



**Pennsylvania Chiefs of Police Association**

**Request for Proposal**

**Crime Scene Photography**

**Training for**

**Police Departments**

**Pennsylvania Chiefs of Police Association  
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## 1. Introduction

The Pennsylvania Chiefs of Police Association has received a grant from the Pennsylvania Commission on Crime and Delinquency for a project to assist police departments by providing a high quality digital camera crime scene kit, and to provide crime scene photography training to police officers using these kits. As part of this project, the Association is seeking proposals related to crime scene photography training. Therefore, the Association is requesting proposals from any entity that provides training that would assist the police officers and police departments in responding to crime scenes, protecting, collecting, preserving and submitting digital photographic evidence.

## 2. Training Topics

Below is a list of training topics that need to be covered with this training.

- Basic Crime Scene Concepts and Procedures
- What Constitutes a Crime Scene
- Basic Steps of Crime Scene Investigation
- Securing the Crime Scene
- Methods to Secure the Crime Scenes
- Protecting the Crime Scene
- Crime Scene Investigation
- Preliminary vs. Follow-up Investigation
- Locard Theory of Exchange or Transfer
- Sources of Evidence
- Methods of Searching
- Identifying and Collecting Evidence
- Types of Evidence
- Collecting and Processing Evidence
- Fingerprints
- Firearms
- Shoe and Tire Impressions
- Tool Marks
- Blood
- DNA
- Seminal Stains
- Bite Marks
- Hairs
- Fibers
- Arson Evidence
- Photographing Evidence
- Crime Scene Sketching
- Packaging Evidence
- Post Crime Scene Considerations
- Chain of Custody
- Basic Follow Up
- Analysis of Evidence
- Digital Evidence
- Video from Police Vehicles
- Video from Police Body Cameras
- Video from Surveillance Cameras

## 2.1 Scope of Work

The Association is seeking vendors to provide crime scene photography training at at least 6 locations throughout the state during this two-year project. All training will be done in Pennsylvania. Vendors can use a venue they select for their training, if it is included in their cost and in Pennsylvania. If a vendor does not specify a venue of facility, their proposal must clearly state what type of facility and equipment are required for the training. The Association seeks training that is certified/accredited by a recognized organization in the field of evidence or police training or that can be submitted for certification/credit.

While this is a two-year project, the Association plans to start training in February 2025 and continue into September 2026.

## 2.2 Vendors Questions

Proposers may submit any questions in writing via email to [kzipovsky@pachiefs.org](mailto:kzipovsky@pachiefs.org) prior to November 28, 2024. The Association will issue written responses, in the form of an email. Any questions that materially impacts the proposal documents will be posted on The Association's website, [www.pachiefs.org](http://www.pachiefs.org).

## 2.3 Conditions of Submission

Upon submittal of a Proposal in response to this RFP, the proposer acknowledges and consents to the following conditions relative to the submittal.

- The proposal will be for either a two or three day crime scene photography course.
- The proposer must have an instructor that has the following minimum qualifications/credentials:
  - The ability to operate the camera in manual mode in a complex scene
  - Completed an Advanced Evidentiary Photography Course
  - Completed an Advanced Latent Print and Digital Photography Course
  - 15 years minimum experience in practical crime scene photography
  - Certified as an expert witness in crime scene processing and crime scene reconstruction involving photography
- The Association reserves the right to eliminate any vendor that submits incomplete or inadequate proposals.
- The Association reserves the right to reject any proposals submitted from proposers who fail to meet the minimum specifications.
- The Association reserves the right to reject any proposals that fail to satisfy the submittal requirements.
- The Association reserves the right to reject all proposals. The Association reserves the right to accept or reject, at any time prior to the Association's execution of a contract (or contracts) pursuant to this RFP, any or all proposals or any part of any proposal and to waive any defect or technicality and to solicit new proposals where the acceptance, rejection, waiver or solicitation would be in the best interests of the Association.
- It shall be the proposer's responsibility to review and verify the completeness of its proposal.
- The Association reserves the right, without prior notice, to supplement, amend or otherwise modify the RFP at any time.
- The Association may request additional information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer.
- All responses become the property of the Association and will not be returned.
- The Association may request proposers to send representatives for interviews.
- The Association may request to inspect projects referenced in their proposal.
- The Association may conduct investigations with respect to the qualifications of each proposer.
- The Vendor's proposals shall remain open for acceptance and in full effect until at least one hundred eighty (180) calendar days from the date of the proposal.
- News releases (including, but not limited to, commercial advertising) pertaining to this project may not be made without prior written approval of the Association.

## 2.4 Preparation Costs

All documents proposed in response to this RFP shall be prepared at the sole expense of the proposer, with the understanding that there may be no claims whatsoever for reimbursement from the Association for the expense of preparation.

## 2.5 Errors and Omissions in RFP

Vendors will not be allowed to take advantage of any errors or omissions in this RFP and must promptly notify the Association of any errors, omissions, and inconsistencies that are discovered. It is expressly understood that this RFP contemplates and requires the vendor to have experience and expertise in the area of forensics and evidence.

## 3. Proposal Format

The proposal should contain clearly identifiable sections.

### Section 1

This section must identify the vendor and the principal contact information, including address, phone number and email.

### Section 2

This section must contain the title of the course, the learning objectives, the course outline, the length of the course and the minimum and maximum class size.

### Section 3

This section must contain the information about the vendors experience and expertise in the area of the course topic, along with and current or potential course credits/accreditation.

### Section 4

This section must contain the information about the course instructors. Provide their Curriculum Vitae, resume, or document their experience and expertise relative to the course topic(s).

### Section 5

This section must contain the information about the venue or facility required for presenting the proposed course. Specify any requirements other than a normal classroom setting. If this is just for the classroom, specify if the vendor is providing the facility or expecting the Association to provide it. List all audio, video or presentation item required not supplied by the vendor.

### Section 6

This section must contain the vendor's cost proposal.

## 4. Proposal Submission

Proposals are to be submitted via email to [kzipovsky@pachiefs.org](mailto:kzipovsky@pachiefs.org).

## 5. Proposal Due Date:

Proposal must be submitted no later than 4:00PM on November 29, 2024.

## 6. Proposal/Vendor Evaluations

All proposals and vendors will be evaluated by staff of the Pennsylvania Chiefs of Police Association.