THE PHILADELPHIA PARKING AUTHORITY

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PAYROLL AND HUMAN RESOURCES MANAGEMENT SYSTEM
RFP NO. 25-02

ORIGINAL

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WEDNESDAY, MARCH 19, 2025

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Meeting held virtually via Microsoft Teams and in person at 701 Market Street, Suite 5400, Philadelphia, PA, commencing at 11:15 a.m. on the above date before Gina Zukowski, Professional Reporter in and for the Commonwealth of Pennsylvania.

THE PHILADELPHIA PARKING AUTHORITY
TAXICAB AND LIMOUSINE DIVISION
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(215) 683-9400

A P P E A R A N C E S:

THE PHILADELPHIA PARKING AUTHORITY:

SHANNON STEWART
CHYNAH GRABE
SARAANN HAGLUND
DERRICK LOWERY
DARRYL WHITE
ANTONINA MILLER
COURTNEY WALTON
KEOLA HARRINGTON
JACQUELINE HARRIS
JONATHAN McGUIRE

OFFERORS:

JANEY KRAUSE, APPLICATION SOFTWARE TECHNOLOGY
DAWN LAWSON, CREOAL CONSULTING
MICHAEL RUSSO, HR STRATEGIES CONSULTING, INC.
JERRY HAMPTON, PRIMEPOINT, LLC
DERRON MIRTSCHING, APPS ASSOCIATES
BRIAN BURKETT, GNC CONSULTING, INC.
EVA HINCKLEY, PEOPLE GURU
TESSA THOMAS, INOVIUM
SEAN CUFF, GUIDEHOUSE, INC.
KYLE BANEY, VENSURE HR
KEVIN TEDER, DELOITTE
GLENN ROTH, TCS
ALECIA WILSON, HR FOCAL POINT, LLC
ROBERT HERBEIN, DAYFORCE
JUSTIN LAMBERT, TCS
KEANA SAMET, HIBOB
JEFFREY MILLER, DELOITTE
HARRY WILLIAMSON, ACCENTURE
MARCUS BRYCE, BAMBOO HR
PAT ROCHE, SERVICE NOW
LARRY SIMMONS, APPS ASSOCIATES
MARIA WING, DELOITTE
JEAN JACKSON, WORKDAY
JOSH WELKE, PAYCOM
SAYORA SHAIK, NOVAMODUS, INC.
NAVEEN GUPTA, TCS
CHRIS EIDEH, INFOR
CHRIS STEVENS, APPS ASSOCIATES
CHRISTINE FERNS, UKG
DARIUS WRATHALL, NOVAMODUS, INC.

A P P E A R A N C E S (Continued):

TABITHA QUIGLEY, FUTURE NET, INC.
SEAN O'DONNELL, UKG
ABHIJIT SHRINGARPURE, TCS
STEPHANIE DEAN, INFOR
PAUL DESRUISSEAU, SERVICE NOW
BRIAN DALEY, GUIDEHOUSE, INC.
PETER GIOMBETTI, PAYCOM
BRANDON LUTZ, ADP, INC.
BRIAN HOLWIG, DELOITTE
DAN HOLMES, DELOITTE
TINA SPRINGER, ORACLE
DALE WILKINSON, ORACLE
TOM NEVE, UKG
NOEL LOWE, FUTURENET, INC.
ALEX BOTHWELL, PRIMEPOINT, LLC
MICHAEL FRICKER, PRIMEPOINT, LLC
JOHN STEWART, PAYCOR
LIBBY PETERS, GUIDEHOUSE, INC.

MS. STEWART: Good morning, everyone. My name is Shannon Stewart. I am the Manager of Contract Administration for the Philadelphia Parking Authority, and this is the mandatory pre-proposal meeting for RFP No. 25-02, Payroll and Human Resources Management System.

In just a moment, we're going to start with introductions. I'll start with those in the room, then I'll move to the Authority callers, and then I'll move to the numbered callers. So, again, I am Shannon Stewart -- I ask that you state your full name, spell your last, and then the company you're here representing.

Shannon Stewart, S-T-E-W-A-R-T, Philadelphia Parking Authority.

MR. NEVE: Tom Neve, N-E-V-E, UKG.

MR. HOLWIG: Brian Holwig, H-O-L-W-I-G, Deloitte.

MR. WILKINSON: Dale Wilkinson, W-I-L-K-I-N-S-O-N, Oracle.

