



**REQUEST FOR PROPOSALS**  
**For Security Services Delivered to the 2022 Philadelphia Marathon**

Issued:	July 27, 2022
Issued by:	The Mayor's Fund for Philadelphia on behalf of the City of Philadelphia, Managing Director's Office, and the Philadelphia Marathon.
Deadline for questions related to the RFP:	August 11, 2022
Deadline for Proposal Submission:	August 19, 2022

All questions concerning this RFP must be submitted in writing via email with "PM 2022 RFP – Questions" in the subject line to [marathon.contracts@phila.gov](mailto:marathon.contracts@phila.gov), with a cc: to [mayorsfund@phila.gov](mailto:mayorsfund@phila.gov) by August 11, 2022 and may not be considered if not received by then. The Marathon will provide written responses to the submitted questions no later than **August 16, 2022**. These responses will be posted at [LINK](#) with original questions noted. Oral responses by any employee or agent of the Fund or the Marathon are not binding and shall not in any way be considered a commitment by the Marathon.

Proposals must be received no later than 5:00 PM E.S.T. on August 19, 2022. Proposals must be submitted with all required components and documentation to [marathon.contracts@phila.gov](mailto:marathon.contracts@phila.gov) with a cc: to [mayorsfund@phila.gov](mailto:mayorsfund@phila.gov)

## **PART I: INTRODUCTION**

### **A. Background**

Now in its 29<sup>th</sup> year, the Philadelphia Marathon is composed of three days of events (November 18-20, 2022) featuring the Health & Fitness Expo, the Dunkin' Donuts Munchkin Run, the Rothman Institute 8K, the 13.1 mile Dietz & Watson Philadelphia Half Marathon and the 26.2 mile AACR Philadelphia Marathon (the "Philadelphia Marathon Weekend"). The event will bring more than 30,000 participants and their families to Philadelphia to participate in one of the top 10 marathons in the United States. Participants come from all 50 States, the District of Columbia and over 40 countries around the world. On race day thousands of enthusiastic onlookers will line the 26.2 mile course to cheer on friends and family members.

### **B. Organizational Overview**

The race is produced by the City of Philadelphia's ("City") Managing Director's Office (MDO) with support from Mayor's Fund for Philadelphia ("Fund"), a non-profit fiscal sponsor that provides services to projects that promote Philadelphia. The Fund serves as the fiscal and administrative agent for the Philadelphia Marathon Weekend. The race is supported by a team of administrative, operational, marketing, public relations, and community outreach professionals both internal and external to city government.

If any contract is awarded pursuant to this Request for Proposal, the Fund will award that contract and the contract will be held between the Fund and the selected vendor.

## **PART II: SERVICES**

### **A. Scope of Work**

The Mayor's Fund for Philadelphia and the City of Philadelphia seek proposals from a qualified contractors to provide unarmed, uniformed security services during the setup, execution and breakdown of 2022 Philadelphia Marathon Weekend events.

The Fund and the City expect to award a single contract resulting from this RFP. Applicants who intend to bid as a team should identify a "prime" consultant for the purposes of contracting and managing all subcontractors. Subcontractors known at the time of the submission should be listed in the bid materials.

Contractor shall provide unarmed, uniformed security services in and around the event footprint and auxiliary sites as necessary to fulfill overall security objectives which will include, but are not limited to, the following:



- Entry and egress access control, including deployment and use of weapon detection systems such as walk-thru magnetometers, hand-held metal detectors, x-ray systems, flashlights manual pat-downs (if deemed necessary and appropriate by event management), bag checks, etc.
- Crowd control in runner-only zones, start/finish area, etc.
- Crowd control in spectator zones, vendor areas and along race course(s) as needed.
- Traffic/parking control.
- Roving patrols of event site before, during and after scheduled events.
- Loss prevention services.
- Perimeter fence line patrols and control.
- Assist with deployment and movement of barriers, cones, barricades and other crowd control devices as needed.
- Development of operation orders for security personnel, including job-specific responsibilities and procedures.
- Coordination with Philadelphia Marathon staff, City of Philadelphia employees, Philadelphia Police Department and Philadelphia Fire Department to manage and support public safety and general wellness of athletes and the public.
- Contractor should demonstrate capacity to fulfill the following service levels:

