

**REQUEST FOR PROPOSALS FOR**  
**Pre-Employment/Promotional Employee Screening and Testing Services**

**RFP No. 22-18**

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# PART I

## GENERAL INFORMATION TO OFFERORS

| SUMMARY                               |   |
|---------------------------------------|---|
| <b>When:</b>                          | Proposals must be submitted by Wednesday, January 4, 2022 at 12:00 PM.  |
| <b>Where:</b>                         | Philadelphia Parking Authority<br>Attention: Shannon Stewart, Manager of Contract Administration<br>701 Market Street, Suite 5400<br>Philadelphia, PA 19106   |
| <b>How:</b>                           | Proposals must be delivered in a sealed package via mail, certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery no later than Wednesday, January 4, 2022 at 12:00 PM. Whether mailed or hand-delivered, all envelopes must display the Offeror's name and "RFP No. 22-18 Pre-Employment/Promotional Employee Screening and Testing Services" must be boldly and clearly handwritten (not typewritten). All proposals must be presented with one (1) original and seven (7) copies, individually numbered, and an electronic version consisting of one PDF file.  |
| <b>Mandatory Pre-Proposal Meeting</b> | <p>A mandatory Pre-Proposal Meeting will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on Friday, December 9, 2022 at 11:00 AM. Offerors must attend this meeting or participate virtually via Microsoft Teams using the meeting information below to be considered an eligible Offeror:</p> <p>Microsoft Teams meeting</p> <p><b>Join on your computer, mobile app or room device</b></p> <p><a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 292 334 292 92<br/>Passcode: dAkwEU</p> <p><a href="#">Download Teams</a>   <a href="#">Join on the web</a></p> <p><b>Or call in (audio only)</b></p> <p><a href="#">+1 929-346-7319,,773858435#</a> United States, New York City</p> <p>Phone Conference ID: 773 858 435#</p> <p><a href="#">Find a local number</a>   <a href="#">Reset PIN</a></p> <p><a href="#">Learn More</a></p> <p>Offerors must be in attendance at this meeting to be considered an eligible Offeror.</p> <p><b>Prospective Offerors who are having technical difficulties attending the meeting should contact Shannon Stewart for assistance, 215.837.9025.</b></p> <p>Please complete the <a href="#">Offeror Registration Form</a> the prior to the meeting.</p> |

### **I-1. Introduction.**

This Request for Proposals (“RFP”) is being issued 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, 53 Pd. C.S. § 5501 et seq. as amended, known as the “Parking Authority Law”. The Authority seeks the services of a qualified employment screening vendor, with an office located in Philadelphia, to provide pre-employment and promotional employee drug screenings, pre-employment physicals, and fit-for-duty testing for prospective applicants under a contract with the Authority. As a Request for Proposals, this is not an invitation to bid and although price is important, other pertinent factors will be taken into consideration.

### **I-2. Mission Statement.**

The mission of the Philadelphia Parking Authority is to contribute to the economic vitality of Philadelphia and the surrounding region by effectively managing and providing convenient parking on the street, at the airport, and in garages and lots; effectively operating a system of red-light camera and speed camera enforcement as part of a Vision Zero initiative; regulating taxicabs, limousines and transportation network companies; and other transportation-related activities.

A number of customer-focused actions flow from the PPA mission:

- Improving cooperation and planning with PPA stakeholders, including state and local transportation partners,
- Implementing cutting-edge technology to improve the customer experience and enhance overall management and agency efficiency,
- Emphasizing employee training on industry best practices,
- Maximizing transparency in hiring and procurement,
- Implementing on-street parking management policies that address neighborhood needs throughout the City,
- Encouraging reasonably priced off-street parking through rate setting policies at seven PPA Center City facilities,
- Maintaining and improving neighborhood parking lots to address both residential and commercial demand,
- Providing leadership in partnering with private and public hospitality and tourism entities to enhance the visitor experience,
- Applying the latest technology for a superior customer experience at the parking facilities and at the Philadelphia International Airport in support of this important regional economic engine,
- Encouraging safe, clean, reliable taxicab, limousine and transportation network company service through sound regulations and consistent enforcement,
- Improving vehicle and pedestrian safety in targeted intersections through automated red-light enforcement,
- Applying latest technology and continuing staff development to provide the highest quality public service with maximum efficiency.

### **I-3. Procurement Questions.**

Prospective Offerors are encouraged to submit questions concerning the RFP in writing no later than Friday, December 16, 2022 at 12:00 PM. Questions concerning this RFP are to be submitted via email to Shannon Stewart at [sstewart@philapark.org](mailto:sstewart@philapark.org) with “RFP No. 22-18 Pre-Employment/Promotional Employee Screening and Testing Services” listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing to all qualified Offerors. Any furnished answers will not be official until they have been verified, in writing, by the Authority. The Authority shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Authority. The Authority does not consider questions to be a protest of the Work Statement or of the solicitation.

### **I-4. Clarification of Instructions.**

Should the prospective Offeror find a discrepancy in or an omission from the Work Statement or any part of this RFP, or should he or she be in doubt as to the meaning of any term contained therein, the Offeror shall notify Shannon Stewart, Manager of Contract Administration via email at [sstewart@philapark.org](mailto:sstewart@philapark.org) prior to the question deadline. All questions

and clarification requests will be responded to via written addendum that will be emailed to all registered Offerors. Addenda will also be posted to the Authority's website, [www.philapark.org](http://www.philapark.org).

**I-5. Restrictions of Contact.**

From the issue date of this RFP until the Authority's Board approves the awarding of the contract, **Shannon Stewart is the sole point of contact concerning this RFP**. Any violation of this condition by an Offeror may result in the Authority rejecting the offending Offeror's proposal. If the Authority later discovers that the Offeror has engaged in any violations of this condition, the Authority may reject the offending Offeror's proposal or rescind its award. Offerors must agree not to distribute any part of their proposals beyond the Authority. An Offeror who shares information contained in its proposal with other Authority personnel and/or competing Offeror personnel may be disqualified.

**I-6. Proposal Conditions.**

Sealed proposals must be received in the office of the Philadelphia Parking Authority, addressed to Shannon Stewart, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Wednesday, January 4, 2022 no later than 12:00 PM. Each Offeror shall submit to the Authority the information and forms required, which forms, and information shall become the property of the Authority and will not be returned to Offerors, unless a written request to withdraw is received prior to the opening of proposals. Failure to attach documents required for submittal at the time of submittal will result in the offer being rejected.

**I-7. Small and Small Diverse Business Requirements.**

The Authority is continually looking for opportunities available for growth and advancement among small and small diverse business through contracts to provide products, services or construction to the Authority. Offerors shall identify their status as a small and diverse business by completing the Small and Small Diverse Business Participation Submittal form included in the Proposal Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services. Offerors may self-certify at:

<https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Pages/default.aspx>

**I-8. Signatures Required.**

The proposals *must* be signed in all spaces where signatures are required. In cases of corporation, the signature must be that of a duly authorized officer of the corporation and officer's title must be stated. In cases of partnerships, the signature of a general partner must follow the firm name. In cases of an individual use the term "dba" (Company Name) or as sole owner.

**I-9. Instructions for Affidavit of Non-Collusion.**

1. The Non-Collusion Affidavit is material to any contract awarded through a public solicitation.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the offeror who makes the final decision on terms and prices identified in the proposal.
3. Bid rigging or collusion and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit below should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the offeror with responsibilities for the preparation, approval, or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the request for proposal process and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other

form of proposal submitted for the purpose of giving a false appearance of competition.

6. Failure to file and attach an Affidavit in compliance with these instructions will result in disqualification of the proposal.

**I-10. Insurance Requirements.**

The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. Offeror's must submit with their proposal a sample certificate of insurance from a recent project that meets the requirements. If you do not currently carry the level of insurance that is required, you must submit a letter from your insurance company indicating that they will provide the required insurances as outlined in this RFP if awarded a contract. If you would like to request a waiver or relief for any coverages required, you must submit that request during the question period and allow the Authority to respond via addendum. **Insurance requirements will not be negotiated after the proposal due date.**

**I-11. Executed Contract Required.**

By submitting a proposal in response to this RFP the Offeror agrees that the Authority will not be bound to any contract, performance or payment obligation until the Authority's Board votes to award a contract to the successful Offeror and the Authority's Executive Director signs the written contract.

**I-12. Contract Negotiation.**

If successful, this procurement process will result in the presentation of a completed final-form contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal (Tab G)** to be considered.