MS. HAGLUND: Sara Haglund, H-A-G-L-U-N-D, PPA.

MR. HOLMES: Dan Holmes, H-O-L-M-E-S,

Deloitte.

MR. STEWART: John Stewart, S-T-E-W-A-R-T --

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(Whereupon the screen froze and audio was lost.)

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MS. STEWART: Sorry about that. So the last person that Gina, the court reporter, heard introduce themselves was John. So we're going to start with Derrick again. So just introduce yourself.

MR. LOWERY: Derrick Lowery, L-O-W-E-R-Y, PPA.

MS. MILLER: Antonina Miller, M-I-L-L-E-R, PPA.

MS. SPRINGER: Tina Springer, S-P-R-I-N-G-E-R, Oracle.

MR. LOWE: Noel Lowe, L-O-W-E, FutureNET.

MR. BOTHWELL: Alex Bothwell, B-O-T-H-W-E-L-L, Primepoint.

MR. FRICKER: Mike Fricker, F-R-I-C-K-E-R, Primepoint.

MR. GRABE: Chynah Grabe, G-R-A-B-E,

Philadelphia Parking Authority.

MS. PETERS: Libby Peters, P-E-T-E-R-S, Guidehouse.

MS. STEWART: I'm going to move to the Authority callers who are on the call. Keola?

MS. HARRINGTON: Good morning, everyone. Keola Harrington, Chief Financial Officer here at the Authority.

MS. STEWART: Darryl?

MR. WHITE: Darryl White, W-H-I-T-E, Parking Authority.

MS. STEWART: Courtney?

MS. WALTON: Good morning. Courtney Walton, W-A-L-T-O-N, Philadelphia Parking Authority.

MS. STEWART: And then Jackie.

MS. HARRIS: Good morning. Jacqueline Harris, H-A-R-R-I-S, CTO, PPA.

MS. STEWART: And then are there any other Authority callers?

MR. McGUIRE: Just me, Shannon. Jonathan McGuire, M-C-G-U-I-R-E, Controller with the Philadelphia Parking Authority.

MS. STEWART: All right. We're going

to move to the assigned numbered callers. Caller number one, Janey.

MS. KRAUSE: Hi. Good morning. This is Janey Krause, Regional Sales Director with AST, Application Software Technologies.

MS. STEWART: Caller number two, Dawn.

MS. LAWSON: Dawn Lawson with Creoal Consulting. My last name is L-A-W-S-O-N.

MS. STEWART: Caller number three.

MR. RUSSO: Michael Russo, R-U-S-S-O. I'm an account executive with HR Strategies Consulting.

MS. STEWART: Caller number four, Jerry.

MR. HAMPTON: Jerry Hampton, H-A-M-P-T-O-N, Primepoint.

MS. STEWART: Caller number five, Derron.

MR. MIRTSCHING: Derron Mirtsching, last name spelled M-I-R-T-S-C-H-I-N-G. I'm with Apps Associates.

MS. STEWART: Caller number six, Brian.

MR. BURKETT: Good morning. Brian

Burkett, B-U-R-K-E-T-T, with GNC Consulting.

MS. STEWART: Caller number seven.

MS. HINCKLEY: Good morning. Eva Hinckley, H-I-N-C-K-L-E-Y. I'm here with PeopleGuru.

MS. STEWART: Caller number eight, Sean Cuff.

MR. CUFF: Sean Cuff, C-U-F-F. I'm with Guidehouse.

MS. STEWART: Caller number nine, Tessa.

MS. THOMAS: Tessa Thomas, T-H-O-M-A-S, and I'm with Inovium.

MS. STEWART: Caller number ten, Alecia.

MS. WILSON: Alecia Wilson, W-I-L-S-O-N, with HR Focal Point.

MS. STEWART: Caller number 11, Chris.

MR. EIDEH: Good morning. It is Chris Eideh, E-I-D-E-H, with Infor.

MS. STEWART: Caller number 12, Chris Stevens.

MR. STEVENS: Hi. Chris Stevens, S-T-E-V-E-N-S, with Apps Associates.

MS. STEWART: Caller number 13, Christine.

MS. FERNS: This is Christine Ferns, F-E-R-N-S, and I'm with UKG.

MS. STEWART: Caller number 14, Darius.

MR. WRATHALL: Morning. This is Darius Wrathall, W-R-A-T-H-A-L-L, and I'm representing Novamodus.

