

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

**RFP No. 22-04
Human Resources Consultant
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Director of Procurement

Date: April 14, 2022

No Pages: 2

This addendum is issued on April 14, 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.

QUESTIONS

1. **Question:** With the current unions that you have in place, how many unions do you have in place?
Response: Teamsters Local 115; IAPAT DC21; AFSCME DC47 (Local 2186 & Local 2187); TWA Local 700, AFSCME DC33.
2. **Question:** With the current unions that you have in place are there assigned representatives within the company that work with those unions, like the union reps?
Response: Yes, there are union representatives and there are union shop stewards. The shop stewards are PPA employees.
3. **Question:** With the current unions that you have in place, how many assigned representatives within the company that work with those unions, like the union reps?
Response: See response to Question #2.
4. **Question:** What is the current software that you guys are utilizing for payroll HRIS systems?
Response: Sage HRMS.
5. **Question:** Within your CBAs, when it comes down to health insurance and all the benefits, is that going through the union, or is it provided by the City?
Response: The union.
6. **Question:** Is there something that you guys are currently doing outside of Sage or Workforce Ready or Kronos essentially when it comes down to succession planning?
Response: No.
7. **Question:** Is the Philadelphia Parking Authority open to an HRIS system being recommended in this RFP response?
Response: Yes.

8. **Question:** How many employees do you have?
Response: 967.
9. **Question:** Of those approximately 1,000 employees, how many are covered by a CBA, and then how many of those employees work on the HR team?
Response: DC33 – 439 employees; DC47 – 138 employees; Local 21 – 33 employees; Local 115 – 49 employees; Local 700 – 23 employees. The HR team is non-represented and consists of 10 employees.
10. **Question:** Are you open to multiple firms or consultants, or are you looking to contract with one firm for everything?
Response: No.
11. **Question:** What does your disciplinary process look like especially in relation to those that are union employees?
Response: Progressive discipline.
12. **Question:** Is there a progressive disciplinary process in place, or do some of the CBAs indicate what that disciplinary process should look like?
Response: Some CBAs indicate progressive discipline.
13. **Question:** If you had the best of all possible worlds, what would your timeline be? When would this be completed for you, this whole project?
Response: 6 months to 1 year.
14. **Question:** Are we itemizing HRIS system suggestions in the proposal as a separate line-item option?
Response: No.
15. **Question:** I know that you guys are picking one firm, and I just want to be clear. Because you mentioned subcontracting. And so obviously the prime contractor will be that one firm. But you are open to that prime utilizing a sub. Is there a percentage, I guess, like requirement?
Response: Goals have not been established in this RFP for small and small diverse business participation. If the Offeror is utilizing a sub-contractor, the Offeror must identify the percentage of work to be completed by the sub-contractor in their technical response.
16. **Question:** For the subs, you know, you're mandated to use like small businesses with a certain percentage?
Response: See response to Question #15.
17. **Question:** What has occurred to raise the need for the services right now?
Response: Change in Board membership and HR management.
18. **Question:** Will it be a requirement or, you know, an add-on for the firm that's selected to support in the search for the Executive Director role?
Response: No. The executive search services will be procurement under a different contract.
19. **Question:** Recently you guys, I think, confirmed that Al Taubenberger would be part of the ad hoc search committee. But is that something that you'd want the firm to essentially be working on as well?
Response: No. The executive search services will be procurement under a different contract.
20. **Question:** Is there currently an affirmative action or DEI plan in place for PPA at this time, or is that something that PPA will be looking for the firm to provide?
Response: Not at this time, and yes we would be looking for the selected offeror to provide.

END OF ADDENDUM ONE