Exceptions or requested changes to the sample contract will be considered a **part of the response**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

**I-13. Business Licenses:**

The proposal should include the Offeror's Philadelphia Commercial Activity License (formerly Business Privilege License) number and the Offeror's Federal Tax ID number if the Offeror is seeking representation of the Authority in Philadelphia. If the Offeror does not currently have a Philadelphia Commercial Activity License, it must obtain one no later than five business days after the Board awards the contract. If the Offeror does not believe that it needs a Philadelphia Activity License, an explanation with references to statute and/or the Philadelphia Code should be included with the proposal.

**I-14. Rejection or Acceptance of Proposals.**

An Evaluation Committee comprised of Authority employees will review all proposals. Discussions and negotiations may be conducted with responsible Offerors for the purpose of clarification and of obtaining best and final offers. Responsible offers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

The responsible Offeror whose proposal is determined in writing to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, shall be selected for contract negotiation. In the event the negotiations reveal that the proposal selected for negotiation is not the most advantageous or the Offeror selected for negotiation defaults or withdraws from negotiation, the Evaluation Committee may select another proposal then determined to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, for contract negotiation. The Authority may cancel the RFP and reject all proposals at any time prior to award by the Board.

The Authority reserves the right to waive any irregularities in the completion of the forms and papers enclosed in this schedule; to accept or reject any or all proposals; to re-advertise for proposals if desired, and to accept any proposal which, in the judgment of the Authority, will be in the Authority's best interest.

Any form which is required to be submitted and which is incomplete, conditional, obscure, contains additions not called for and not approved by the Authority, or which contains irregularities of any kind, may be cause for rejection of the proposal, in the sole discretion of the Authority. At any time up to the hour and date set for opening of proposals, an Offeror may withdraw its proposal. Such withdrawal must be in writing and sent to the Authority at the address set forth herein by a nationally recognized overnight courier service, certified mail, return receipt requested, or delivered in person. Such withdrawal shall be effective only upon receipt by the Authority evidenced by written confirmation of such receipt and will preclude the submission of another proposal by such Offeror. After the scheduled time for opening of proposals, no Offeror will be permitted to withdraw their proposal, and each Offeror hereby agrees that their proposal shall remain firm for the contract period. A proposal made and opened may be withdrawn with the written permission of the Authority, if the Authority determines in its sole discretion that the proposal is inconsistent with the best interest of the Authority.

**I-15. Unacceptable Proposals.**

No proposal will be accepted from, or selection made of any person, firm or corporation that is in arrears or in default to the Authority upon any debt or contract, or whose insurer or banking institution is in default as surety or otherwise upon any obligation to the Authority or has failed in the sole opinion of the Authority to faithfully perform any previous contract with the Authority.

**I-16. Subcontracting.**

The use of subcontractors may only be used for test analysis services. Any use of subcontractors by an Offeror must be identified in the proposal. During the contract period, use of any subcontractors by the selected Offeror, which were not previously identified in the proposal, must be approved in advance in writing by the Authority.

**I-17. Notification of Offeror Selection.**

The Authority will study and evaluate all proposals which are received in accordance with the instructions set forth in the proposal package and may select an Offeror or multiple Offerors and notify all other Offerors of the selection within sixty (60) days after the date the proposals are opened. Such notice shall be in writing and mailed to the address furnished by each respective Offeror in the Transmittal Letter. The selected Offeror shall not start the performance of any work prior to the effective date of the Contract and the Authority shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the effective date of the Contract. Costs incurred by the Offeror in the preparation of the proposal or during any review or negotiations shall be born exclusively by the Offeror.

**I-18. Standard Practices.**

All work performed under the contract shall be subject to inspection and final approval by the Authority, through the Executive Director or his designee.

**I-19. Document Disclosure.**

While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, many documents may not be protected. All Offerors are advised to seek counsel or otherwise educate themselves regarding open records laws and regulations in Pennsylvania.

**I-20. Statement of No Proposal.**

All Prospective Offerors that do not intend to submit a proposal are asked to complete the Proposal Decline Form enclosed in the proposal documents. This document must be emailed to the attention of Shannon Stewart, Manager of Contract Administration at [sstewart@philapark.org](mailto:sstewart@philapark.org). An electronic version of this form can be accessed using the link below. Specific comments and observations are encouraged.

<https://app.smartsheet.com/b/form/f9cf052ee5934437a1ae96dc117e0e99>

**I-21. Shipping and Delivery.**

The Offeror will be responsible for all shipping and delivery costs of the specified items required to support the proposal.

## PART II

### INFORMATION REQUIRED FROM OFFERORS

#### II-1. Proposal Format.

All proposals submitted must conform to the following format requirements. A transmittal letter signed by a person authorized to engage the Offeror in a contract must be included in your proposal. Proposals must be submitted on letter size (8 ½" x 11") paper. The point size font for text must be 10 to 12, and 6 to 8 for exhibits. All documents must contain a one-inch margin. For exhibits, 11x17 paper is acceptable. An electronic version of the Proposal Form can be provided to all prospective Offerors upon request. Forms that are altered by the offeror may be grounds for rejection of the Offerors response.

The tab requirements are as follows:

- Tab A - Transmittal Letter
- Tab B - Qualifications & Experience
- Tab C - References
- Tab D - Proposal Form
- Tab E - Technical Response
- Tab F - Insurance Requirements
- Tab G - Proposed Changes to Contract
- Tab H – Disclosure of Legal Actions

#### II-2. Transmittal Letter (Tab A).

Offerors shall submit a cover letter, signed by an authorized principal or agent of the company, which provides an overview of the Offeror's proposal, as well as the name, title, email address and phone number of the person to whom the Authority may direct questions concerning the proposal. Include a statement by the Offeror accepting all terms and conditions contained in this RFP, signed by an officer or individual with authority to bind the firm.

#### II-3. Qualifications and Experience (Tab B).

Offerors are to provide a brief history of their company and summary of their experience providing the services described in the Work Statement. Identify a dedicated staff member and a qualified substitute to represent the company for the entire term of the contract. Offeror must include certifications and/or degrees, as described in the Work Statement, for any personnel who will work under the contract with the Authority.

Describe similar services provided within the past five (5) years providing the services defined in the Work Statement. Provide evidence of financial soundness and financial resources to complete a project this size.

#### II-4. References (Tab C).

A minimum of three (3) client references, to whom services were provided similar to the Work Statement outlined in this RFP. The client references must include the name of the organization, address, email address, telephone number, individual contact person, the dates services were performed, and a description of the services provided.

#### II-5. Proposal Form and Fee Proposal (Tab D).

The proposal form attached as *Appendix A* must be submitted in its entirety (with the exception of the Proposal Decline Form). All signature lines must be executed.



## **II-6. Technical Response (Tab E).**

Offeror shall demonstrate a complete understanding of the Authority's requirements, demonstrate their ability to meet all requirements and outline a clear and concise plan to meet the requirements. The proposal should make clear why the Authority should select the Offeror instead of one of its competitors.

Highlight unique qualifications, experience, approach, background, added services, technologies, innovations, or other characteristics of your business that make it the best choice.

## **II-7. Insurance Requirements (Tab F).**

The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. Offerors must submit with their proposal a sample certificate of insurance from a recent project that meets the requirements. If you do not currently carry the level of insurance that is required, you must submit a letter from your insurance company indicating that they will provide the required insurances as outlined in this RFP if awarded a contract. If you would like to request a waiver or relief for any coverages required, you must submit that request during the question period and allow the Authority to respond via addendum. **Insurance requirements will not be negotiated after the proposal due date.**

## **II-8. Proposed Amendments to Contract (Tab G).**

If successful, this procurement process will result in the presentation of a partially executed contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included for review as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal** to be considered.

Exceptions or requested changes to the sample contract will be considered a **part of the response**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

## **II-9. Disclosure of Legal Actions (Tab H).**

Provide a summary and the status of any current or ongoing legal actions, suits, proceedings, claims or investigations pending with any governmental agency with which the Offeror has had or currently has a contractual relationship. The existence of any such pending actions, suits, proceedings, claims or investigations may be a factor considered by the Authority in determining which Offeror should be awarded that contract but will not automatically disqualify the Offeror from consideration. Should there be no legal actions, suits, proceedings, claims or investigations pending with any governmental agency with which the Offeror has had or currently has a contractual relationship, a statement to that effect will be included.