MS. STEWART: Caller number 15, Glenn.

MR. ROTH: Good morning. Glenn Roth, R-O-T-H with TCS.

MS. STEWART: Caller number 16, Jean.

MS. JACKSON: Good morning. Jean Jackson, account executive with Workday.

MS. STEWART: Caller number 17, Josh.

MR. WELKE: Hello, everyone. My name is Josh Welke, that's W-E-L-K-E, and I'm representing Paycom.

MS. STEWART: Caller number 18, Justin.

MR. LAMBERT: Justin Lambert, L-A-M-B-E-R-T, and I'm representing TCS.

MS. STEWART: Caller number 19, Keana.

MS. SAMET: Keana Samet, S-A-M-E-T, from HiBob.

MS. STEWART: Caller 20, Kyle.

MR. BANEY: Kyle Baney, B-A-N-E-Y, and I'm representing VensureHR.

MS. STEWART: Caller number 21, Larry.

MR. SIMMONS: Larry Simmons, S-I-M-M-O-N-S, Apps Associates.

MS. STEWART: Caller number 22, Marcus.

MR. BRYCE: Marcus Bryce, B-R-Y-C-E, from Bamboo HR.

MS. STEWART: Caller number 23, Jeffrey.

MR. MILLER: Jeffrey Miller, M-I-L-L-E-R, Deloitte.

MS. STEWART: Caller number 24, Naveen.

MR. GUPTA: Naveen Gupta, G-U-P-T-A, from TCS.

MS. STEWART: Caller 25, Tabitha.

MS. QUIGLEY: This is Tabitha Quigley, Q-U-I-G-L-E-Y with FutureNET.

MS. STEWART: I'm sorry. 25 is Pat

Roche.

MR. ROCHE: Hi. Pat Roche, Service Now.

MS. STEWART: Can you say your company again?

MR. ROCHE: Service Now.

MS. STEWART: Thank you. Caller 26, Paul.

MR. DESRUISSEAU: Yes. Good morning. Paul Desruisseau, D-E-S-R-U-I-S-S-E-A-U, with Service Now as well.

MS. STEWART: Caller 27, Robert.

MR. HERBEIN: Robert Herbein, H-E-R-B-E-I-N, and I'm with Dayforce.

MS. STEWART: Caller 28, Sayora.

(No response.)

MS. STEWART: I'll get back to caller 28. Caller 29, Sean.

MR. O'DONNELL: Sean O'Donnell, O, apostrophe, D-O-N-N-E-L-L, UKG.

MS. STEWART: Caller 30, Stephanie.

MS. DEAN: Stephanie Dean, D-E-A-N, with Infor.

MS. STEWART: Caller 31, Tabitha.

MS. QUIGLEY: Tabitha Quigley, Q-U-I-G-L-E-Y, with FutureNET.

MS. STEWART: Caller 32, Kevin.

MR. TEDER: Kevin Teder, T-E-D-E-R, with Deloitte.

MS. STEWART: Caller 33, Harry.

MR. WILLIAMSON: Harry Williamson, W-I-L-L-I-A-M-S-O-N with Accenture.

MS. STEWART: Caller 34, Maria.

MS. WING: Maria Wing, W-I-N-G, with Deloitte.

MS. STEWART: Caller 35.

MR. SHRINGARPURE: Abhijit Shringarpure, S-H-R-I-N-G-A-R-P-U-R-E from TCS.

MS. STEWART: Caller 36, Brian.

MR. DALEY: Brian Daley, D-A-L-E-Y, from Guidehouse.

MS. STEWART: Going back to caller 28, Sayora.

MS. SHAIK: Sayora Shaik. I'm with (inaudible.)

MS. STEWART: I'm sorry. Can you say that one more time?

MS. SHAIK: Novamodus.

MS. STEWART: I'm sorry. Your audio is really low. Can you just type it in the chat for me and so that the court reporter has it?

Is there anyone on the call who has not identified themselves yet?

MR. GIOMBETTI: Hey, Shannon. This is Peter Giombetti, G-I-O-M-B-E-T-T-I, representing Paycom.

MS. STEWART: Thank you. Anyone else on the call who would like to record their attendance at today's meeting?

All right. As I stated, there is a court reporter on the call recording the meeting minutes. If you have any questions throughout the meeting, please state your name before asking the question so she shows who is speaking.

