers and investigators to make timely decisions, recognize indicators of escalating violence, preserve critical evidence, comply with evolving legal requirements, and provide a victim-centered, trauma-informed response while ensuring the safety of all parties involved. As laws, investigative techniques, technology, and nationally recognized best practices continue to evolve, the Philadelphia Police Department recognizes the need to provide comprehensive, standardized training that equips personnel with the knowledge and practical skills necessary to effectively respond to and investigate domestic violence incidents. The Department seeks to strengthen investigative consistency, improve evidence collection and documentation, enhance collaboration with prosecutors and victim service organizations, and increase officer awareness of risk assessment, lethality indicators, and victim safety planning. Providing standardized, evidence-based instruction will support consistent decision-making across the Department, improve investigative outcomes, and enhance the quality of services provided to victims of domestic violence. Through this RFP, the City is seeking a contractor to deliver a comprehensive domestic violence training program that reflects current best practices, incorporates practical, scenario-based instruction, and prepares officers and investigators to effectively manage domestic violence investigations while supporting successful criminal justice outcomes and public safety.
Tasks, milestones, or deliverables	The selected contractor shall provide a standardized training program that includes instructional materials, instructor-led training, participant resources, and any associated tools necessary to deliver a comprehensive domestic violence investigative curriculum. The program should incorporate current best practices, legal considerations, case studies, scenario-based learning, and practical investigative techniques applicable to law enforcement agencies. The successful proposer shall demonstrate expertise in domestic violence investigations and training and provide qualified instructors with significant experience in law enforcement, prosecution, victim advocacy, or related

	disciplines. Preference will be given to programs that have been implemented successfully by law enforcement agencies and are supported by evidence-based practices and nationally recognized standards. The training program should include, at a minimum: - Domestic violence dynamics and offender behavior. - Victim-centered and trauma-informed response strategies. - Risk assessment and lethality indicators. - Evidence-based investigative techniques. - Documentation and report writing. - Interviewing victims, witnesses, and offenders. - Case preparation and collaboration with prosecutors and victim service providers. - Relevant federal, state, and local laws and legal updates. - Scenario-based practical exercises and case studies. - Participant training materials and instructor resources. The contractor shall provide all instructional materials, participant manuals, presentation materials, and any certifications or certificates of completion associated with the training program. The curriculum shall promote consistent investigative practices across the Philadelphia Police Department and support the Department's commitment to improving domestic violence investigations through standardized, evidence-based instruction.
Organization and personnel requirements	Contractor must assign a project manager to serve as the primary point of contact throughout the contract. Utilize qualified instructors with demonstrated expertise in domestic violence investigations, law enforcement training, prosecution, victim advocacy, or related disciplines. Ensure all instructors possess the appropriate credentials, certifications, and experience necessary to deliver the proposed curriculum.
Technological requirements	The training provider shall have the technological capability to deliver both in-person and, if requested, virtual or hybrid training. Required resources should include reliable internet connectivity, presentation capabilities, audio/visual equipment, and the ability to display training materials, videos, and other digital content. The provider should also be capable of utilizing commonly available virtual meeting platforms and providing

	electronic training materials, evaluations, and attendance documentation when requested.
Reporting requirements	The selected training provider shall provide a brief training completion report following each training session, including the date, location, number of participants, and participant attendance. The provider shall also provide any additional documentation or outcome reports reasonably required by the Philadelphia Police Department or applicable grant/funding source, including participant evaluations, training hours, and other performance measures. Reports shall be submitted in a timely manner and in a format mutually agreed upon by the Department and the training provider.

Compensation

Applicants are required to provide a cost proposal in their response which includes:

- A line-item breakdown of the costs for the specific services and work products proposed.
- A price that includes all costs, such as administrative or fringe costs, proposed to be charged to the City.

Compensation	Not to exceed \$50,000 for a contract resulting from this RFP.
Cost Proposal Type	Applicant must submit fixed cost for training
Terms of Payment	Successful Applicant shall invoice monthly. Payment is upon completion and approval of specified work.

Please note travel costs are reimbursable only if approved by the Department and in accordance with current City policies; commuting costs are not reimbursable. The City has adopted the **Federal Government Maximum Per Diem rate**.

2.2 Project Details

Services

Outcome Goals

The Philadelphia Police Department seeks to improve the Department's overall response to domestic violence through the implementation of a comprehensive, evidence-based training program for sworn personnel. The selected contractor shall support the Department in achieving the following outcomes:

Enhance Officer Competency

Increase officers' and investigators' knowledge of domestic violence dynamics, applicable laws, investigative techniques, and victim-centered response strategies.

