



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

**INSURANCE BROKER AND RISK MANAGEMENT SERVICES  
RFP No. 22-22**

**NOTICE TO OFFERORS**

Sealed proposals will be received until 12:00 PM on Friday, February 24, 2023 by the Philadelphia Parking Authority (“Authority”), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, as amended, known as the “Parking Authority Law,” in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106.

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

Prospective Offerors are required to attend a mandatory Pre-Proposal Meeting that will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on Friday, January 27, 2023 at 11:00 AM. Offerors may also attend virtually using the Microsoft Teams below:

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 292 334 292 92

Passcode: dAkWEU

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 929-346-7319,,773858435#](#) United States, New York City

Phone Conference ID: 773 858 435#

[Find a local number](#) | [Reset PIN](#)

Offerors must be in attendance at this meeting in order to be considered an eligible Offeror.

**Prospective Offerors who are having technical difficulties attending the meeting should contact Shannon Stewart regarding any connectivity issues at 215.837.9025.**

Prospective Offerors are encouraged to submit questions until Friday, February 10, 2023, at 12:00 PM. Please forward all questions to Shannon Stewart via email at [sstewart@philapark.org](mailto:ss Stewart@philapark.org). Only questions submitted in writing will be considered.

**Proposals are due no later than 12:00 PM on Friday, February 24, 2023.**