

Department of Planning and Development

REQUEST FOR PROPOSALS FOR
SMALL ORDER PURCHASE

*FOR CURRICULUM DEVELOPMENT & TRAINING
SERVICES FOR COMMUNITY CONNECTORS*

RESPONSE DEADLINE:

No later than 5 pm Local Philadelphia Time on October 13, 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/>

Cherelle Parker, Mayor

Jessie Lawrence, Director, Department of Planning & Development

The City of Philadelphia

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 Values	3
1.2 Contracting with the City of Philadelphia	3
1.3 Contacting Us.....	4
2. SERVICES WE ARE LOOKING FOR.....	5
2.1 Overview.....	5
2.2 Project Details.....	5
Services	5
Compensation.....	8
Project Schedule	8
3. HOW TO SUBMIT YOUR RESPONSE	8
3.1 RFP Schedule.....	9
3.2 What You Must Include in Your Response	9
Online Submission Required by the Application Deadline.....	10
4.1 Overview.....	12
4.2 Selection Process.....	12
4.3 Award	13

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**](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

Department Issuing	The Department of Planning and Development (DPD) works in collaboration with communities to promote, plan, preserve, and develop successful neighborhoods for all. DPD includes the Division of Housing and Community Development (DHCD), Division of Planning and Zoning (DPZ); Division of Developer Services (DS); and Division of Executive Administration. The Neighborhood Program Coordination unit is situated within DPD and DHCD. Neighborhood Program Coordination maintains contracts with local organizations to perform Neighborhood Advisory Committee (NAC) services.
Term	The term of the contract is expected to start on or about October 19 th , 2026, ending on or about October 18 th , 2027.
Compensation	Compensation cannot exceed a total of \$30,000.
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.
Services	Through this RFP, the City is seeking a contractor to perform the following services: Develop and deliver a training curriculum for Community Connectors who are placed at Neighborhood Advisory Committees (NACs) and who are funded through the City of Philadelphia to perform outreach and engagement services. The training curriculum should cover outreach and engagement strategies, best practices for resident interactions and support, City of Philadelphia institutional structure and program delivery system, and related topics. The selected contractor should also provide professional development and peer networking opportunities to participants.

2.2 Project Details

Services

Overall goals and objectives	Community Connectors play a critical role as trusted neighborhood representatives who connect Philadelphia residents to housing resources, provide application assistance, and strengthen relationships between communities and City government.
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Tasks, milestones, or deliverables

Community Connectors are employed by Neighborhood Advisory Committees (NACs), which are organizations funded by DHCD to help residents learn about City programs that could benefit them.

In fiscal year 2027, DHCD anticipates that up to 24 part-time Community Connectors will be employed by eight NACs. While some training and one-on-one support will be provided to City-funded Community Connectors by the City, DPD is seeking an additional provider to ensure that Community Connectors receive supplemental training and networking opportunities. These opportunities should not only provide information to Connectors, but also engender a sense of community, pride, and purpose among participants.

1. **Task 1:** Orientation and Convening (at least 2 events)
 - a. **Description:** Design and deliver at least one orientation event and at least one other convening event during the contract period. Attendees will include all City-funded Connectors and each Connector's direct supervisor as defined by each NAC organization. The Vendor should coordinate all logistics, communications, and materials in preparation for, delivery, and follow-up after the training.
 - b. **Milestone:** orientation event should occur during the first half of the contract period. At least one other convening event should occur during the second half of the contract period.
 - c. **Deliverable:** completion of successful events and submission of associated communications and materials.
2. **Task 2:** Monthly training and/or engagement opportunities (at least 8 events)
 - a. **Description:** Design and deliver at least 8 training opportunities during the contract period. Attendees will include all City-funded Connectors.

- b. **Milestone:** at least 8 trainings must be spread somewhat evenly across the contract period.
 - c. **Deliverable:** completion of successful events and submission of associated communications and materials.
- 3. **Task 3:** Awarding certificates of completion to participants
 - a. **Description:** Establish benchmarks for Connector participation in trainings and events. At the end of the contract period, award each Connector a certificate and/or award corresponding with their level of participation in the training program.
 - b. **Milestone:** must be completed prior to the close of the contract period.
 - c. **Deliverable:** training and event attendance records to be delivered to DPD, and certificates of completion to be delivered to participating Connectors.

Topics covered during events and trainings in Tasks 1 and 2 should cover three major subject areas, including:

1. General community engagement topics, such as outreach strategies, best practices for working with residents, and community organization and leadership;
2. Housing-related needs and services such as common housing issues and needs in Philadelphia, major City of Philadelphia housing programs, City departments and organizations providing services; and
3. Professional development and networking opportunities.

Proposals should identify topics to be included in training and event programming, specify in-person locations and/or virtual and hybrid delivery, and identify all personnel or third-party contributors who will participate in delivery of Tasks 1 and 2.

Organization and personnel requirements	Experience designing and delivering training related to community engagement, knowledge of City of Philadelphia institutional structure, and knowledge of DPD programs, including the NAC program and housing programs.
Technological requirements	None
Reporting requirements	A brief report must be submitted for each event or training completed. Reports must include topic, attendance, and follow-up items or questions that must be addressed by DPD (e.g. lack of attendance, questions about City programs, questions about NAC or Connector responsibilities, etc.). A final report must document attendance across all events and identify any certificates awarded to participants.

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.

Cost proposals typically are:

- Fixed price, where payment is not based on time or resources expended, or
- Hourly rate, where payment is based on time or resources expended.

Compensation	Not to exceed \$30,000 for a contract resulting from this RFP.
Cost Proposal Type	Fixed Price
Terms of Payment	Quarterly invoicing Payments quarterly upon satisfactory completion and approval of specified work (see Tasks, Milestones and Deliverables) and quarterly invoicing.

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

Project Schedule

The services provided shall be provided over a one-year period or less beginning when the contract is finalized.

3. HOW TO SUBMIT YOUR RESPONSE

3.1 RFP Schedule

RFP Posted	September 24, 2026
Applicant Questions Due	October 2, 2026, by 5pm Local Philadelphia Time. Send to elhadji.ndiaye@phila.gov
Answers Posted on <u>eContract Philly</u>	October 7, 2026, by 5pm Local Philadelphia Time
Proposals Due	October 13, 2026, by 5pm Local Philadelphia Time
Applicant Interviews, Presentations	Week of October 12, 2026
Applicant Selection	October 16, 2026
Contract Execution	October 19, 2026
Commencement of Work	October 19, 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 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: <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, and policies in order to be eligible for award of the contract and to maintain the contract post 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

