



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

**DRIVER SAFETY PROGRAM
RFP No. 23-05**

NOTICE TO OFFERORS

The Authority is seeking proposals to design and implement a virtual defensive driver program for the Philadelphia Parking Authority employees.

Sealed proposals will be received until **12:00 PM on Wednesday, December 13, 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 to be considered an eligible Offeror. The Pre-Proposal meeting will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on **Wednesday, November 15, 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: 234 863 926 758

Passcode: NGtAqP

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

Or call in (audio only)

[+1 929-346-7319,,461268585#](#) United States, New York City

Phone Conference ID: 461 268 585#

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

[Learn More](#) | [Meeting options](#)

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 concerning the RFP in writing no later than **Wednesday, November 29, 2023 at 12:00 PM**. Questions concerning this RFP are to be submitted via the Question Submission Form using this link: <https://app.smartsheet.com/b/form/92eaac742c3742e4a08c973c5a65b13c>