## PART III

### CRITERIA FOR SELECTION

**III-1. Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal shall be (a) submitted by an Offeror who was represented at the mandatory pre-proposal meeting; (b) timely received from an Offeror; (c) properly signed by the Offeror.

**III-2. Technical Nonconforming Proposals.** The three (3) Mandatory Responsiveness Requirements set forth in Section III-1 above are the only RFP requirements that the Authority will consider to be non-waivable. The Authority reserves the right, in its sole discretion, to waive any other technical or immaterial nonconformities in the proposal, allow the Offeror to cure the nonconformity, or consider the nonconformity in the evaluation of the proposal.

**III-3. Proposal Evaluation.** Proposals will be reviewed, evaluated and rated by an Evaluation Committee consisting of Authority employees. The Authority will select the most highly qualified Offeror or the Offeror whose proposal is determined to be most advantageous to the Authority as determined by the criteria listed below.

During the evaluation process, the Authority may require an Offeror to answer questions with regard to the proposal and/or require certain Offerors to make formal presentation to the Evaluation Committee.

**III-4. Evaluation Criteria.** The Authority determined that it is not advantageous for it to use a bidding process in order to secure the services of detailed in this RFP because it wished to consider criteria other than price in the award process, in particular, the Offeror's qualifications and experience.

Proposals will be evaluated consistent with the requirements of this RFP and determine the most responsive Offeror as follows:

- |  |                    |
|--|--------------------|
| a. Responsiveness of the proposal to the submission requirements set forth in the RFP.   | <b>Weight: 10%</b> |
| b. Qualification and experience of the Offeror with regard to the Work Statement outlined in the RFP. The technical ability and capacity of the Offeror to meet the terms of the contract as evidenced by reference feedback, financial capacity and past performance, along with the background and experience of the staff that will be assigned to the Authority. | <b>Weight: 35%</b> |
| c. Offeror's approach to the work described in the Work Statement.   | <b>Weight: 20%</b> |
| d. Proposed fees, costs, and changes to the proposed contract although the Authority is not bound to select the firm who proposes the lowest fees.   | <b>Weight: 25%</b> |
| e. Small and Diverse Business participation.   | <b>Weight: 10%</b> |

## **PART IV**

### **WORK STATEMENT**

#### **IV-1. General.**

The Philadelphia Parking Authority (“Authority”) is seeking the services of a qualified employment screening vendor, with an office located in Philadelphia, to provide pre-employment drug screenings, pre-employment physicals, and fit-for-duty testing for prospective applicants and promotional employees.

#### **IV-2. Specific.**

##### **A. Credentialing and Maintenance Requirements**

1. Services performed by certified medical professionals must be under the supervision of a physician who is board-certified in Occupational Medicine and experienced in the protocols of Medical Surveillance programs.
2. All certified medical assistants that perform ancillary medical testing services must be trained and experienced in their respective areas of responsibility and meet any qualifications necessary to perform vitals, audiograms, Pulmonary Function Testing, Vision Screening, and EKGs, blood draws, vaccinations, etc.
3. All equipment must undergo regular calibration and service at the required intervals to ensure compliance with any applicable Occupational Safety and Health Administration (“OSHA”), Federal Department of Transportation (“DOT”) regulations, and records maintained as required.

##### **B. Location and Hours**

1. Off-site services (when the Authority screener is not in the office) will be performed at the provider’s Philadelphia location. The Offeror must provide contact information for whom authorizations are to be faxed or emailed.
2. Pre-employment and promotional lift tests, physicals, and drug/alcohol screenings must be performed at the provider’s Philadelphia location.
3. If the contractor is incapable of performing lift tests at any of its sites located in Philadelphia, contractor must notify the Authority of such in writing.
4. Contractor must notify the Authority, in writing, if a location changes or the Medical Director at any of its facilities is replaced.

##### **C. Authorization, Scheduling of Services and Customer Service**

1. All visits must be appointment only. Appointments will be made by e-mailing or telephoning a designated contact identified by the contractor. Appointments will be made in reservations of blocks of times for several people at a time or on an individual basis. Generally, appointments will be made at least three days in advance; however, contractor will make its best efforts to accommodate same-day requests for urgent situations.
2. The primary point of contact for scheduling for the Authority will be a dedicated Authority staff member in the Human Resources Department.
3. Services to be performed will be recorded on a mutually agreed upon Authorization Form which will be provided by the Authority after contract award. This form can either be brought by the participant to his/her appointment or it can be e-mailed in advance to the facility. The form will contain an accounting of the exam services the patient is to receive. In the event of an after-hours situation requiring screening and/or testing, the accounting of exam services the patient is to receive will be verbally confirmed by the authorized Authority staff.

4. Each facility must also have a designated on-site point of contact to assist with any special issues or concerns that inevitably arise on-site related to the implementation of this Agreement and the exam services.

#### **D. Performance of Services**

1. Contractor must provide all necessary supplies, identification and testing services, medical facilities, employees, and vendors necessary for medical data collection and interpretation.
2. At the facility, the contractor will register the participant. Participants will be required to show a government-issued photo ID.
  - a. After registration, the participant will be brought back to a private exam room where vitals will be taken.
  - b. Each requested service will be performed by a medical professional who has been trained and certified (where required) to perform the service.
  - c. Urine specimens and breath alcohol tests will be processed as necessary using the appropriate forms and lab requisition form. A lab courier will pick up specimens each day.
  - d. Examinations will be performed by licensed physicians, physician assistants, or nurse practitioners under the overall guidance of a physician who is board-certified in Occupational Medicine.
  - e. In the event that a DOT exam is required, each facility will have a medical provider that is a certified DOT examiner with the National Registry of Certified Medical Examiners ("NRCME"). The physician will provide the participant with a list of any required follow-up items that may be needed to complete the exam. These might include a clearance from a treating provider to clear the participant based on a heart attack or recent surgery, high blood pressure, or similar medical condition.
    - i. Test parameters such as "Pass/Fail" in areas that are not defined by an applicable federal standard, such as OSHA, will be determined by standards under protocols developed by the contractor and the Authority.
3. Drug test results will be reviewed by a Medical Review Officer ("MRO") before reporting. Results for drug tests must be reported independently from the facility and emailed by the contractor's Drug & Alcohol office after review to the designated Authority contact. The contractor will inform the Authority contact via phone of positive drug tests and/or breath alcohol tests.
4. Notification will be sent to the designated Authority contact of any appointment "no show" via email.
5. After completion of the testing, the contractor's physician will review all ancillary results and will issue a written physician's opinion letter clearing the participant to perform his or her job duties (or restrict job duties based on any medical deficiencies that prevent the performance) of physical demands and working conditions of the job. Final results, clearances, and a written Physician's Opinion Letter will be e-mailed to the designated Authority contact within three days of receiving all lab results and ancillary test results or a maximum of six calendar days after the patient visit. If no lab work is needed, exam results (e.g., DOT exam) will be sent the same day.
6. In the event a non-work-related medical condition is discovered through the pre-employment/promotional testing, the contractor must inform the patient of medically necessary information to follow up with his/her primary physician. Patient will need to return to the contractor's facility with clearance from their primary physician clearing the patient/employee for employment/fit-for-duty.
7. The Authority will store all authorized patient medical records in a locked file cabinet separate from other Human Resources records. Company must store the original of all medical records consistent with all federal, state, and local requirements.
8. Contractor will provide copies of all Authority authorized patient medical records in time, format, and manner that is mutually agreed upon by the Authority and contractor after contract award.

9. Contractor will provide a designated contact for the Authority regarding patient issues that are causing delays in results, for example, additional testing needed or information regarding a medical condition.

## **E. Components of Examinations**

### **1. "Pre-Employment physical" is understood to include the following:**

- a. Medical history – including pulmonary function, cardiac and musculoskeletal.
- b. Physical findings - including weight, height, blood pressure, pulse, and other vital signs.
- c. Vision tests - to include Titmus vision test-extended to include night vision, depth perception and color blindness as needed.
- d. Hearing tests - Audiogram-whisper test as needed.
- e. Clinical Evaluation: including the head, neck thyroid, eyes, ears, nose, throat, chest, heart, lungs, breast, abdomen, inguinal hernia, back, spine, bones, joints, extremities, skin, neurologic/emotional status, speaking/communicating, and other parts of the body as deemed necessary.
- f. Spirometry – pulmonary function test.
- g. Lifting assessment - must simulate job responsibility, etc. lifting, pulling, walking, standing, sitting, crouching, assessing ability to work outdoors in cold and hot climates including inclement weather.
- h. Drug Testing - according to pre-determined protocol and/or service request form.

