

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

**RFP No. 23-04**

**Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems**

**Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: October 4, 2023

No Pages: 2

This addendum is issued on October 4, 2023, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

**CHANGES TO THE RFP DOCUMENT**

1. **The question deadline has been extended to Friday, October 6, 2023 at 12:00 PM.**

**QUESTIONS**

1. **Question:** Regarding the two-hour SLA provision on pg. 14, if multiple locations are in need of service how would the two-hour SLA be handled?

**Response:** Response: One outage could affect multiple locations. Therefore, the two-hour window would be regarding a specific outage. For example, if a server goes down at PPA Headquarters that controls security access for multiple locations within Headquarters, the two-hour window would be in effect for the service call on the server. Otherwise, the two-hour window would be in effect for an individual issue pertaining to just one location.

2. **Question:** Is the prime contractor able to have a named sub-contractor as part of this contract?

**Response:** Yes, however, sub-contractors must be identified in your proposal. If the selected Offeror intends to use a sub-contractor during the contract term who was not identified in their proposal, the Authority must approve the sub-contractor in writing prior to any work being performed.

3. **Question:** When you're speaking about the small diverse business, we, I don't believe, qualify for that, but there's a section on there for the small business, do you require that certification?

**Response:** You do not need to be a small diverse business to participate in this solicitation. However, in order to receive the scoring points, the Offeror or subcontractor must be a small diverse business certified by the Pennsylvania Department of General Services. Offerors must also complete the Small Diverse Participation Form in the Proposal Form regardless of their classification.

4. **Question:** On the State website, PA.gov for small business application, there are two different classifications, do you need not just the diverse, but the small business one, do you require that to be able to apply for this RFP?
- Response:** You are not required to be a small diverse business to submit a proposal for this RFP. The Authority will only accept the small diverse business classification when allocating scoring points. If an Offeror is classified as a small business, no points will be awarded. Offerors must also complete the Small Diverse Participation Form in the Proposal Form regardless of their classification.
5. **Question:** The small business points award, is that just, like linear to the overall cost of the contract, if a small business is ten percent they get one point, fifty percent they get five points?
- Response:** Offeror and/or subcontractors must be classified as a small diverse business to receive points. If Offeror or subcontractor is a small business, no points will be awarded. Points are awarded based on the amount of the contract that the small diverse business will receive if Offeror is awarded a contract.
6. **Question:** Who is the current incumbent vendor for your camera system?
- Response:** Hyde Electric is the current contractor.
7. **Question:** Can you provide attendee list from the mandatory meeting?
- Response:** The Pre-Proposal Attendance list is posted on the Authority's website under the RFP posting.
8. **Question:** If a business is not currently Bosch certified would we still be considered?
- Response:** No, Bosch certification is a requirement.
9. **Question:** If selected for this contract could we become Bosch certified after award?
- Response:** No, Bosch certification is required prior to the awarding of the contract.

**END OF ADDENDUM ONE**