At this time, I ask that you mute your phones or computers to avoid any feedback. If you have not done so already, please register using the Offeror Registration Form so that we have your correct contact information. That is where we will send any addenda that are released. If there are more than one contacts at your company that would like to receive the addenda, please have them register as well so that they're added to the contact list.

From this point forward, I am the sole contact regarding this RFP. However, if you have any current engagements with the Authority, those conservations are permissible so long as they don't have anything to do with this RFP.

This is a mandatory meeting. However, I will allow late arrivals so long as they either come in person or join the call prior to me closing out the meeting.

Some important dates for this solicitation: It was released Tuesday, March 11, 2025. The mandatory pre-proposal meeting is being held today, Wednesday, March 19, 2025, and we started at approximately 11:15 a.m. Questions will be due Wednesday, March 26th, no later than 12:00 p.m., and proposals will be due on Wednesday, April 9th, at 1:00 p.m. If you would like to request an extension of the question due date or the proposal due date, the time to do that is during the question period. Also if you have submitted questions prior to this meeting, you will need to resubmit them, as we only accept questions from eligible offerors, and the eligible offerors are not established until today's meeting. So please resubmit your questions, or if you'd like to get them on the record today, you can do that as well.

I'm going to be going through the RFP document. Not in its entirety, but I will be highlighting information that I want to draw your attention to. So if you'd like to follow along, we're just going through the RFP document.

Part One is just some general information. Your proposals must be delivered to my attention in a sealed envelope or package via mail or overnight courier system such as UPS, FedEx, or hand-delivered to our headquarters located at 701 Market Street, Suite 5400, Philadelphia, PA 19106. Whether you mail or hand-deliver your packages, it must display your company's name boldly and clearly handwritten as well as contain, "RFP No. 25-02 Payroll and Human Resources Management System." Please do not use a label, as labels fall off.

We are not the only office in this building. So to ensure your package makes it to me and timely, please handwrite it in Sharpie on the side of the box or envelope.

You must present one original and nine copies individually numbered as well as an electronic version consisting of one PDF file via USB drive. Please do not password-protect the USB or the file itself on the USB drive.

At the bottom of page two, you will find a link to the Offeror Registration Form as well as in the Notice to Offerors and on the Authority's website.

A little bit about this solicitation: The Authority is seeking proposals for an all-encompassing payroll and human resources management system with a time management system option. As a request for proposals, this is not an invitation to bid, and although price is important, other factors will be taken into consideration.

Questions or clarifications of instructions must be submitted using the Question Submission Form, which is found in Part

One, Section Three, of the RFP document. Questions must be in a Word format and uploaded using the Question Submission Form. The link can be found at the bottom of page three. If you're having any issues accessing the form or completing the form or uploading your Word document, please reach out to me, and I'll try and troubleshoot for you.

Only questions submitted through the Question Submission Form will be addressed. All responses to all questions and clarification questions will be provided through addendum that will be e-mailed to all eligible offerors as well as posted to the Authority's website. I suggest as one final step before submitting your proposal is you look at our website to ensure that you received any and all addenda. Things happen with e-mails. They get caught in spam. Firewalls block them. Even if we've been e-mailing in the past, I've seen them get blocked. So please just make sure to check our website so that you have all the information.

If you will be using a third party to deliver your package, please allow time for any delays on their end. I've seen packages arrive -- they do a guaranteed-next-business-day-by-8:00 a.m. It doesn't get here until 3:00, 4:00 p.m., and at that point you're not timely, and I will have to reject your proposal. So please allow a day or two just for any shipment delays.

The Authority is always looking for opportunities with small and small diverse businesses. Part 1-7 goes over the small and small diverse business participation. You will need to be certified through the Pennsylvania Department off General Services in order to receive those points. If you are currently registered with the City of Philadelphia as a (inaudible) business, you will need to self-certify, and the link is provided at the bottom of page four. And although we encourage small and small diverse business participation, this solicitation is open to all eligible offerors. You do not need to be a small or small diverse business to participate.

Your proposal must be signed in all spaces where signatures are required. So make sure you review that and have all the proper signatures before you submit your proposals.

Attached as Appendix C to the RFP document are the insurance requirements for this RFP. You must submit with your proposal a sample Certificate of Insurance from a recent project that meets the requirements, or if you do not currently carry the level of insurance that we are requiring, you must submit a letter from your insurance company indicating that they will provide the required insurances if you're awarded a contract.