Date	Anticipated Number of Personnel
Build Day #1	6
Build Day #2	8
Build Day #3	10
Build Day #4	12
Pre-Event Overnight	16
Event Day #1	220
Event Overnight	16
Event Day # 2	220
Post-Event Overnight	16
Breakdown Day #1	6

- Personnel levels referenced above are projections based on prior years and may fluctuate up or down based on a variety of factors. Contractor should demonstrate capacity to accommodate a 10% increase of these projected figures if deemed necessary by Philadelphia Marathon staff.
- Contractor will be responsible for providing a unique colored tag that will be placed on any bag or item, indicating that it was checked by security upon entry to the venue. Any bag observed inside the secure zone without the tag will be checked (again) by Security Agents, and a tag will be affixed to the bag. A separate color tag will be used on each day of the event (Saturday & Sunday).
- Contractor shall demonstrate the ability and procedure to be utilized to accommodate additional duty hours and/or additional coverage areas as requested



by Philadelphia Marathon. Philadelphia Marathon may wish to extend security coverage in terms of time and/or geographical location as dictated by conditions.

- Contractor shall provide appropriate levels of management/ supervisory staff for all employees and shall be responsible for enforcement of company policies and protocols, as agreed upon by Philadelphia Marathon Executive Staff. Contractor shall be responsible for hiring, training and quality control of personnel to meet or exceed standards set forth by the Philadelphia Marathon. Contractor will report to the Marathon Security Director, which is an existing position on the Philadelphia Marathon Executive Committee.
- A high-level supervisor or manager must be assigned to oversee the overall performance of security personnel and ensure execution of security objectives. This manager or supervisor should have demonstrated experience in event management and should be available at all times via mobile phone and email when security personnel are deployed. A site manager or supervisor should be present at the beginning of each scheduled security shift to coordinate with Philadelphia Marathon staff and other public safety personnel.
- Selected contractor will be required to provide the Philadelphia Marathon Security Coordinator periodic reports listing the status of manpower numbers & required equipment availability. These reports should be in a timeframe that would allow the Marathon to take an alternative plan of action (ex. 6 weeks, 4 weeks & 2 weeks from the Monday of Marathon week).
- All security personnel assigned to the Philadelphia Marathon must wear a company uniform (including reflective vest/outerwear), and/or an article of clothing (approved by the Philadelphia Marathon) that readily identifies the individual as a security guard. Contractor are responsible for the daily appearance of security personnel and shall provide seasonal uniforms and weather-appropriate protective clothing necessary for fulfillment of key objectives outlined above.
- Security officers and/or employees are prohibited from carrying weapons of any kind at Philadelphia Marathon Weekend events.
- Contractor shall agree to administer all cost accounting and billing relative to this project.
- Contractor are responsible for providing all required transportation, vehicles and operating equipment necessary for successful completion of the project.
- Event details, including numbers of needed items and/or equipment, may change during the event planning process.
- The awardee may be required to attend mandatory planning meetings at various sites throughout the city.

## **B. Schedule**

The anticipated event schedule is outlined below:

Event Date(s): Saturday, November 19, 2022 & Sunday, November 20, 2022

Setup/Build Start Date: Monday, November 14, 2022



Breakdown Start Date: Sunday, November 20, 2022 (Immediately following event conclusion)

Breakdown End Date: Monday, November 21, 2022

## **PART III: GENERAL TERMS, PROPOSAL FORMAT, AND SUBMISSION REQUIREMENTS**

### **A. Proposal Format**

All Proposals must include the following, unless otherwise identified as optional:

1. Introduction / Executive Summary / Company or Agency Profile, including organizational structure.
2. Related Experience
3. Listing of Industry-Specific Licenses, Awards, and Professional Affiliations
4. References
5. Summary of current Clients and Partners
6. Proposed Scope of Work – How will you meet the stated objectives? Please ensure that the proposed scope of work addresses the following topics:
  - Management Approach and Quality Control Procedures
  - Personnel Selection Process
  - Training and Development of Personnel
  - Communications Plan
  - Integration, Experience, Use and Proficiency with Weapons and Contraband Detection Systems (Walk-Thru Magnetometers, Hand-Held Metal Detectors, X-Ray Systems, etc.)
  - Development of Operations Orders for Security Personnel
7. *Optional:* Additional Services offered by your entity that are not listed in the Scope of Services, that may be of interest
8. Proposed Schedule and Important Milestones
9. Cost Proposal, including a detailed budget breakdown
10. Summary of Contractor's Insurance policies
11. Disclosure of Litigation and City Contracts statements (see below, sections D and F)
12. Completed Diversity Disclosure Report for RFP Applicants (Appendix A)