### **2. "PEO Bike Unit Physical Examination" is understood to include the following:**

- a. Lift Test – Lift 41 lbs., floor to 60 inches, two times
- b. Carry Test – Carry 41 lbs. for 10 inches, two times
- c. Stepping 18-inch Platform Test – Ascend/descend 18-inch platform carrying 5 lbs., five times
- d. Bicycle Simulation – must include the following:
  - a. 10 minutes at 5.0 mph at 0% incline
  - b. 5 minutes at 10.0 mph at 0% incline
  - c. 5 minutes at 10.0 mph at 5% incline
- e. Crouch-Reach Floor Test – crouch to reach floor three times
- f. Stepping 8" Steps Test – Ascend/descend 8-inch step platform carrying 31 lbs. for 20 steps

### **3. Special Requirements: Procedures based on physical requirements of jobs, or required based on risk factors:**

- a. PA Chest X-ray (deemed necessary during physical examination)
- b. Electrocardiogram ("EKG") (deemed necessary during physical examination)
- c. Comprehensive Back Evaluation (deemed necessary during physical examination)

### **4. Types of Medical Evaluations and Procedures Required per Position Type:**

#### **A. Pre-Employment (General Support Employees)**

1. Routine Examination
2. Medical History Examination
3. 10 Panel Urine Drug Test (Rapid Drug Screen)
4. Breath Alcohol Test

#### **B. Pre-Employment (Non-DOT Positions)**

1. Routine Examination

2. Medical History Evaluation
3. Pre-employment Physical Examination
4. Pulmonary Function Test
5. EKG, Resting with Interpretation
6. 10 Panel Urine Drug Screen
7. Breath Alcohol Test
8. Audiogram
9. Vision Titmus-Depth Perception
10. Physician Affidavit signed by physician or nurse practitioner

**C. Promotion (Non-DOT Positions)**

1. Routine Examination
2. Medical History Evaluation
3. Pre-employment Physical Examination
4. Pulmonary Function Test
5. EKG, Resting with Interpretation
6. 10 Panel Urine Drug Screen
7. Audiogram
8. Vision Titmus-Depth Perception
9. Physician Affidavit signed by physician or nurse practitioner

**Promotional screenings do not require Breath Alcohol Test**

**D. Pre-Employment (DOT)**

1. Medical evaluation and certification as mandated by the DOT.
2. Medical History Evaluation
3. DOT Pre-employment Physical Examination
4. Pulmonary Function Test
5. EKG, Resting with Interpretation
6. 5 Panel Urine Drug Screen
7. Audiogram
8. Vision Titmus-Depth Perception
9. Physician Affidavit signed by physician or nurse practitioner

**E. Promotion (DOT Positions)**

1. Medical evaluation and certification as mandated by the DOT.
2. Medical History Evaluation
3. DOT Promotional Physical Examination
4. Pulmonary Function Test

5. EKG, Resting with Interpretation
6. 5 Panel Urine Drug Screen
7. Audiogram
8. Vision Titmus-Depth Perception
9. Physician Affidavit signed by physician or nurse practitioner

**Promotional screenings do not require Breath Alcohol Test**

**F. Promotion (PEO Bike Unit)**

1. PEO Bike Unit Physical Examination
2. Medical History Evaluation
3. Pulmonary Function Test
4. EKG, Resting with Interpretation
5. 5 Panel Urine Drug Screen
6. Audiogram
7. Vision Titmus-Depth Perception
8. Physician Affidavit signed by physician or nurse practitioner
9. Comprehensive Back Evaluation (deemed necessary by risk factors identified during physical examination)

**Promotional screenings do not require Breath Alcohol Test**

**G. Fitness for Duty**

1. Routine Examination depending on the nature of the medical condition.
2. Final decision will be based on whether the employee is able to perform the essential functions of the job that he/she does not represent a direct threat to him/herself or the public.
3. Pre-employment Physical
4. Random
5. Reasonable Suspicion
6. Post-Accident
7. Return to Duty
8. Follow-Up

**F. Reporting.**

1. Company must provide reports as requested by the Authority regarding the status and progress in providing the contracted services. In addition to the information provided on invoices, the report produced by Company must include the following:
  - a. Cycle times for appointments (time from check-in to check-out)
  - b. Time from appointment to the issuance of letter
  - c. Time to schedule the appointment once an appointment is requested
  - d. Type and count of final dispositions including (but not limited to): Pass, Fail, and Reconsiderations



## PART V

### CONTRACT TERMS AND CONDITIONS

**V-1. Sample Contract.** A sample contract is attached to this solicitation as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal (Tab G)** in order to be considered.

Exceptions or requested changes to the sample contract will be considered a part of the response. Exceptions or requested changes to the sample contract should be made with great care, because the number of changes made or the need for subsequent negotiations will factor into the scoring of the proposal.

The Authority's Contractor Integrity Provisions are attached to the proposed form of contract as Exhibit "A". Those Provisions apply to every Authority contractor and any party seeking to contract with the Authority. By submitting a proposal to this public procurement process the potential contractor agrees to comply with the Contractor Integrity Provisions.

**V-2. Contract Term.** The term of the contract shall commence upon award of a contract by the Authority's Board at a public meeting and execution of a contract by the Executive Director and will end two (2) years thereafter unless it is terminated earlier pursuant to the terms of the contract. The term of the contract may be extended by and at the sole option of the Authority for up to 3 (three) additional one-year renewals.

Appendix A  
Proposal Form

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

**PRE-EMPLOYMENT/PROMOTIONAL EMPLOYEE SCREENING AND TESTING SERVICES  
RFP No. 22-18**

**PROPOSAL FORM**

1. The undersigned submits this proposal in response to the above referenced **RFP No. 22-18 Pre-Employment/Promotional Employee Screening and Testing Services** being familiar with and understanding the advertised notice of opportunity, General Information, Work Statement, Proposal Form, Affidavit of Non-Collusion, and Addenda if any (the "Proposal Documents"), as prepared by the Philadelphia Parking Authority and posted on the Authority's Internet website and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, PA 19106. The party submitting a proposal is the "Offeror".
2. The Authority reserves the right to withdraw and cancel this RFP prior to opening or to reject any and all proposals after proposals are opened if in the best interest of the Authority, in the Authority's sole discretion. If the Authority accepts Offeror's offer, Offeror agrees to execute a contract memorializing the proposal's terms if the contract is delivered to Offeror within 60 days of the proposal opening date. This provision will not be interpreted to preclude the execution of a contract related to this proposal outside of that 60-day period.
3. Offeror acknowledges receipt of the following addenda:

| Addendum | Date  |
|----------|-------|
| _____    | _____ |
| _____    | _____ |
| _____    | _____ |

4. **Contract Term.** The term of the contract shall commence upon award of a contract by the Authority's Board at a public meeting and execution of a contract by the Executive Director and shall end two (2) years thereafter unless it is terminated earlier pursuant to the terms of the contract. The term of the contract may be extended by and at the sole option of the Authority for up to 3 (three) additional one-year renewals.

5. **Cost Form:** Offeror agrees to provide pre-employment/ promotional employee screening and testing services in accordance with the Work Statement for the prices stated below. The prices below will include pre-employment, promotional and fit-for duty screening and testing services for general support employees, non-DOT and DOT employees and PEO bike unit employees.

| Medical Evaluations and Procedures                            | Unit Cost |
|---|-----------|
| Medical Evaluation and certification as mandated by DOT       | \$        |
| Medical History Evaluation                                    | \$        |
| Breath Alcohol Test   | \$        |
| Pre-employment Physical Examination                           | \$        |
| DOT Pre-employment Physical Examination                       | \$        |
| DOT Promotional Physical Examination                          | \$        |
| PEO Bike Unit Physical Examination                            | \$        |
| Pulmonary Function Test                                       | \$        |
| Electrocardiogram, Resting with Interpretation                | \$        |
| 5 Panel Urine Drug Screen                                     | \$        |
| 10 Panel Urine Drug Test - Rapid Drug Screen                  | \$        |
| 10 Panel Urine Drug Screen                                    | \$        |
| Audiogram   | \$        |
| Vision Titmus-Depth Perception                                | \$        |
| Comprehensive Back Evaluation                                 | \$        |
| Physician Affidavit signed by physician or nurse practitioner | \$        |
| Routine Examination - based on medical condition              | \$        |
| Pre-Employment Physical                                       | \$        |
| Random  | \$        |
| Reasonable Suspicion  | \$        |
| Post-Accident   | \$        |
| Return to Duty  | \$        |
| Follow-up   | \$        |

6. **Requirement Statement:** The undersigned Offeror agrees to provide pre-employment/promotional employee screening and testing services as specified in the Work Statement, any Addenda, if issued and the response submitted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name  
(Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**7. Offeror Signatures: Complete one section below.**

**If proposal is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Officer. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this proposal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name of Offeror

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/ZIP Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**If offer is by a business entity other than a corporation form must be dated and signed here:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type of Entity

\_\_\_\_\_  
Business Name of Offeror

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/ ZIP Code

\_\_\_\_\_  
Telephone Number

**8. Affidavit of Non-Collusion:**

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

RFP No. \_\_\_\_\_

I state that I am \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of my organization) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal and I have placed my signature below.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Offeror or potential Offeror.

