



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

**HEALTH INSURANCE BROKER SERVICES
RFP No. 21-13**

NOTICE TO OFFERORS

Sealed proposals will be received until 2:00 PM on Friday, July 16, 2021, 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.

Prospective Offerors must register using the [Offeror Registration Form](#) (control-click to follow link) prior to downloading the RFP document from the Authority’s website.

Prospective Offerors are required to attend a mandatory virtual Pre-Proposal Meeting, through GoToMeeting, that will be held on Wednesday, June 16, 2021 at 11:00 AM. See meeting information below:

Pre-Proposal Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/763758101>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 763-758-101

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/763758101>

Offerors must be in attendance at this meeting in order to be considered an eligible Offeror. **Call Shannon Stewart regarding any connectivity problems on Wednesday, June 16, 2021 at 215.837.9025.**

Prospective Offerors are encouraged to submit questions until Wednesday, June 30, 2021 at 2:00 PM. Please forward all questions to Mary Wheeler via email at mwheeler@philapark.org. Only questions submitted in writing will be considered.

Proposals are due no later than 2:00 PM on Friday, July 16, 2021.