### **B. Submission Requirements**

For a proposal to be considered a qualified submission, the following criteria must be met:

- Proposals must be received no later than 5:00 PM E.S.T. on August 19, 2022.
- The respondent must send their proposal electronically to be eligible for award of the posted opportunity. Proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have electronically submitted your proposals as follows:



1. An electronic version of the proposal must be submitted to [marathon.contracts@phila.gov](mailto:marathon.contracts@phila.gov) with "PM 2022 RFP" in the subject line. All submissions must cc: [mayorsfund@phila.gov](mailto:mayorsfund@phila.gov). All required documents including the proposal and any additional documents should be included as part of the entire proposal and submitted electronically to the above email addresses.

### **C. Diversity Disclosure Report**

See [Appendix A](#) for the Diversity Disclosure Report Form for RFP Applicants.

### **D. Disclosure of Litigation**

The respondent shall describe any pending, contemplated or ongoing administrative or judicial proceedings material to the Respondent's business or finances. This includes, but is not limited to, any litigation, consent orders or agreements with any state or federal regulatory agency issued to the Respondent or to any subcontractor the Respondent plans to use for the services described in this RFP.

### **E. Disclosure of City Contracts**

Each Respondent must include a statement in its Proposal that discloses any current on-going City of Philadelphia contracts held by the Respondent and any City of Philadelphia contracts obtained by the Respondent within the past three years. This statement shall also explain the nature, the dollar amount and the duration of each contract.

### **F. Employee Conflict Provision**

No Proposal shall be from, or contract awarded to, any Fund or Philadelphia Marathon employee or official who submits a Proposal or solicits any contract in which he or she may have any direct or indirect interest.

### **G. General Disclaimer**

This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP 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 RFP, 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.

### **H. Proposal Binding**



By signing and submitting its bid, each respondent agrees that the contents of its bid are available for establishment of final contractual obligations for a minimum of 180 calendar days from the application deadline for this bid. Order specifications may be changed after bids are awarded. A respondent's refusal to enter into a contract which reflects the complete terms and conditions of this notice of contract opportunity, the Marathon contract or respondent's Proposal may, in the Fund's sole discretion, result in rejection of respondent's Proposal or termination of any negotiations with the respondent.

**PART IV: PROPOSAL ADMINISTRATION**

**A. Procurement Schedule**

RFP Posted	July 27, 2022
Applicant Questions Due	August 11, 2022
Answers Posted on <a href="#">LINK</a> by	August 16, 2022
Proposals Due	August 19, 2022

Interviews and specification meetings may be required as part of the review and selection process, and will be held at the end of August. Only a portion of the respondents will be asked to participate in interviews.

**B. Questions Relating to the RFP**

All questions concerning this RFP must be submitted in writing via email with "PM 2022 RFP – Questions" in the subject line to [marathon.contracts@phila.gov](mailto:marathon.contracts@phila.gov), with a cc: to [mayorsfund@phila.gov](mailto:mayorsfund@phila.gov) by **August 11, 2022 at 5:00pm E.S.T.** and may not be considered if not received by then. The Marathon will provide written responses to the submitted questions no later than Date. These responses will be posted at [LINK](#) with original questions noted. Oral responses by any employee or agent of the Fund or the Marathon are not binding and shall not in any way be considered a commitment by the marathon.

**C. Evaluation Criteria**

Proposals will be evaluated by a small team of operations and event professionals organized by the Philadelphia Marathon. Proposals will be analyzed based on the following:



