



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

**EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES  
RFP No. 24-02**

**NOTICE TO OFFERORS**

The Authority is seeking to procure the services of a qualified vendor to provide a comprehensive behavioral health care program for its employees.

Sealed proposals will be received until **12:00 PM on Tuesday, February 20, 2024** 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 **Thursday, February 1, 2024 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: 271 320 144 748

Passcode: YPpEW7

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

**Or call in (audio only)**

[+1 929-346-7319,,989292431#](#) United States, New York City

Phone Conference ID: 989 292 431#

[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 until **Thursday, February 8, 2024, at 12:00 PM**. Please submit all questions via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/647b78d38749443180678c84db17d745>

Only questions submitted in writing will be considered. Any addenda issued will be emailed to all eligible Offerors and posted to the Authority’s website at [www.philapark.org](http://www.philapark.org).