If you would like to request a waiver or relief from any of our insurance requirements, the time to do that is during the question period. Submit it as a question, allow the Authority to respond so that all offerors have that relief as well or that waiver granted. Please do not submit exceptions to our insurance requirements with your proposals. They will not be considered, and in order to move forward with the contract, you will be required to meet the insurance requirements.

Also attached as an appendix, Appendix

B, to the RFP document is our sample contract. This is the contract you will be expected to execute if you are selected for contract award. My suggestion as one of your first steps, send that to your legal department, have them review it. If there are any exceptions or requested changes, you will need to submit those in your proposal, and those will be the only exceptions or requested changes that will be considered if you're selected for contract award during contract negotiations. You can submit them -- if there are several, we prefer a redlined version. If it's just a sentence or two, you can just list it on like a Word document.

Your proposal must also include your Philadelphia Commercial Activities License Number as well as your Federal Tax ID Number. If you do not currently have a Philadelphia Commercial Activities License, you will need to obtain one no later than five business days after notification of selection. If you do not believe you need a Philadelphia Commercial Activities License, an explanation with references to statute and/or the Philadelphia code must be included in your proposal.

You will also need to provide proof of current registration with the Pennsylvania Department of State's Bureau of Corporations and Charitable Organizations which authorizes your entity to do business in the Commonwealth of Pennsylvania.

Subcontractors must be identified in your proposal as well as a description of the services that they will provide.

As part of your proposal, you will need to provide complete financial statements for the last three years which have been audited or reviewed by an independent certified public accountant who is not an employee of your company. You may submit that in a separate envelope marked "Confidential." We only need one copy with the original, and only myself and the finance member on the committee will have access to those. So do not include them in the copies.

Does anyone have any questions on Part One of the RFP document?

(UNIDENTIFIED MAN): I just have a

question on the proposal form.

MS. STEWART: Sure. Could you --

(UNIDENTIFIED MAN): It has to be signed?

MS. STEWART: I'm going to go over the proposal form.

(UNIDENTIFIED MAN): Okay. Perfect. Thank you.

MS. STEWART: Could you just state your name so --

MR. STEWART: Sorry. John Stewart.

MS. STEWART: Thank you. Any other questions on Part One?

Part Two is going to go over the proposal format. So you'll submit your proposal in a tabbed format using tabs that extend beyond the eight-and-a-half-by-11 paper. It is important that the tabs extend, and it's not just a cover sheet.

Tab A is your transmittal letter, and that must not exceed one page. It's simply a cover letter signed by an individual with the authority to bind your firm which provides an overview of your proposal as well as the name, title, e-mail address, and phone number to the person that I may direct any questions to regarding your proposal.

Tab B also has a do-not-exceed page count limited to one to two pages. That's for your qualifications and experience. You must have a minimum of five years' experience in providing payroll and human resources management system services as described in the Work Statement -- which we'll go through in just a few minutes -- as well as provide a summary of your experience and any areas of specialization.

Tab C, again, is a page count of one to two pages for your key personnel. So we're asking you to identify the primary employee anticipated to be the project manager for this contract, provide an organizational chart of the team who will be servicing the Authority's account, and any resumes. Please do not list any personnel who will not be assigned to this contract.

Tab D is a page count of one page for your references. You must provide a minimum of three references to whom similar services were provided within the last three years. Please include the name of the organization, the address, the e-mail address, telephone number, individual contact person, the date services were performed, and a description of the services provided. We do reach out to your references vie e-mail. So please make sure to include the e-mail address. If you do not, we'll just reach out to you and ask you to provide that.

Tab E is where you will insert your completed proposal form. We will go over that in just a minute, but I do want to point out that there is a Word version of the proposal form on the Authority's website if you prefer to use a Word version of the form. So you'll need to submit that in its entirety with the exception of the Proposal Decline Form and all signature lines must be executed. Electronic signatures are acceptable.

Tab F is where you will submit your cost proposal. You must provide an overall cost and then a cost breakdown for the proposed solution that meets the requirements of the Work

Statement. Your cost breakdown must include but not limited to hardware, software, license, and hourly rates for training. Any services required as part of the proposed solution must be included in your cost proposal.

We're also asking you to propose an annual price escalation percentage, but it may not exceed three percent per year of the contract.

You must include any costs associated with both add alternate options listed in Section L of the Work Statement, which, again, we'll go through in just a minute.