(2) Neither the price(s) nor the amount of this proposal, and neither the terms nor the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is an Offeror or potential Offeror, and they will not be disclosed before proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal in response to this Proposal, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal of my organization is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal. I have read, understand and will abide by the Authority's Contractor Integrity Provisions.

(5) \_\_\_\_\_ (my organization's name) its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ (my organization's name) understands and acknowledges that the above representations are material and important and will be relied on by The Philadelphia Parking Authority when awarding the contract for which this proposal is submitted. I understand and my organization understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The Philadelphia Parking Authority of the true facts relating to the submission of proposals / proposals for this contract.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_ DAY  
OF 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**9. Qualifications:**

- a. **Type of business:** Individually owned   
*Check one* Partnership   
Corporation   
Other

- b. **Number of employees:** Under 25   
*Check one* Under 50   
Under 100   
Over 100

c. **If you have had previous contracts with the Authority, list date and product or service provided:**

i.....

ii.....

iii.....

d. **Philadelphia Business Activities License Number:** \_\_\_\_\_

e. **Federal EIN Number:** \_\_\_\_\_



# Philadelphia Parking Authority

## SMALL AND SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

RFP Name and Number: \_\_\_\_\_

Offeror: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### OFFEROR INFORMATION:

Does the Offeror hold a Small Business Procurement Initiative certificate issued by the Pennsylvania Department of General Services?  Yes  No (**MUST** check one)

If yes, please identify each category that applies to your business:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.
5. \_\_\_\_\_.

The Offeror will need to attach a copy of their SBPI certificate. Offeror will be required to maintain their status as a certified Small and Diverse Business throughout the entire term of the contract. **This form must be completed and submitted with your proposal.** If you do not participate in the Small Business Procurement Initiative, please check the box for "No" and submit with your proposal.

MANAGER OF CONTRACT ADMINISTRATION  
THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA, PA 19106



**Proposal Decline Form:** RFP No. 22-18 Pre-Employment/Promotional Employee Screening and Testing Services

If you did not submit an offer to the Authority for this solicitation, please return this form immediately.

The undersigned contractor declines to submit an offer for this project.

Name: \_\_\_\_\_

- Requirements too “tight” (explain below)
- Unable to meet time period for responding to this Proposal
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to complete Work Statement
- Unable to meet Bond/Insurance Requirements
- Work Statement unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

Comments:

|  |
|--|
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|  |
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|  |
|  |

Upon completion of this form, please email the form to Shannon Stewart, Manager of Contract Administration at [sstewart@philapark.org](mailto:sstewart@philapark.org). A link to the electronic version of this form can be found on our website or by clicking this link, <https://app.smartsheet.com/b/form/f9cf052ee5934437a1ae96dc117e0e99>.

Appendix B  
Sample Contract

**AGREEMENT FOR PRE-EMPLOYMENT/PROMOTIONAL  
EMPLOYEE SCREENING AND TESTING SERVICES  
BY AND BETWEEN  
THE PHILADELPHIA PARKING AUTHORITY  
AND \_\_\_\_\_**

Contract No. K-22-0079

**THIS AGREEMENT** effective as of the \_\_\_\_ day of \_\_\_\_\_, 2022 by and between **The Philadelphia Parking Authority**, an agency of the Commonwealth of Pennsylvania and a body corporate and politic, with its principal address at 701 Market Street, Suite 5400, Philadelphia, PA 19106 (the "**Authority**") and \_\_\_\_\_ with a registered address at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ ("**Company**").

**WITNESSETH:**

**WHEREAS**, the Authority, a public body corporate and politic organized and existing under the Act of 2001, June 19, P.L. 287, No. 22, as amended;

**WHEREAS**, the Authority sought the services of a local, qualified employment screening vendor to provide pre-employment and promotional employee drug screenings, pre-employment physicals, and fit-for-duty testing for prospective applicants and promotional employees under a contract with the Authority through Request for Proposal No. 22-18 "Pre-Employment/Promotional Employee Screening and Testing Services" (hereinafter "RFP"), a true and correct copy of the RFP is attached hereto as Exhibit "B"; and

**WHEREAS**, upon review of Company's Proposal responding to the RFP submitted to the Authority on \_\_\_\_\_ ("Proposal"), the Authority's Board voted at a public meeting to award this contract to Company. A true and correct copy of the Proposal is attached hereto as Exhibit "C".

**NOW, THEREFORE**, in consideration of the covenants and conditions contained herein, intending to be legally bound, the parties hereto hereby agree as follows:

**1. SERVICES.**

The Authority hereby engages and Company hereby agrees to provide services ("Services") as provided below:

A. To perform high quality Services, as detailed in the RFP and in the Proposal in the most cost effective manner utilizing personnel at the level of competence required relative to the nature of the work, and to follow all applicable federal, state, or local laws;

B. To coordinate the fulfillment of this Agreement with the Authority's Project Manager for the implementation of the Services. The Authority's Project Manager shall be Darryl White who may be reached at 215-683-9649 or by e-mail at DWhite@philapark.org. However, the parties agree that only the Authority's Board or Executive Director may consent to any alteration or amendment to this Agreement, and in each such case in writing.

C. To comply fully with all requirements and terms of this Agreement, the RFP and the Proposal.

2. **TERM.** The term of this Agreement shall commence on the date first written above and shall end 2 years thereafter, with 3 one-year Options to Renew at the sole discretion of the Authority, subject to the other provisions of this Agreement. The Authority shall provide 30 days written notice of its option to renew for each one-year term permitted by this Agreement. The term of this Agreement may not be extended beyond 5 years.

3. **CONSIDERATION AND PAYMENT.**

A. For the performance of Services described herein, the Authority shall pay the Company in accordance with Section \_\_\_\_ of its \_\_\_\_\_ (date) Proposal (“Fixed Fee”). Company agrees to accept such amounts resulting from the Services performed as the sole and full compensation for such Services.

B. The Company shall invoice the Authority monthly and in arrears for payment for Services as provided in this Agreement in a form acceptable to the Authority. All invoices shall be forwarded to Darryl White at the Authority’s address provided above.

C. The Pricing set forth in this Agreement shall include all shipping and delivery costs associated with the fulfillment of the terms of this Agreement, as well as any tax, imposition, charge, duty, or levy (“Tax”) which may be imposed under any present or future law on the sale of the merchandise covered by this Agreement. At no time will Company be reimbursed for any administrative or overhead costs incurred by Company in fulfilling the terms of this agreement, including, but not limited to, any time, fees or expenses associated with Company’s travel, fuel, lodging, food, or photocopying in connection with Company’s Services without the advanced written approval of the Project Manager.

D. Company's only permitted source of income, revenue or compensation earned in connection with this Agreement are the Fixed Fees paid by the Authority. Any other source of income, revenue, consideration or compensation, including, but not limited to, commissions and overrides received by Company in connection with this Agreement must be disclosed to the Authority and remitted to the Authority or subtracted from the annual Fixed Fee.

E. Invoices shall include the patient tested by name, service performed, date of service and amount due for services at contract pricing.

4. **NO SOLICITATION/CONFLICTS OF INTEREST.**

A. Company does hereby warrant and represent that the laws of the Commonwealth of Pennsylvania have not been violated as they relate to the procurement or performance of this Agreement by any conduct, including payment or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly to any Authority employee, officer or Company.

B. To the best of Company’s knowledge, no Authority member or officer, and no employee of the Authority has any interest (whether contractual, non-contractual, financial or otherwise) in this

transaction or in the business of Company. If such transaction comes to the knowledge of the Company at any time, a full and complete disclosure of such information shall be made to the Authority.

