

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

**RFP No. 23-05
Driver Safety Program**

Addendum One

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: December 4, 2023

No Pages: 2

This addendum is issued on December 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.

QUESTIONS

1. **Question:** With respect to the questions that are submitted in time by the date for questions, will responses be provided to all of the people that are participating in the RFP, or will the questions' responses only go back to those people that have submitted the question?

Response: Any addenda that are released for this RFP will be e-mailed to all eligible Offerors and posted to the Authority's website.

2. **Question:** Referring to the work statements train-the-trainer program. In our world, that typically refers to a behind-the-wheel type of situation where we're certifying or training your safety managers to conduct the actual hands-on training?

Response: What we're looking for is someone to be able to train the employees just using the web-based interactive program that you will supply.

3. **Question:** Are you looking for a train-the-trainer program specifically to train on an online basis?

Response: Please see the response to question #2.

4. **Question:** Is the road test and written test considered part of the training program, or is that separate thereafter?

Response: In the past, when training employees on driver safety training, a road test was done. We then, for liability and insurance purposes, moved on to primarily a written test. We're looking for something that will stimulate or combine those two but in a web-based format. We're not looking for employees to go out on the road. We want something more than a written test. We want them to be able to use an interactive driver training program to get them prepared to go out onto the street so that we have full confidence that they've been trained to the best of their ability.

5. **Question:** What other language, if any, would be helpful to the Authority?

Response: Please provide all languages your Program is available in.

6. **Question:** Did you say you had 1,000 vehicles or 1,000 drivers?

Response: We have at any given time approximately 1,000 employees, and the majority of them will drive and/or have access to a vehicle.

7. **Question:** In reviewing the fact sheet for Appendix E, is there a duration of time the PPA has in mind for the program? This will help me with the proposal and how to break down our instructor's talking points to encompass all the information from your fact sheet.

Response: Please see Part IV-2. Section A., subsection 1a. of the RFP document for the maximum amount of time the Authority prefers the training to last.

END OF ADDENDUM ONE