And then we are asking you to identify any hourly rates for key personnel for additional services that may be identified while we're going through the contract but weren't included in your proposal.

And then any additional costs for any additional solutions not required in the Work Statement but included in your solution must be identified as alternate options as well as the cost for those.

Tab G will be your technical response.

So we are asking you to provide a detailed explanation of your ability to provide the goods and services detailed in the Work Statement. Each line item of Section 2 of the Work Statement must be addressed with either compliant, noncompliant, or with a written response when applicable. Any item that is noncompliant should have a written explanation or alternative to the requirement.

Tab H is where you will include your sample implementation schedule. So we are looking for a project schedule that includes milestone tasks and the associated fees. Your fee schedule must include the deliverables and milestone payments. Provide a detailed schedule of project requirements, including milestones and payment milestones for delivery, installation, training, transition plan, any dual processing and testing. Your milestones must include special project requirements related to coordination with work by others and phasing.

Then as a separate subsection we're asking you to provide a Data Conversion Plan detailing how and in what sequence old components of the existing system will be phased out and how the components of the new system will be phased in. Discuss how both systems, new and existing, will operate together until such time that the new system is fully integrated.

And then lastly, the final -- it will be a sample implementation schedule that you send to us. The final will be approved with the selected offeror at the kick-off meeting.

Tab I we're asking you to provide a sample training plan that meets the requirements in the Work Statement.

Tab J we're asking you to provide all specifications of all hardware included in your proposal, such as the time and attendance.

Tab K is where you will submit your sample Certificate of Insurance from a previous project that meets the insurance requirements in Appendix C, or if you do not currently carry the level of insurances we are requiring, a letter from your insurance broker stating if awarded a contract, they will provide those coverages.

Again, the time to ask for a waiver or relief from any of our requirements is during the question period. Please do not submit exceptions to our insurance requirements in your proposal.

Tab L is where you will insert either your redlined version of our sample contract or a list of the requested changes, or if you have no exceptions to our contract, just a statement to that effect will suffice.

Tab M we're asking you to disclose any legal actions. So that means providing a summary and the status of any current or ongoing legal actions pending with any governmental agency that you have had or currently have a contractual relationship. Should there be no legal actions, a statement to that effect will suffice for that tab.

Tab N is where you will provide your documentation as required in Section M-2 of the Work Statement, which, again, we'll go over in just a few minutes.

Then Tab O is optional. We're just asking for any additional information or alternative solutions not specifically requested in this RFP but you may deem important and relevant.

Does anyone have any questions on Part Two?

MR. NEVE: Yes. This is Tom Neve, UKG. Your Pennsylvania certification, does that have to be -- is that required before the RFP is submitted or?

MS. STEWART: What certification are you referring to? The small diverse business?

MR. NEVE: Yeah.

MS. STEWART: You have to submit it with the proposal.

MR. NEVE: Thanks.

MS. STEWART: Any other questions?

MR. STEWART: John Stewart, Paycor. So this Tab G, we should create our own tabs, or do you provide them?

MS. STEWART: Say that again.

MR. STEWART: Your tabs, right, Tab B -- do we just create our own tabs?

MS. STEWART: Yes.

MR. LUTZ: Hi. This is Brandon Lutz.

Question with regards to the named people that will be assigned to the project. Will you accept a -- like a chart -- we don't name people until we're actually assigned the project. So will you accept the staff that will be there without their specific names? For instance, the project manager, we don't assign a project manager for an implementation project unless we're awarded the project. So can we just list "Project manager, name to be determined"?

MS. STEWART: Well, we -- that's a scorable item, your key personnel. So their experience and their resumes, those things are taken into consideration during scoring. So you may want to propose key personnel. But a title wouldn't be sufficient.

MR. LUTZ: Okay.

MS. STEWART: Brandon, did you introduce yourself in the beginning of the call?

MR. LUTZ: I did not. I had the wrong time down. I'm Brandon Lutz --

MS. STEWART: That's okay. Can you just state your full name, spell your last, and the company you're here representing?

MS. STEWART: Yeah. Brandon Lutz, L-U-T-Z, representing ADP.

MS. STEWART: Thank you.

Any other questions on Part Two?