C. Company hereby acknowledges receipt and acceptance of the Authority's Contractor Integrity Provisions attached hereto as Exhibit "A". Company, for itself, its agents and employees agrees to adhere to the Contractor Integrity Provisions and understands that failure to do so may result in the cancellation of this contract and the reporting of any offending event for investigation.

5. **INABILITY OF COMPANY TO PERFORM.** The inability of Company to perform or provide the Services under this Agreement, for any reason, shall automatically terminate this Agreement, whereupon all liabilities or obligations for payment hereunder shall terminate as of the date of such termination.

6. **TERMINATION FOR CONVENIENCE OF AUTHORITY.** The Authority and Company agree that this Agreement may be terminated by the Authority with or without cause upon five (5) days' notice in writing by the Authority to Company. If the Agreement is terminated by the Authority, as provided herein, Company will be paid any compensation outstanding for the Services satisfactorily performed pursuant to Section 3 herein for the period prior to the date of termination. In such event, all memoranda, records, data, information and other documents prepared by Company shall become the property of the Authority and shall be forthwith delivered to the Authority. The payments to be made to Company hereunder are the Company's sole remedy and right with respect to termination under this paragraph.

7. **GENERAL TERMS AND CONDITIONS.**

**A. Right to Know Law Provisions.**

1. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL") applies to this Agreement.

2. If the Authority requires the assistance of the Company as to any request or other issue related to the RTKL in regard to this Agreement ("Requested Information"), it will notify the Company using the contact information provided in this Agreement. Upon written notification from the Authority that it requires the Company's assistance in responding to such a request under the RTKL the Company must:

i. Provide the Authority, within 5 days after receipt of written notification, with copies of any document or information in the Company's possession arising out of this Agreement that the Authority reasonably believes is Requested Information and may be a public record under the RTKL; and

ii. Provide such other assistance as the Authority may reasonably request, in order to comply with the RTKL with respect to this Agreement.

3. If the Company considers the Requested Information to be exempt from production under the RTKL, the Company must notify the Authority and provide, within 5 days of receiving the written notification, a written statement signed by a representative of the Company explaining why the

requested material is exempt from public disclosure under the RTKL and identifying the specific provision of the RTKL that renders some or all of the Requested Information exempt from disclosure.

4. The Authority will rely upon the written statement from the Company in denying a RTKL request for the Requested Information unless the Authority determines that the Requested Information is clearly not protected from disclosures under the RTKL. In the event the Authority determines that the Requested Information is clearly not exempt from disclosure, the Company must provide the Requested Information to the Authority within 5 days of receipt of written notification of the Authority's determination.

5. The Authority will reimburse the Company for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

6. If the Company fails to provide the Requested Information as provided in paragraph No. 4. ("Company's Refusal") the party requesting the information may have the right to challenge that failure to disclose before the Pennsylvania Office of Open Records ("OOR") and potentially the courts. Company hereby understands and agrees that the Authority will not argue in favor of the Company's non-disclosure of the Requested Information and will inform the tribunal that it directed Company to produce such information.

7. In the event of administrative or legal proceedings, or both, related to Company's Refusal, the following will apply:

i. Company will defend the Authority, at its sole cost, before an agency or court as to any matter or claim related to Company's Refusal. Company will provide that defense through independent legal counsel agreed to in advance by the Authority, in its sole discretion.

ii. Company further agrees that it will indemnify and hold the Authority harmless for any damages, penalties, costs, detriment or harm that the Authority may incur as a result of the Company's failure to releases Requested Information, including any statutory damages or order to pay any party's attorney's fees.

8. As between the parties, the Company agrees to waive all rights or remedies that may be available to it as a result of the Authority's disclosure of Requested Information pursuant to the RTKL.

9. The Company's duties relating to the RTKL are continuing duties that survive the expiration or termination of this Agreement and shall continue as long as the Company has Requested Information in its possession.

**B. Force Majeure.** Neither contracting party will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labor condition and governmental action) that was beyond the party's reasonable control.

**C. No Third-Party Beneficiaries.** There are no third-party beneficiaries to this Agreement.

**D. Maintenance of Records.** Regardless of the impact of the Right-to-Know Law, Company shall maintain all data, records, memoranda, statements of services rendered, correspondence and

copies thereof, in adequate form, detail and arrangement, for the Authority's benefit for a minimum of three (3) years following the termination or expiration of this Agreement. Such information must be maintained in a secure and professionally reasonable manner. Thereafter, Company shall contact the Authority before disposing of any such materials and the Authority may direct that some or all of such materials be delivered to the Authority.

**E. Assignment.** This Agreement may not be transferred or assigned by Company without the prior written consent of the Authority which consent may be withheld in the sole discretion of the Authority, any transfer or assignment made without the prior written consent of the Authority shall be void.

**F. Non-Discrimination.** Company agrees to abide by all legal provisions regarding non-discrimination in hiring and contracting made applicable by federal, state and local laws.

**G. Notices.** Any legal notice or demand given by one party to the other under this Agreement shall be in writing and served by a delivery service, against written receipt or signed proof of delivery addressed to the other party at the address set forth above, unless a party shall have provided written notice to the other identifying a new address for notice. Notice to the Authority shall be labeled "c/o General Counsel". All notices shall be deemed given on the day after the notice was given to the courier or Postal service.

**H. Captions.** The captions in this Agreement are for convenience only and are not a part of this Agreement and do not in any way define, limit, describe or amplify the terms and provisions of this Agreement or the scope or intent thereof.

**I. General Indemnity.** Company shall be responsible for, and shall indemnify, defend, and hold harmless the Authority and its Members, officers, employees, attorneys and agents (the "Indemnified Parties") from all claims, liabilities, damages, and costs including reasonable attorneys' fees, for bodily injury (including death and workers compensation claims) and damage to real or tangible personal property arising from or related to the negligence or other tortious acts, errors, and omissions of Company, its employees, or its subcontractors while engaged in performing the work of this Agreement or while present on the Authority's premises, and for breach of this Agreement regarding the use or nondisclosure of proprietary and confidential information where it is determined that Company is responsible for any use of such information not permitted by this Agreement. This indemnification obligation shall not be reduced in any way by any limitation on the amount or type of damages, compensation, or benefits payable by Company or its subcontractors under any employee benefit act including but not limited to Workers' Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

**J. Entire Agreement.** This Agreement contains the entire agreement of the parties with respect to the matter covered by this Agreement. No other agreement, statement, representation, understanding or promise made by any party or by any employee, officer, or agent or any party, that is contained in this Agreement, shall be binding or valid. Any revisions, additions, and/or modifications of this Agreement must be set forth in writing and signed by all parties.

**K. Exhibits and Interpretation.** All Exhibits to this Agreement are hereby incorporated by reference as though set forth fully herein. The contracting parties acknowledge and agree that (i) each party reviewed and negotiated the terms and provisions of this Agreement and has contributed to it;



and (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of the Agreement, regardless of which party was generally responsible for the preparation of this Agreement.

**L. Order of Precedence.** In the event of an inconsistency between provisions of this Agreement, it shall be resolved by giving precedence in the following order: (1) the main body of this Agreement (not including Exhibits); (2) RFP (Exhibit “B”), (3) the Company’s Proposal (Exhibit “C”) and (3) all other exhibits. It is Company’s responsibility to study this Agreement and to report at once in writing to the Authority any errors, inconsistencies, discrepancies, omissions or conflicts discovered between any provisions of the Agreement. Any work performed by the Company prior to receiving a written response from the Authority with respect to any alleged error, inconsistency, discrepancy, omission or conflict shall be at the Company’s own risk and expense.

**M. Specific Proposals.** It is understood that the Authority shall have the absolute discretion to accept, reject or modify any proposal or offer which Company may bring to the Authority’s attention during the term of this Agreement. The Authority may direct that Company suspend or modify any of its Services related to this Agreement at any time.

**N. Independent Contractor.** Company agrees that it, as well its employees, are independent contractors as to any Services provided and this Agreement is not intended to create any form of employment relationship.

