

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

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

To: See Email Distribution List
From: Mary Wheeler
Director of Procurement
Date: April 21, 2022
No Pages: 1

This addendum is issued on April 21, 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:** Can the Authority please provide a list of any HR related metrics that are currently being reported monthly, quarterly or annually to the Authority leadership team and/or the Board?
Response: HR provides monthly reports of resignations, terminations, promotions, hires, and transfers.
2. **Question:** Does the Authority have an internal employee or customer survey tool in place, something like Qualtrics or a similar external or internal software? And if so, can you provide the name of the vendor?
Response: No.
3. **Question:** The Authority has a clear and purposeful mission and customer focused action flows from this mission on the philapark.org website. Is there something similar in place internally for employees, and if so, could a copy be provided?
Response: No.
4. **Question:** Can you please disclose who (job titles) will be part of the evaluation panel for the HR Consultant RFP?
Response: No, not at this time.
5. **Question:** Can you explain HR's role regarding the relationship with the Union, specifically is the HR team engaged in the grievance process, any disciplinary processes and do they participate in contract negotiations?
Response: The HR team is typically involved in the 3rd step of the grievance process but is made aware of initial grievances. The HR team does participate in contract negotiations.
6. **Question:** Are any CBAs up for renewal in the next 12 months, and if so, can you please indicate which one(s) and what date(s)? **Yes, there are however, they will be renewed prior to the start of this engagement. We cannot indicate which ones.**

END OF ADDENDUM TWO