

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

**RFP No. 24-20
Job Classification and Compensation Review
Addendum One**

To: See Email Distribution List
From: Shannon Stewart
Manager of Contract Administration
Date: August 30, 2024
No Pages: 2

This addendum is issued on August 30, 2024, 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 TO BE ADDRESSED IN ADDENDUM #2

1. **Question:** What are the rules of engagement for your current compensation strategy?

QUESTIONS

1. **Question:** Can proposals be emailed or hand delivered?

Response: Proposals are due no later than Thursday, September 19th, 1:00 P.M. Whether you mail or hand deliver your packages, they must display your company name as well as “RFP No. 24-20, Job Classification and Compensation Review.” Email submission of proposals will not be accepted.

2. **Question:** Where can I find the sample contract again?

Response: The sample contract is attached as Appendix B of the RFP document.

3. **Question:** Are you set on this phase in this order, or is there a rationale why you are doing first class and then comp?

Response: The Authority conducted a compensation study in 2018 and established salary based on the results of that study. The Authority does not currently have classifications at every level, so we would like to establish classifications first. Offerors are encouraged to submit the best approach for the Authority in their proposal.

4. **Question:** You provided the number of employees for full time, part time, and a temporary. However, how many specific jobs do you have?

Response: Please refer to IV-2. of the Work Statement.

5. **Question:** Were you looking at someone to use third party surveys or conduct a custom survey?

Response: The Authority is looking for the best approach to the services described in Work Statement.

6. **Question:** Just to confirm the population, it is 59 positions, 239 full-time employees, 114 part-time, that is for both A and B; correct? Phase 1 and phase 2, that same population?

Response: Yes.

7. **Question:** We are in insurance form, insurance company by nature. So, we probably have higher insurance coverage than this on this form. Do you need it to be reduced to get this, or you're okay with if it's greater than?

Response: The insurance requirements in Appendix C of the RFP document are the minimum limits Offerors must meet. If your current coverages meet/exceed those requirements, that is sufficient.

8. **Question:** Do you know what dates, like a selection date you're anticipating for to pick the finalist?

Response: No, we do not have that information at this time.

9. **Question:** The physical proposals handed in, do each one of the seven have to be notarized?

Response: No, only the original needs to be notarized.

10. **Question:** So you want an original and seven copies?

Response: Yes.

11. **Question:** The digital is the copy, not the original unsigned, right on the USB?

Response: Correct, the USB must be a copy of your original.

12. **Question:** When does PPA's fiscal years start/end?

Response: The Authority's fiscal year begins April 1st and ends March 31st of the following year.

13. **Question:** Can we get further clarification on when this project will actually start?

Response: This information is not available at this time.

14. **Question:** When is the anticipated completion date?

Response: As required in II-6 of the RFP document, Offerors must submit a project schedule for the services described in the Work Statement. The Authority does not have an anticipated completion date at this time.

15. **Question:** Does the consultant need to present virtually or in-person?

Response: If referring to the final report, presentations need to be in-person.

16. **Question:** Does PPA have a compensation philosophy?

Response: Equitable and fair compensation across all jobs.

END OF ADDENDUM ONE