

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

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

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: September 12, 2024

No Pages: 3

This addendum is issued on September 12, 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

- 1. Question:** Regarding Part IV Section IV-2B. Phase II – Compensation Study states there are 239 full-time, 114 part-time, and 1 temporary employe that is included in the non-represented employees. How many unique job titles are included in this count?

Response: There are approximately 59 unique job titles.
- 2. Question:** Section 2A Specific references there are 59 job classifications from Clerk to Executive Director; Is the total unique job title count 59?

Response: See response to Question #1.
- 3. Question:** Are the job descriptions for the non-represented jobs up to date and current?

Response: Yes.
- 4. Question:** When was the last time job descriptions were reviewed to ensure they accurately reflect the current responsibilities and duties required?

Response: The job descriptions were reviewed in 2018.
- 5. Question:** When was the last compensation study conducted?

Response: See response to Question #4
- 6. Question:** How often does Philadelphia Parking Authority conduct a compensation study on its non-represented jobs?

Response: This data is unavailable.

7. **Question:** Does Philadelphia Parking Authority currently participate in any external market compensation surveys? If so, which ones?

Response: No.

8. **Question:** When was the last time the current compensation structure to include job level classifications, salary ranges and/or grade structure was reviewed?

Response: See response to Question #4

9. **Question:** The RFP does not explicitly reference the timeline in which Philadelphia Parking Authority wishes for the project to commence or provide the estimated timing in which it is looking to have the levels of classification (phase I) and compensation study (phase II) completed and implemented. Does Philadelphia Parking Authority have an estimated timeline in mind other than the stated one (1) year contract period?

Response: No.

10. **Question:** The RFP does not explicitly reference the cadence for project meetings and if those meetings should occur in-person or virtually. Is there a requirement to conduct project status update meetings in-person and review project deliverables with the HR department, Executive Leadership team, and the Committee of the Board in-person?

Response: Project status updates can occur in-person or virtually.

11. **Question:** Can you share with us the current human resources management and/or compensation management systems used to maintain the current job leveling structure, market data and job data today?

Response: No.

12. **Question:** By what date does the Authority want the project to be completed, to include final presentations?

Response: See response to Questions #9 and #10.

13. **Question:** Does the Authority participate in any wage/salary surveys that they'd like to have included in the analysis? If so, which ones?

Response: See response to Question #7.

14. **Question:** For the custom salary survey, does the Authority have a list of comparator organizations that they want the consultant to use, or is the Authority looking for the consultant to identify the comparator organizations for inclusion in the survey?

Response: The Authority would like to include municipalities, transportation and parking industries, and other suggestions consultant may have.

15. **Question:** How many pay plans (pay structures) does the Authority currently have for the non-represented employees?

Response: There are presently 24 job grades with six steps, A-F.

16. **Question:** Does the Authority desire that all employees receive a job analysis questionnaire during the job analysis stage of the project, or only as needed?

Response: Only as needed.

17. **Question:** After the project is completed and implemented, does the Authority expect to be able to conduct its own job analysis and job evaluations when new jobs are created and existing jobs require re-evaluation, or will the Authority prefer to have the consultant to provide that service as part of an ongoing maintenance agreement?

Response: The Authority expects to be able to conduct its own in addition to relevant input from the consultant as part of its ongoing agreement per the RFP.

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

Response: This question has been withdrawn.

END OF ADDENDUM TWO