- Cost
  - Cost-effectiveness, cost-efficiency, proposed savings, expense reduction
  - Price, fee caps and other cost control measures
- Experience
  - Specialized experience
  - Documented prior years of experience in handling project(s) of similar size and scope -Demonstrated ability to meet deadlines.
- Proposed plan of action/strategy/solution for Department project(s)
  - Utilization of most efficient methodology
  - Innovativeness of solution
  - Utilization of best practices
  - Ability to meet project deadlines under proposed solution/project plan
  - Staffing model
- Consultant/vendor capacity
- Staffing qualifications (e.g., staff prior experience, education, licenses, professional achievements)
  - Technical, administrative, financial capacity
  - Specific licensure requirements for organizations/businesses
- Expressed willingness to comply with the City and/or department standards for contracting (e.g., indemnification, nondiscrimination)
- Consultant/vendor profile
  - For-profit versus non-profit status if relevant
  - Business integrity and reputation in the industry relevant to the consultant/vendor or area of work
  - Shared commitment, with department, to achieving the objectives of Executive Order 03-12 which strives for the inclusion of Minority, Women and Disabled Businesses in all phases of the City contracting;
- Superior prior experience, as confirmed by references
- Superior skill and reputation, including timeliness and demonstrable results, as confirmed by references;
- Superior qualifications of Project Team members, as confirmed by degrees, licenses, publications, training, and/or accreditations;





- Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority, women or disabled persons;
- Administrative and operational efficiency, requiring less City oversight and administration, as confirmed by references; and
- Meets qualification requirements as set forth in the RFP.

#### **D. Revisions to Bid Specifications**

The Fund and the staff of the Marathon reserve the right to change, modify or revise the RFP at any time. Any revisions prior to award will be posted on the City of Philadelphia website [LINK](#) with the original opportunity details. It is the respondent's responsibility to check the [LINK](#) frequently to determine whether additional information has been released.

### **PART V: CONTRACT REQUIREMENTS**

#### **A. Contract Term**

The anticipated term of the base contract will be approximately 6 months from the date that the contract is awarded. The Fund may, at its sole option, amend and/or renew any Contract to add up to three (3) additional successive terms ("Additional Terms"). Each term may be up to one year in length and will be determined based on the needs of the Marathon at the time of the contract renewal. Except as may be stated otherwise in such amendment, the terms and conditions of this Contract shall apply throughout each Additional Term.

#### **B. Compensation**

The Fund will pay the consultant/vendor based on experience and the arrangement agreed upon. The consultant/vendor will invoice the Fund/Philadelphia Marathon, terms to be agreed upon at time of contract execution.

#### **C. Contract Requirements**

Respondent agrees and acknowledges that, in addition to the terms and conditions of any Contract shall include the following provisions:

- 1. Insurance.** The selected Contractor will be expected to hold sufficient insurance to appropriately cover its activities. Specific types and minimum limits to be determined during the contracting process. Contractor should expected a contract provision



requiring the Fund to be named as an additional insured on the appropriate policies. Vendor may be required to provide proof of insurance at the Fund's discretion.

- 2. Indemnification.** The successful Respondent shall indemnify, defend and hold harmless the Fund and the City of Philadelphia and any and all of its officers, employees and agents, from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees and expenses), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Respondent's act or omission or negligence or fault or the act or omission or negligence or fault of Respondent's agents, subcontractors, independent contractors, suppliers, employees or servants in connection with the Contract that may result from this Bid request. This includes, but is not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, intentional acts, failure to pay any Subcontractors and suppliers, any breach of the Contract, and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret).

## **PART V: RESERVATION OF RIGHTS AND CONFIDENTIALITY**

By submitting a proposal pursuant to this RFP or any related Notice of Contract Opportunity, Respondent understands and agrees to the following reservation of rights:

**A. The Fund and the Philadelphia Marathon's Reservation of Rights in Connection with the RFP and/or Notice of Contract Opportunity.** The Fund and/or the Philadelphia Marathon reserves and may exercise any one or more of the following rights and options with respect to its RFP and/or Notice of Contract Opportunity process:

1. To reject any and all proposals and to reissue a revised RFP and/or Notice of Contract Opportunity at any time prior to execution of a final Contract;
2. To issue a new RFP and/or Notice of Contract Opportunity with terms and conditions substantially different from those set forth in a previous RFP and/or Notice of Contract Opportunity;
3. To issue a new RFP and/or Notice of Contract Opportunity with terms and conditions that are the same or similar as those set forth in a previous RFP and/or Notice of Contract Opportunity in order to obtain additional proposals;
4. To extend an RFP and/or Notice of Contract Opportunity in order to allow for time to obtain additional proposals prior to such RFP and/or Notice of Contract Opportunity application deadline; or,



5. To cancel any RFP and/or Notice of Contract Opportunity with or without issuing another RFP and/or Notice of Contract Opportunity.

