

**The Philadelphia Parking Authority**  
**701 Market Street, Suite 5400**  
**Philadelphia, PA 19106**

**Request for Information No. 24-12**  
**Payroll, Time Management, and Human Resources Management System**  
**Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: May 28, 2024

No Pages: 2

This addendum is issued on May 28, 2024, prior to the RFI due date to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Respondents regarding the work included in the above referenced solicitation.

**CHANGES TO THE RFI DOCUMENT**

1. **Response Submission Deadline:** The Response Submission Deadline has been extended to Thursday, June 20, 2024 at 12:00 PM.

**QUESTIONS**

1. **Question:** While we are keenly interested in submitting a proposal and believe that our platform aligns well with the outlined requirements, we want to clarify our ability to participate given that we do not provide our own Payroll services. However, we have a strong background track record of successful integration with various payroll providers, including ADP, and have served clients with similar needs in the past. Could you kindly confirm if our proposal will be considered, given the integration capability?

**Response: This is a Request for Information (“RFI”) and no award will be made from this RFI. The Authority is looking to gather information regarding Payroll, Time Management and HRMS Systems to assist the Authority in developing an RFP. Responses can contain information on one element of the RFI or all three.**

2. **Question:** We understand that this is an RFI, not an RFP. Nonetheless, does the Philadelphia Parking Authority have a projected live date in mind for a new system?

**Response: This information is not yet available.**

3. **Question:** Who is your current vendor for a) payroll, b) time and attendance, c) benefits management, d) HR and e) Applicant Tracking/Recruiting and f) financial reporting?

**Response:**

- a. **SAGE HRMS - Payroll**
- b. **Kronos - Time and Attendance**
- c. **SAGE HRMS - Benefits Management**
- d. **SAGE HRMS - HR**

e. **Visibility Cyber Recruiter - Applicant Tracking/Recruiting**

f. **GP Management Reporter– Financial Reporting**

4. **Question:** Benefits Management is listed among the scope of services. Please list the insurance carriers you offer to your employees. We need this information for a full electronic benefits management functionality.

**Response:**

**Aetna- Retirees**

**Isolved- Cobra**

**Workpartners- FMLA/ADA**

**Independence Blue Cross**

**Vision Benefits of America**

**Delta Dental**

**New York Life- Life Insurance both group and voluntary, Short-Term, Long-term disability- both group and voluntary**

**CIGNA- Accident and Critical illness voluntary**

**Amertias- Long-term care voluntary**

**Colonial life- Voluntary- Short-term, accident, cancer, and critical illness**

**Sunlife-Stop loss**

5. **Question:** Time and Attendance is also listed among the scope of services. Are you currently using stand-alone timeclocks to record time for hourly workers? If yes, how many?

**Response: Yes, we currently use the UKG Work Force Ready system and clock terminals. There are 29 clocks throughout all Authority locations.**

6. **Question:** The RFI states that there are 5 unions. Are all collective bargaining agreements up to date?

**Response: Yes, they are.**

7. **Question:** As for payroll, what is your pay frequency – weekly, biweekly, etc.?

**Response: We currently run 2 weekly and 2 bi-weekly (alternating every other week).**

8. **Question:** Of your 1100 employees, how many are hourly and how many salary?

**Response: 32 salaried; 1076 hourly.**

9. **Question:** As for taxes, do you have more than one FEIN? Do you have employees who do not live in PA?

**Response: Only 1 FEIN. We do have employees who live outside of PA.**

10. **Question:** Please list pension reporting requirements?

**Response: Reports will have to be custom-built to specifications.**

**END OF ADDENDUM ONE**