Standardize Investigative Practices

Establish consistent investigative procedures and documentation practices across the Department to improve the quality and completeness of domestic violence investigations.

Improve Victim Services

Strengthen officers' ability to identify high-risk situations, provide trauma-informed responses, connect victims with appropriate resources, and enhance victim safety.

Strengthen Evidence-Based Investigations

Improve the collection, preservation, and documentation of physical, digital, testimonial, and corroborating evidence to support successful case prosecution.

Increase Collaboration

Promote effective coordination between law enforcement, prosecutors, victim service organizations, healthcare providers, and other criminal justice partners.

Ensure Legal and Policy Compliance

Ensure personnel are trained on current federal, state, and local laws, Department directives, and nationally recognized best practices related to domestic violence investigations.

Support Continuous Professional Development

Provide participants with practical tools, instructional materials, and resources that reinforce learning and promote long-term application of best practices in the field.

The successful proposer shall describe how its training program will achieve these outcomes and identify measurable performance indicators that may be used by the Philadelphia Police Department to evaluate the effectiveness of the training.

Project Scope of Work

The Philadelphia Police Department (PPD) is seeking proposals from qualified firms to develop and deliver a comprehensive domestic violence training program for sworn personnel. The selected contractor shall provide an evidence-based curriculum designed to enhance officers' and investigators' knowledge, skills, and abilities in responding to domestic violence incidents through a victim-centered, trauma-informed, and legally compliant approach.



The selected contractor shall be responsible for providing all instructional services, curriculum materials, training resources, and qualified instructors necessary to successfully implement the training program.

At a minimum, the Scope of Work shall include the following:

1. Curriculum Development and Delivery

The contractor shall provide a standardized training curriculum that incorporates nationally recognized best practices and addresses current trends, legal requirements, investigative techniques, and victim-centered response strategies related to domestic violence investigations.

2. Instruction

The contractor shall provide experienced instructors with demonstrated expertise in domestic violence investigations, law enforcement operations, prosecution, victim advocacy, or related disciplines. All instructors shall possess the qualifications and experience necessary to effectively deliver the curriculum.

3. Training Topics

The curriculum shall include, at a minimum:

- Dynamics and patterns of domestic violence
- Victim-centered and trauma-informed response
- Risk assessment and lethality indicators
- Initial patrol response and scene management
- Evidence collection and preservation
- Victim, witness, and offender interviewing techniques
- Documentation, report writing, and case preparation
- Strangulation investigations and evidence recognition
- Use of technology and digital evidence in domestic violence investigations
- Protective orders and applicable federal, state, and local laws
- Collaboration with prosecutors, victim service providers, healthcare professionals, and community partners
- Scenario-based practical exercises utilizing real-world case studies
- Officer safety considerations during domestic violence incidents

4. Training Materials

The contractor shall provide all participant manuals, instructor guides, presentation materials, handouts, reference materials, and other resources necessary to support the training program. Electronic versions of instructional materials shall be provided when available.

5. Training Format

The proposed training may include classroom instruction, interactive discussions, case-based learning, practical exercises, and scenario-based training designed to reinforce learning objectives and improve operational performance.



6. Certification and Documentation

The contractor shall provide certificates of completion for participants successfully completing the training and shall furnish attendance records and training documentation to the Philadelphia Police Department.

7. Project Management

The contractor shall designate a project manager to coordinate scheduling, logistics, instructor assignments, curriculum delivery, and communication with the Philadelphia Police Department throughout the duration of the contract.

8. Deliverables

The selected contractor shall provide, at a minimum:

Comprehensive domestic violence training curriculum.

Qualified instructional staff.

Participant and instructor training materials.

Scenario-based training exercises.

Certificates of completion.

Attendance rosters.

Post-training evaluations and recommendations for continuous improvement.

9. Performance Expectations

The contractor shall deliver training that is consistent, evidence-based, legally current, and reflective of nationally recognized best practices. The training shall improve investigative consistency, enhance victim-centered responses, strengthen evidence collection practices, and support successful criminal investigations and prosecutions.

Description of Services

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 2.2 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.

