



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

**PAYROLL AND HUMAN RESOURCES MANAGEMENT SYSTEM
RFP No. 25-02**

NOTICE TO OFFERORS

The Authority is seeking proposals for an all-encompassing payroll and human resources management system (“HRMS”) with a time management system option.

The current payroll and human resource management system is outdated and does not provide the most up-to-date technological advances available in the industry. The Authority may also be interested in the possibility of integrating a time management component with its HRMS and payroll system.

Sealed proposals will be received until **1:00 PM on Wednesday, April 9, 2025** 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 **Wednesday, March 19, 2025 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: 273 806 915 294

Passcode: im7jc7PS

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

Or call in (audio only)

<tel:+19293467319,36728569#> United States, New York City

Phone Conference ID: 367 285 69#

[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 **Wednesday, March 26, 2025 at 12:00 PM**. Please submit all questions via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/dad647bb015740b094f8ba3dc982b6af>