



**Pennsylvania Chiefs of Police Association**

**Request for Proposal**

**Forensic and Evidence Training**

**For**

**Municipal Police Departments**

**Pennsylvania Chiefs of Police Association  
3905 N. Front Street  
Harrisburg, PA 17110-1536  
Phone (717) 236-1059**

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## 1. Introduction

The Pennsylvania Chiefs of Police Association working through a local technology workgroup has received a grant from the Pennsylvania Commission on Crime and Delinquency for a project to assist municipal police departments to collect, preserve, and submit crime scene evidence for examination; assist local and county laboratories to process evidence to identify the offender; and prosecutors to use the evidence to prosecute the offender in court. In the first phase of this project, the Association is seeking proposal related to police evidence technicians or laboratory personnel training. Therefore, the Association is requesting proposals from any entity that provides training that would assist this police officers and police departments in responding to crime scenes, protecting, collecting, preserving and submitting evidence. Training that is for Evidence Technicians or Laboratory personnel to process and identify offenders from evidence.

## 2. Training Topics

Below is a list of possible training topics. However, proposals maybe submitted for other topics if they related to this project.

- 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
- Audio files/Voice Recognition

## 2.1 Scope of Work

The Association is seeking vendors to provide a variety of training on multiple topics during this two-year project. The Association is open to reviewing all proposal, even if the topic is not on this list. 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. For example, is just a classroom required, or is a laboratory type room with various types of equipment. Are there any safety or environmental issue? The Association expects that any such items will be provided by the vendor and the cost included in their proposal. 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 wants training to start in January 2020 and continue into the 2021. However, the Association realizes that providing training on some topics will lead to request for other topics or advanced training. Therefore, the Association will be accepting, reviewing and awarding contracts from proposals received during the period October 25, 2019 to April 3, 2020.

## 2.2 Vendors Questions

Proposers may submit any questions in writing via email to [cjbraun@pachiefs.org](mailto:cjbraun@pachiefs.org) prior to the March 30, 2020. The Association will issue written responses, in the form of an email. Any questions that materially impacts upon the proposal documents will be posted on The Association's Web site, [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 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 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 Vita, 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 may be submitted as PDF file attached to an email to [cjbraun@pachiefs.org](mailto:cjbraun@pachiefs.org) or mailed to C.J. Braun, PA Chiefs of Police Association, 3905 N. Front St., Harrisburg PA 17110-1536

## 5. Proposal Due Date:

Proposal may be submitted anytime after October 25, 2019 but no later than April 3, 2020.

## 6. Proposal/Vendor Evaluations

All proposals and vendors will be evaluated by members of the Pennsylvania Commission on Crime and Delinquency Local Technology Workgroup.