**O. Applicable Law and Venue.** This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The parties hereto irrevocably consent to the exclusive jurisdiction of the First Judicial District of Pennsylvania, being the Philadelphia Court of Common Pleas and waiving any claim or defense that such forum is not convenient or proper. Company agrees that the Philadelphia Court of Common Pleas shall have *in personam* jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

**P. Taxes.**

1. Company hereby certifies that neither it, nor any of its parent or subsidiary entities, is delinquent or overdue in the payment of any tax or fee to the City or County of Philadelphia or the Commonwealth of Pennsylvania. Company also certifies that its Philadelphia Commercial Activity License No. is:\_\_\_\_\_. Company further certifies that its Federal Tax ID. No. is:\_\_\_\_\_.

2. As an agency of the Commonwealth of Pennsylvania, and a local government agency, the Authority is exempt from the payment of state and local sales and use and other taxes on material, equipment or other personal property. Company agrees that the fees, prices or rates stated in this Agreement (1) do not include any state or local taxes, surcharges or fees on the Authority in connection with this transaction, and (2) do include all other applicable taxes for which Company is liable. In the event Company’s performance under this Agreement creates a tax liability, such taxes, including but not limited to, real estate taxes, school taxes, use & occupancy taxes, and sales taxes shall be the sole obligation of Company, and Company shall maintain current accounts as to the payment of such taxes and be liable over to the Authority for any taxes assessed against the Authority as a result of Company’s performance under this Agreement.

**Q. Ownership of Authority Materials.** As between the parties, the Authority shall own and retain all right, title and interest in and to all Authority data, records, policies, statements, advertisements, programs, procedures, files, any and all Authority Provided Resources, such as, documents, or data provided by the Authority, including but not limited to the RFP, and all written summaries, findings and reports, and proposed policies and procedures produced by Company pursuant to this Agreement.

**R. Insurance.** Company agrees to provide the Authority the appropriate certificates of insurance in accordance with the Insurance Requirements of the RFP.

**S. Waiver.** No term or provision hereof shall be deemed waived by the parties unless such waiver or consent shall be in writing signed by both parties. No breach shall be excused unless it is in writing signed by the non-breaching party.

**T. Prior Agreement.** This Agreement supersedes and replaces any and all previous agreements between the parties.

**U. Recitals.** The Recitals set forth at the beginning of this Agreement are deemed incorporated herein, and the parties hereto represent they are true, accurate and correct.

**V. Separation Clause.** If any provision of this Agreement, or the application of any provision to any person or circumstances, is held invalid or unenforceable, the remainder of this Agreement and the application of such provision(s) to other persons or circumstances shall remain valid and enforceable.

**IN WITNESS WHEREOF**, and intending to be legally bound pursuant to the Uniform Written Obligations Act, 33 P.S. 6, the parties have set their hands and seals on the date first above written.

**The Philadelphia Parking Authority**

Attest: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

By: \_\_\_\_\_

Clarena Tolson  
Deputy Executive Director

APPROVED AS TO FORM

By: \_\_\_\_\_  
Office of General Counsel

**Company**

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

**EXHIBIT A**  
**Philadelphia Parking Authority**  
**CONTRACTOR INTEGRITY PROVISIONS**

1. Definitions.

a. **Confidential Information** means information that is not public knowledge, or available to the public on request, disclosure of which would give an unfair, unethical, or illegal advantage to another desiring to contract with the Authority.

b. **Consent** means written permission signed by a duly authorized officer or employee of the Authority, provided that where the material facts have been disclosed, in writing, by prequalification, bid proposal, or contractual terms, the Authority shall be deemed to have consented by virtue of execution of this Contract.

c. **Contractor** means the individual or entity that has entered into this Contract with the Authority, including directors, officers, partners, managers, key employees, and owners of more than a 5% interest.

d. **Contractor Related Parties** means any affiliates of the Contractor and the Contractor's officers and directors.

e. **Financial interest** mean any financial interest in a legal entity engaged in business for profit which comprises more than 5% of the equity of the business or more than 5% of the assets of the economic interest in indebtedness

f. **Gift** means any conveyance of anything of value, including cash, a gratuity (tip), favor, entertainment (including tickets to sporting events), travel, food, drink, a loan, employment or services.

2. The Contractor shall maintain the highest standards of integrity in the performance of this Contract and shall take no action in violation of state or federal laws, regulations, or other requirements that govern contracting with the Authority, including these Contractor Integrity Provisions.

3. The Contractor shall not disclose to others any confidential information gained by virtue of this Contract.

4. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not, in connection with this or any other agreement with the Authority, directly or indirectly, offer, confer, or agree to confer any pecuniary benefit or gift on anyone, for any reason, including as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any officer or employee of the Authority.

5. Contractor confirms that no Authority officer or employee holds a financial interest in Contractor.

6. Contractor shall have no financial interest with or in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Authority in writing and the Authority consents to Contractor's financial interest prior to the Authority's execution of the contract. Contractor shall disclose the financial interest to

the Authority at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.

7. When Contractor has reason to believe that any breach of ethical standards as set forth in law or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by an Authority officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Authority contracting officer or the Authority's Office General Counsel in writing.

8. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof.

9. Contractor agrees to reimburse the Authority for the reasonable costs of investigation incurred by the Authority's Office of General Counsel, or its designee, for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Authority that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

10. Contractor shall cooperate with the Authority's Office of General Counsel, or its designee, in its investigation of any alleged officer or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an investigator, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Authority's designated investigator to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Authority and any such subcontractor, and no third party beneficiaries shall be created thereby.

11. For violation of any of these Contractor Integrity Provisions the Authority may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Authority. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

12. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:

- a) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
- b) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
- c) had any business license or professional license suspended or revoked;
- d) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
- e) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Authority will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Authority in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Authority may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

**Exhibit “B”  
Request for Proposal**

**Exhibit “C”  
Company’s Proposal**

# Appendix C

## Insurance Requirements



THE PHILADELPHIA PARKING  
AUTHORITY  
GENERAL INSURANCE  
REQUIREMENTS

Prior to commencement of the contract and until completion of your work, **Company** shall, at its sole expense, maintain the following insurance on its own behalf, with an insurance company or companies having an A.M. Best Rating of “A-: Class VII” or better, and furnish to The Philadelphia Parking Authority (PPA) Certificates of Insurance evidencing same. Coverage must be written on an “occurrence” basis (exception – professional liability may be written on a “claims-made basis) and shall be maintained without interruption through the entire period of this agreement.

1. Workers Compensation and Employers Liability: in the State in which the work is to be performed and elsewhere as may be required and shall include, where applicable, U.S. Longshoremen’s and Harbor Workers’ Coverage.

- a) Workers’ Compensation Coverage: Statutory Requirements
- b) Employers Liability Limits not less than:

|                            |                         |
|----------------------------|-------------------------|
| Bodily Injury by Accident: | \$500,000 Each Accident |
| Bodily Injury by Disease:  | \$500,000 Each Employee |
| Bodily Injury by Disease:  | \$500,000 Policy Limit  |

2. Commercial General Liability: including Premises-Operations, Independent Contractors, Products/Completed Operation, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under a Contract), and Personal Injury Coverage.

- a) Occurrence Form with the following limits:

|   |             |
|---|-------------|
| (1) General Aggregate:                          | \$2,000,000 |
| (2) Products/Completed Operations<br>Aggregate: | \$1,000,000 |
| (3) Each Occurrence:                            | \$1,000,000 |
| (4) Personal and Advertising Injury:            | \$1,000,000 |
| (5) Fire Damage (any one fire):                 | \$ 50,000   |
| (6) Medical Expense (any one person):           | \$ 5,000    |

- b) General Aggregate must apply on a Per Location Basis as applicable.

- c) Owner must be named as additional insured as shown in requirement #7.

3. Automobile Liability: (Note: if no owned vehicles, show at least hired and non-owned coverage)

- a) Coverage to include:

- i. All Owned, Hired and Non-Owned Vehicles
- ii. Contractual Liability Coverage (including Liability for Employee Injury assumed under a Contract)

- b) Per Accident Combined Single Limit: \$1,000,000

- c) Owner must be named as additional insured as shown in requirement #7.

4. Professional (E&O) Liability Insurance including Errors & Omissions with minimum acceptable limits of \$1,000,000 per claim, \$2,000,000 aggregate. Claims-made is acceptable.