The contractor's services shall include, but are not be limited to:

- Planning and coordinating training sessions in collaboration with the Philadelphia Police Department.
- Providing qualified instructors with demonstrated expertise in domestic violence investigations and law enforcement training.
- Delivering instructor-led training through classroom instruction, facilitated discussion, case studies, and scenario-based practical exercises.
- Supplying all participant manuals, instructor guides, presentation materials, and supporting reference documents necessary for the successful delivery of the program.
- Providing instruction on investigative techniques, evidence collection, risk assessment, victim engagement, offender accountability, report writing, legal considerations, and multidisciplinary collaboration.
- Administering participant evaluations or knowledge assessments, when applicable.
- Issuing certificates of completion for participants who successfully complete the training.
- Providing attendance records, training reports, and any post-training recommendations requested by the Philadelphia Police Department.
- Coordinating all scheduling, logistics, and project management activities necessary to ensure successful implementation of the training program.
- The selected contractor shall work closely with designated Philadelphia Police Department personnel to ensure that the training is delivered efficiently, meets Department operational needs, and supports the Department's commitment to improving domestic violence investigations through standardized, evidence-based instruction.

Service Requirements

The selected contractor shall provide all personnel, supervision, instructional materials, equipment, and administrative support necessary to successfully deliver the domestic violence training program. At a minimum, the contractor shall satisfy the following requirements:

1. Qualified Personnel

Assign a project manager to serve as the primary point of contact throughout the contract.

Utilize instructors with demonstrated expertise in domestic violence investigations, law enforcement training, prosecution, victim advocacy, or related disciplines.

Ensure all instructors possess the appropriate credentials, certifications, and experience necessary to deliver the proposed curriculum.

2. Curriculum Requirements

Provide a comprehensive, evidence-based domestic violence training curriculum that reflects nationally recognized best practices.

Ensure all course content is current and incorporates applicable federal, Pennsylvania, and local laws, investigative standards, and victim-centered, trauma-informed practices.

Update training materials as necessary to reflect changes in legislation, policy, or industry best practices during the contract period.

3. Training Delivery

Coordinate training schedules with the Philadelphia Police Department.

Deliver training using adult-learning principles through instructor-led classroom instruction, facilitated discussion, practical exercises, and scenario-based learning.

Provide all instructional materials and participant resources necessary to complete the training.

4. Training Materials

The contractor shall provide, at no additional cost unless otherwise specified:

Participant manuals

Instructor guide

Presentation materials

Practical exercise materials

Case study resources

Reference materials and job aids

Electronic copies of training materials, when available

5. Administrative Support

The contractor shall:

Maintain participant attendance records.

Provide certificates of completion.

Coordinate registration and class administration with designated Department personnel.

Submit post-training summaries and evaluations upon request.

6. Performance Standards

The training program shall:

Promote standardized domestic violence investigative practices.

Enhance officers' knowledge and investigative skills.

Strengthen victim-centered and trauma-informed responses.

Improve evidence collection, documentation, and case preparation.

Support effective collaboration with prosecutors and victim service providers.

7. Quality Assurance

The contractor shall maintain quality control measures to ensure consistency in instructional delivery and course content. The Philadelphia Police Department reserves the right to observe



training sessions, review instructional materials, and request reasonable modifications to ensure the training objectives are achieved.

8. Compliance

The contractor shall comply with all applicable federal, state, and local laws, regulations, and City of Philadelphia contractual requirements throughout the performance of the contract.

9. Deliverables

At a minimum, the contractor shall provide:

A complete domestic violence training curriculum.

Qualified instructors.

All training materials and participant resources.

Attendance rosters.

Certificates of completion.

Post-training evaluation summaries.

A final report documenting training delivered, participant attendance, and recommendations for future training opportunities, if requested by the Department.

Location of Work and Hours

Location to be determined by both parties under the direction of the

Executive Director of the Office of Community Advocacy and Engagement.

3. HOW TO SUBMIT YOUR RESPONSE

3.1 RFP Schedule

RFP Posted	Date: September 3, 2026
Applicant Questions Due	Applicants must submit questions regarding this opportunity by September 10, 2026 at 5:00 PM Local Philadelphia time. All questions must be submitted via email to: Yvonne Whittington at yvonne.whittington@phila.gov.
Answers Posted on <u>eContract Philly</u>	September 17, 2026 at 5 PM Philadelphia time
Proposals Due	September 21, 2026 at 5 PM Philadelphia time
Applicant Interviews, Presentations (City Discretion)	To be determined
Applicant Selection	September 28, 2026
Contract Execution	October 9, 2026
Commencement of Work	October 13, 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

1. Introduction
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
5. Proposed Schedule

6. Cost Proposal
7. Project Personnel Statement of Applicant's Qualifications/Relevant Experience
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 \$99,000 or the amount expected to be realized by the Applicant is at or over \$99,000, 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 10 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: <i>“If awarded this contracting opportunity and this contract opportunity is valued at or over \$99,000 or the amount expected to be realized by the Applicant is at or over \$99,000, 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.”</i>	✓
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, policies 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

OBTAIN 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 \$99,000, 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