



**THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET – SUITE 5400  
PHILADELPHIA, PA 19106**

**REQUEST FOR PROPOSALS ON-CALL DIGITAL CONTENT CREATION SERVICES  
PROPOSAL No. 20-04**

**NOTICE TO OFFERORS**

Sealed proposals from qualified offerors for the procurement of digital content creation services will be received until 2:00 PM on Wednesday, October 14, 2020, by the Philadelphia Parking Authority (“Authority”), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, as amended, known as the “Parking Authority Law,” in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106.

Documents are available for download at the Parking Authority’s website, [www.philapark.org](http://www.philapark.org). Vendors interested in downloading the documents from the Authority’s website must first register with Mary Wheeler, Manager of Contract Administration, by completing the [Offeror Registration Form](#).

A mandatory Pre-Proposal Meeting will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on Monday, September 21, 2020 at 11:00 AM. Offerors must be in attendance at this meeting or participate in the meeting via conference call 215.383.1625, Passcode 7144889 in order to be considered an eligible offeror.

Prospective Offerors are encouraged to submit questions until Friday, October 2, 2020 at 2:00 PM. Please forward all questions to Mary Wheeler via email at [mwheeler@philapark.org](mailto:mwheeler@philapark.org). Only questions submitted in writing will be addressed. Proposals are due no later than 2:00 PM on Wednesday, October 14, 2020.