5. Deductibles or Self-Insured Retention’s: **Company** is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.

6. Financial Rating of Insurance Companies:

- a) A.M. Best Rating: A – (Excellent) or Higher

THE PHILADELPHIA PARKING  
AUTHORITY  
GENERAL INSURANCE  
REQUIREMENTS

- b) A.M. Best Financial Size Category: Class VII or Higher
7. The Philadelphia Parking Authority, its agents, employees, representatives, officers and directors individually and collectively, shall be added as ADDITIONAL INSURED on the policies as noted above. **Company's** coverage shall be primary and non-contributory to any other coverage available to Philadelphia Parking Authority, including, without limitation, coverage maintained by Philadelphia Parking Authority wherein Philadelphia Parking Authority is named insured, and that no act of omission shall invalidate the coverage.
- It is agreed that **Company's** insurance will not be cancelled, materially changed or non-renewed without at least thirty (30) days written notice to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Certified Mail-Return Receipt Requested.
8. Waiver of Rights of Recovery and Waiver of Rights of Subrogation:
- a) **Company** waives all rights of recovery against The Philadelphia Parking Authority and all additional Insureds for loss or damage covered by any of the insurance maintained by **Company** pursuant to this Contract.
- b) **Company** and its respective insurance carriers hereby waive all rights of subrogation against The Philadelphia Parking Authority and all additional insureds for loss or damage covered by any of the insurance maintained by **Company** pursuant to this contract.
- c) If any of the policies of insurance required under this Contract require an endorsement to provide for the waiver of subrogation set forth in b, above, then the named insured's of such policies will cause them to be endorsed.
9. The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the **Company**.
10. Any type of insurance or any increase in limits of liability not described above which the Authority requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
11. The carrying of insurance shall in no way be interpreted as relieving **Company** of any responsibility or liability under the contract.
12. Prior to the commencement of work or use of premises, **Company** shall file Certificates of Insurance with The Philadelphia Parking Authority, which shall be subject to The Philadelphia Parking Authority's approval of adequacy of protection and the satisfactory character of the insurer. The Certificates of Insurance should be mailed within five days of receipt of these insurance requirements to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, regardless of when your work will start. Project description and Job Number must be shown on the Certificate of Insurance.

In the event of a failure of **Company** to furnish and maintain said insurance and to furnish satisfactory evidence thereof, The Philadelphia Parking Authority shall have the right (but not the obligation) to take out and maintain the same for all parties on behalf of **Company** who agrees to furnish all necessary information thereof and to pay the cost thereof to The Philadelphia Parking Authority immediately upon presentation of an invoice.

THE PHILADELPHIA PARKING  
AUTHORITY  
GENERAL INSURANCE  
REQUIREMENTS

13. Failure of **Company** to obtain and maintain the required insurance shall constitute a breach of contract and **Company** will be liable to the Philadelphia Parking Authority for any and all cost, liabilities, damages, and penalties (including attorney's fees, court, and settlement expenses) resulting from such breach, unless the Philadelphia Parking Authority provides **Company** with a written waiver of the specific insurance requirement.
14. None of the requirements contained herein as to the types, limits, or PPA's approval of insurance coverage to be maintained by **Company** are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by **Company** under the Contract Documents, any other agreement with the PPA, or otherwise provided by law.
15. If work involves subcontractors, **Company** shall require all subcontractors (of every tier) to meet the same insurance criteria as required of **Company**. The subcontractor's insurance must name the PPA as additional insured. **Company** shall maintain each subcontract's certificate of insurance on file and provide such information to the PPA for review upon request.
16. Failure of **Company** to provide insurance as herein required or failure of PPA to require evidence of insurance or to notify **Company** of any breach by **Company** of the requirements of this Section shall not be deemed to be a waiver of any of the terms of the Contract Documents, nor shall they be deemed to be a waiver of the obligation of **Company** to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of **Company** and independent of the duty to furnish a copy or certificate of such insurance policies.

# Appendix D

## Job Classifications

**RFP No. 22-18**  
**Pre-Employment/Promotional Employee Screening and Testing Services**  
**Appendix D - Job Classifications**

| <b>General Support Job Classifications</b>             |
|--|
| Accountant I   |
| Accounts Payable Processing Technician                 |
| Administrative Analyst III to Director                 |
| Administrative Assistant                               |
| Administrative Manager                                 |
| Administrative Officer                                 |
| Assistant Controller                                   |
| Assistant to Director                                  |
| Claims Representative Analyst                          |
| Clerk  |
| Controller   |
| Coordinator: Accounts Payable                          |
| Coordinator: Claims                                    |
| Coordinator: Customer Care                             |
| Coordinator: Customer Service                          |
| Coordinator: Office of the Clerk                       |
| Coordinator: Parking Management                        |
| Coordinator: Procurement                               |
| Coordinator: Registration Suspend                      |
| Coordinator: Social Media                              |
| Coordinator: Time & Attendance                         |
| Deputy Director  |
| Deputy Executive Director                              |
| Deputy General Counsel                                 |
| Deputy Manager   |
| Director   |
| Drug & Alcohol Personnel Officer                       |
| Executive Assistant                                    |
| Executive Board Administrator                          |
| Executive Director                                     |
| Facility Superintendent                                |
| Finance Special Advisor                                |
| General Counsel  |
| HR Generalist  |
| Internal Auditor                                       |
| Inventory Supervisor                                   |
| IT Administrative Specialist                           |
| IT Network Administrator                               |
| IT Specialist  |
| IT System Administrator                                |
| IT System Developer                                    |
| IT Trainee   |
| Legal Executive Assistant                              |
| Manager  |
| Monthly Parking Examiner                               |
| Payroll Specialist                                     |
| Payroll Time Control Special Advisor                   |
| Processing Specialist I                                |
| Processing Specialist II                               |
| Programmer   |
| Project Coordinator                                    |
| Project Manager  |
| Red Light Camera Processor                             |
| Revenue Examiner I                                     |
| Revenue Examiner II                                    |
| Revenue Supervisor                                     |
| Secretary  |
| Software Developer                                     |
| Staff Accountant                                       |
| Supervisor (Assistant Supervisor, Security Supervisor) |
| Taxi & Limo Analyst                                    |
| Taxi & Limo Processing Specialist                      |

| <b>Non-DOT Positions</b>               |
|--|
| Account Clerk                          |
| Administrative Clerk                   |
| Assistant Site Coordinator             |
| Auction Financial Coordinator          |
| Auto Mechanic Helper & Auto Parts Tech |
| Bike Patrol PEO                        |
| Booter                                 |
| Booting Supervisor                     |
| Cashiers                               |
| Communications Supervisor              |
| Customer Service Representative        |
| Dispatcher                             |
| Electrician                            |
| Electronics Technician                 |
| Floorperson                            |
| Garage Attendant                       |
| Head Site Coordinator                  |
| Head Supervisor                        |
| Housekeeper I                          |
| Housekeeper II                         |
| Housekeeping Supervisor                |
| Impoundment Lot Officer I              |
| Impoundment Lot Officer II             |
| Impoundment Lot Supervisor             |
| Inventory Control Clerk                |
| Inventory Parts Supervisor             |
| Labor Sub-Foreman                      |
| Lead Mechanic                          |
| Lot Attendant Supervisor               |
| Lot Attendants                         |
| Maintenance Mechanic Helper            |
| Maintenance Mechanic I                 |
| Maintenance Mechanic II                |
| Maintenance Personnel II               |
| Maintenance Supervisor                 |
| Maintenance Supervisor II              |
| Meter Collection Supervisor            |
| Meter Mechanic Supervisor              |
| Meter Repair Technician                |
| Meter Repair Technician Trainee        |
| Meter Security Control Clerk           |
| Operations Analyst I                   |
| Operations Analyst II                  |
| Operations Analyst III                 |
| Painter I                              |
| Painter II                             |
| Parking Enforcement Officer            |
| Parking Investigator                   |
| Parking Investigator II                |
| Parking Management Supervisor          |
| Parking Meter Coin Collector           |
| PEO Supervisor                         |
| Permit Parking Supervisor              |
| Plumber                                |
| Pole Crew Mechanic                     |
| Pole Crew Supervisor                   |
| Revenue Analyst                        |
| Safety Officer                         |
| Secretary Maintenance I                |
| Security Officer                       |
| Site Coordinator                       |
| Stock Room Supervisor                  |
| Stock Room Technician                  |
| Taxi & Limo Inspector                  |
| TLD Supervisor                         |
| Vehicle Coordinator                    |

| <b>DOT Positions</b>          |
|-------------------------------|
| Equipment Operator            |
| Tow Truck operator            |
| Fleet Auto Mechanic           |
| Flat Bed Tow Operator         |
| Heavy Duty Equipment Operator |
| Towing Vehicle Coordinator    |
| Tow Supervisor                |
| Fleet Supervisor              |