

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

RFP No. 21-22

**Family Medical Leave Act/American Disabilities Act Plan Administrator
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Director of Procurement

Date: February 9, 2022

No Pages: 3

This addendum is issued on February 9, 2022 prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. The RFP due date has been extended to February 18, 2022 at 12:00 PM.

QUESTIONS

1. **Question: If the proposal is sent PDF and hard copy and the hard copy doesn't arrive on time but the PDF does, does that prove that it was done on time?**

Response: Yes, as long as the PDF is emailed and received by February 14, 2022 no later than 12:00 PM, the hard copy can arrive after that date.

2. **Question: What is your timeline for implementing new processes?**

Response: 6 months to 1 year.

3. **Question: How many leaves did the company have in the past year? Please specify the number of continuous vs intermittent leaves.**

Response: Approximately 58 and of those, about 6 were continuous.

4. **Question: What are the goals of your current leave/absence management program?**

Response: To have a more organized, robust program with the ability to accurately track and coordinate for compliance.

5. **Question: What are the primary issues with the current program?**

Response: Compliance and tracking.

6. Question: How does/has leave impacted productivity within your organization?

Response: Different divisions within the organization must shift staffing priorities where possible, or not have the capability to staff functions at all due to unionized positions.

7. Question: How are intermittent leaves causing problems for your organization?

Response: See #6 above.

8. Question: If you could improve your current leave program, how would you do that?

Response: Implement an overall robust program to better track, schedule, and ensure compliance with policies.

9. Question: How is your leave program currently administered?

Response: Employees contact the human resources department to request an application, then the review and approval process begins.

10. Question: How are you currently managing FMLA and other leaves of absence?

Response: Leaves are managed through the FMLA/ADA Coordinator via spreadsheets and letters to employees.

11. Question: Who manages your FMLA and leave programs?

Response: See #10 above.

12. Question: How much time does your organization spend on managing absence?

Response: Difficult to quantify, but the volume is great.

13. Question: How are you currently tracking FMLA and other leaves of absence?

Response: Repeat question, see #10 above.

14. Question: How do you track how many people are off work each day?

Response: There is a Sick Call line and through time and attendance system (Kronos).

15. Question: How do you track intermittent leaves?

Response: No real system of tracking.

16. Question: What is the frequency of reporting and analytics?

Response: None.

17. Question: Are they sufficient enough to prepare staffing models and overtime budgets?

Response: N/A see #16 above.

18. Question: How do you monitor patterns of absence to control potential abuse?

Response: Through the Sick Call line and time and attendance system (Kronos).

19. Question: How are you alerted to employees who may be exceeding approved frequency and duration under FMLA?

Response: Employees are sent a reminder notice based on their initial approval letter. This letter is typically sent within a month of expiration of leave.

20. Question: How do you measure the performance of your program?

Response: We are not able to measure it effectively.

21. Question: What is absence costing you annually?

Response: Unable to determine.

22. Question: How does your company compare to similar companies within your industry?

Response: Ours is a quasi-governmental agency, we can be compared to the City of Philadelphia, and/or some city parking authorities.

23. Question: How do you stay current on changing leave laws?

Response: SHRM, internal general counsel, health insurance broker.

24. Question: Is your leave policy current and compliant with recent FMLA and state regulations?

Response: Yes.

25. Question: Have you ever run into any compliance issues?

Response: No.

26. Question: Can firms not identifying as Small/Small Diverse Businesses earn or recuperate percentage points in this area during the evaluation process for contracting with Small/Small Diverse Businesses?

Response: Yes, if an Offeror is subcontracting with a company that identifies as Small and Small Diverse and their certificate from PA DGS is included in your proposal, points will be awarded. Offeror must identify the percentage of work that will be performed by the subcontractor.

END OF ADDENDUM ONE