**B. Proposal Selection Process and the Fund and the Philadelphia Marathon's Reservation of Rights in Connection with Selection of Proposal(s) for Review.**

The Fund and the Philadelphia Marathon reserves and may exercise any one or more of the following rights and options with respect to its selection process:

1. To reject any proposal if, in the Fund and the Philadelphia Marathon's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of the RFP and/or Notice of Contract Opportunity or it is otherwise in the best interest of the Fund and the Philadelphia Marathon to reject the proposal.
2. To supplement, amend, substitute or otherwise modify any RFP and/or Notice of Contract Opportunity at any time prior to award of one or more Respondents for negotiation.
3. To reject the proposal of any Respondent that, in the Fund and the Philadelphia Marathon's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Marathon, is financially, or technically incapable or is otherwise not a responsible Respondent.
4. To reject as informal or non-responsive, any proposal which, in the Fund and the Marathon's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from the RFP and/or Notice of Contract Opportunity or contains erasures, ambiguities, alterations or items of work not called for by the RFP and/or Notice of Contract Opportunity.
5. To waive any informality, defect, non-responsiveness and/or deviation from the RFP and/or Notice of Contract Opportunity that is not, in the Fund and the Philadelphia Marathon's sole judgment, material to the proposal.
6. To permit or reject, at the Fund and the Philadelphia Marathon's sole discretion, amendments (including information inadvertently omitted), modifications, clarifying information, alterations and/or corrections to proposals by some or all of the Respondents following proposal submission and before contract award and/or contract execution.
7. The Fund and the Philadelphia Marathon further reserve the right to conduct on-site investigations of the Respondents' facilities or of those facilities where the Respondent performs its services. Proposals will be evaluated, in part, according to whether the Respondent meets the minimum qualifications and submits a proposal complying with all of the requirements of the RFP and/or the Notice of Contract



Opportunity.

8. The Fund and the Philadelphia Marathon reserves the right to enter into negotiations with any or all Respondents regarding price, Scope of Services, or any other term of their proposals, and such other contractual terms as the Philadelphia Marathon may require, at any time prior to execution of a final Contract.
9. The Fund and the Philadelphia Marathon may, at its sole election, enter into simultaneous, competitive negotiations with multiple Respondents or negotiate with individual Respondents either together or in a sequence. Negotiations with Respondent(s) may result in the expansion or reduction of the Scope of Services, or changes in other terms and the submitted proposals. In such event, the Fund and the Philadelphia Marathon shall not be obligated to inform other Respondents of the changes, or to permit them to revise their proposals in light thereof unless the Fund and the Marathon, in their sole discretion, determine that doing so is in the Fund and the Philadelphia Marathon's best interest. The Fund and the Philadelphia Marathon may accept or reject any or all of the items in any proposal and award the Contract in whole or in part if it is deemed in the Fund and the Philadelphia Marathon's best interest.
10. In the event negotiations with any Respondent(s) are not satisfactory to the Fund and the Philadelphia Marathon, the Fund and the Philadelphia Marathon reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other Respondents; to reissue the RFP and/or Notice of Contract Opportunity in order to solicit new Respondents. The Fund and the Philadelphia Marathon reserve the right not to enter into any contract with any Respondent, with or without the re-issuance of a RFP and/or Notice of Contract Opportunity, if the Fund and the Philadelphia Marathon determine that such is in the Fund and the Philadelphia Marathon's best interest.

### **C. Confidentiality and Public Disclosure**

1. The successful Respondent shall treat all information obtained from the Fund and the Philadelphia Marathon, which is not generally available to the public as confidential and/or proprietary to the Fund and the Philadelphia Marathon. The successful Respondent shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Respondent agrees to indemnify and hold harmless the Mayor's Fund for Philadelphia, the City of Philadelphia, the Philadelphia Marathon, and its respective 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 Respondent or any person acquiring such information, directly or



indirectly, from the successful Respondent.

2. By submission of a proposal, Respondents acknowledge and agree that as a municipal marathon of the City of Philadelphia, the Philadelphia Marathon and the City of Philadelphia, each may be subject to state and local public disclosure laws and, as such, are legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the Fund and the Philadelphia Marathon's legal obligations shall not be limited or expanded in any way by a Respondent's assertion of confidentiality and/or proprietary data.

*[Attachments Follow]*



**Appendix A  
Diversity Disclosure Report Form for RFP Applicants**

*Please see attached*