

**SMALL PURCHASE<sup>1</sup> CONTRACT OPPORTUNITY  
REQUEST FOR BIDS**

<b>Opportunity name</b>	Philadelphia Marathon Weekend Security Director
<b>Department Seeking Services</b>	<p>The Philadelphia City Fund (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect City priorities and seek to improve the quality of life for all Philadelphians.</p> <p>The Fund will serve as the fiscal administrator for this contract opportunity. The Managing Director’s Office will serve as the project manager for this effort on behalf of the Fund.</p> <p>The Managing Director’s Office (MDO) is a cabinet-level office with oversight of the City’s operating departments. The MDO works with these departments to create and successfully enact new policies, deliver efficient, effective and responsive public services, and implement the Mayor’s vision.</p> <p>The MDO oversees departments in five clusters. The MDO cluster responsible for oversight of Philadelphia Marathon Weekend operation is General Services, Arts and Events.</p>
<b>Budget/Compensation</b>	Bids for this opportunity should include a budget/compensation proposal based on the Scope of Work outlined in Section B.
<b>Summary of Services</b>	<p>Through this RFP, the Fund and the Managing Director’s Office are seeking a Contractor to perform the following services:</p> <ul style="list-style-type: none"> <li>• Evaluate and assess Philadelphia Marathon Weekend for vulnerabilities and implement best practices for overall security of events.</li> <li>• Coordinate and manage all private security services and/or firms hired by Philadelphia Marathon Weekend.</li> <li>• Act as primary liaison between Philadelphia Marathon Weekend Executive Team and local/regional law enforcement partners.</li> </ul>

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<sup>1</sup> The Philadelphia City Fund considers a “Small Purchase” to be between \$501 and \$83,999.

<b>Response Deadline</b>	Please submit the bid materials outlined in the following section (section name) by 5:00PM (EST) on Friday, June 23, 2023. All submissions should be addressed to Robert T. Allen at <a href="mailto:Robert.t.allen@phila.gov">Robert.t.allen@phila.gov</a> .
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**OPPORTUNITY DETAILS:**

**A. Background:**

Now in its 30th year, the Philadelphia Marathon is composed of three days of events (November 17-19, 2023) featuring the Philadelphia Marathon Health & Fitness Expo, the Nemours Children’s Run, the Rothman Orthopaedics 8K, the 13.1 Mile Dietz & Watson Philadelphia Half Marathon and the 26.2 Mile AACR Philadelphia Marathon (the “Philadelphia Marathon Weekend”).

**B. Scope of Work:**

The Contractor shall perform the following Services which shall include, but not be limited to:

- Report to the Supervisor and serve on the Philadelphia Marathon Weekend Executive Team.
- Review the 2022 Philadelphia Marathon – After Action Report and implement security recommendations.
- Conduct a site assessment with the Philadelphia Police Department for vulnerabilities and implement best practices for security of all events in the Philadelphia Marathon Weekend portfolio.
- Coordinate all security services hired by the Fund for the Philadelphia Marathon Weekend and serve on the selection committee for all private security service providers.
- Ensure adequate communications with all key security personnel, using equipment owned/leased by the Fund for the Philadelphia Marathon Weekend.
- Liaison with the Philadelphia Police Department – Homeland Security Units
- Liaison with the Philadelphia Police Department – Traffic District
- Liaison with the Philadelphia Fire Department – Emergency Medical Services
- Planning & consultation, including attendance at all required meetings, beginning on the Effective Date and through the expiration of the Term.

**C. Project Term:**

The Services shall begin upon award of contract and end on June 30, 2024 (the “Term”).

#### **D. Tasks, Milestones and Deliverables:**

The Contractor shall provide all deliverables and shall provide reports and updates when requested. Acceptance of the Services is determined by the Supervisor. The Supervisor shall notify the Contractor within ten (10) days of receipt of any deliverable whether such deliverable is acceptable. If a deliverable is not acceptable, Contractor shall have five (5) days to revise such deliverable in order to make the deliverable acceptable to the Supervisor. If the deliverable is not then acceptable, then the Supervisor may, at its sole option: 1) allow the Contractor more time to revise the deliverable after providing the Contractor with a list of deficiencies; or 2) reject the deliverable.

#### **E. Organization and Personnel Requirements:**

The Contractor should demonstrate the following:

- Prior law enforcement supervisory experience with an accredited law enforcement agency/department.
- Experience with managing security operations for an event or events of a similar size and scope to Philadelphia Marathon Weekend.

#### **F. Technological Requirements:**

The Contractor should demonstrate proficiency in the use of:

- Microsoft Office Suite

#### **G. Reporting Requirements:**

The Contractor will be required to submit a comprehensive security after-action report no later than (60) days after the conclusion of Philadelphia Marathon Weekend.

#### **GENERAL DISCLAIMER**

This Request for Bids does not commit the Fund or the City of Philadelphia to award a contract. This opportunity and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this Request for Bids shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City, at the discretion of the Fund or City.

## **SUBMISSION INSTRUCTIONS:**

- A. Submission Deadline:** All Bids for this opportunity must be submitted by 5:00PM (EST) on Friday, June 23, 2023. All submission materials must be sent to Robert T. Allen at [Robert.t.allen@phila.gov](mailto:Robert.t.allen@phila.gov).

The proposal must be submitted as a single PDF file.

- B. Submission Requirements:** To be considered for this opportunity, you must submit the following information:

1. Introduction
2. Company Profile
3. Company Contact Information
4. Proposed Scope of Work, addressing all items stated in the "Scope of Work" and describing how the Applicant will meet project requirements.
5. Proposed Schedule
6. Detailed Cost Proposal
  - i. The Cost Proposal should be submitted as a fixed price for the length of the Term.
7. Statement of Applicant's Qualifications/Relevant Experience
8. References

## **REVIEW AND SELECTION PROCESS**

- The successful candidate will be the person/firm who best demonstrates the knowledge, experience and ability to perform the work effectively.
- If candidate interviews are required, these interviews will be conducted virtually via Microsoft Teams during the week of June 26, 2023.
- The anticipated date of final selection and notification to candidates is Friday, June 30, 2023.