MS. STEWART: Okay. There being no additional questions, Part Three is the Criteria for Selection. There are three mandatory responsiveness requirements that the Authority will consider to be non-waivable; that is, that the proposal is submitted by a company who is representing at today's meeting; it's received by the due date and time; and that it's properly signed. The Authority reserves the right in its sole discretion to waive any other technical or immaterial nonconformities in the proposal, allow the offeror to cure the nonconformity, or consider the nonconformity in the evaluation of the proposal.

Proposals will be reviewed, evaluated and rated by an evaluation committee consisting of Authority employees, and the evaluation committee will recommend a proposal determined to be the most advantageous to the Authority as determined by the criteria listed in Part Three, Section Four. It lists the scoring criteria and the weight of each category. So I would review that and take it into consideration when preparing your proposal.

Does anyone have any questions on Part Three?

There being none, I'm going to move on to Part Four, which is the Work Statement. I'm going to pass this to Nina and Derrick to go over.

MS. MILLER: Good morning. I'm not going to read off everything, because it's very extensive. I do just want to highlight that the current system that we are in we have been in for about a decade or so, so it's time for us to evolve as technology advances.

We employee approximately 1,200 employees consisting of unionized and nonunionized. I will stress that the unionized employees are over 50 percent of our work force, and we have five of those unions with locals in each, and they each have specific work rules that we have to consider as we're building this system on both sides.

The time component is not critical, but if there is a solution that you have that can go with this, then that works, too. But it must be able to feed into all of the system or modules that we're seeking.

It outlines what we are looking for from a basic function, because our employees would have to use this. We want it to be extremely user-friendly with ease of access for them so the questions that they pose to us are kind of omitted. But we are looking for some training when we do have the platform, you know, where we invite the trainee module. And Derrick can get into payroll. But we are self-funded when it comes to our benefits, so we're looking for benefits management. We have our benefits and compensation manager here. We do a lot of manual processes and add-ons that we're trying to get -- we really want to work as efficiently and productive as possible.

We're looking for a talent acquisition portion. Right now our systems are separate. So we want from higher to retire. And we're looking for applicant traffic. So we want the applicant to be able to transition over to our live system and that data to follow.

We're looking for a system that will allow us to onboard seamlessly. We'd like to decrease the amount of paper that we utilize. We're looking for case management, because we also do employee relations and investigations. So any modules that you have, we invite to see that.

We're looking for learning management, because we have a lot of employees who are not physically here at headquarters, but we have satellite sites. Everyone is in Philadelphia. And we want to be able to track compliance for that.

Performance management, this is a newer area for us. So you can see that in Section G kind of what we're looking for, and we invite you to give us feedback on that.

Compensation management, salary benchmarking for data analysis, we want to integrate current salary scales, include cost of living and other compensation functionalities that you can provide.

Report management, again, this is something that's really critical for us in terms of how we can report. We need that to be a user-friendly platform. We do work in the system now that's more, I want to say, crystal generated if you will. We'd like to come away from that, because all of us are not uniquely trained in that area. We want to be able to have data analytics for our reporting, especially to our constituents that we do work on behalf of.

Workforce Management and then System Functional Requirements. We add alternative -- again, it's a time and attendance piece. If that's something that your system has that can feed into this, great. Please explain it to us. Again, this would be more advantageous for us if your time management system can follow all the rules that we have. And we have a plethora of work rules for all the unions.

Workers Compensation and Incident Reporting, we'd like this to be kind of, "Okay. I'm injured. I'm going on, and I'm submitting my claim." So our Risk Management -- so they have less paper when they feed it over to our insurance carrier.

Then Section M is the Information Security and Compliance. And Derrick can speak to payroll.

MR. LOWERY: I oversee the payroll process. Time and Attendance I'll speak of first. It's an add alternate, because right now we deal with a company that can sort of kind of integrate with anybody, and that's where a majority of our work (inaudible.) So a gut of what I do is in time and attendance right now.

Our payroll process is relatively simple. We do batch processing right now. Of course, we're try to find a solution that does allow processing as well as being able -- like I said, we do our main process in terms of processing our own taxes. We do our own quarterlies. We do our own 941s. Our self-services is sort of kind of -- it's not segregated but it is segregated in a sense where our self-service sits with HR, but payroll feeds into the self-service in terms of putting the information there. We want that a little bit more seamless.

Employees having access, to be able to do their own W-4s, direct deposits online through self-service. That would be extremely beneficial.

My biggest concern is being able to see what a company can do in terms of housing our own information, which is extremely big.

MR. STEWART: Is that like a document -- John Stewart.

MR. LOWERY: No. I'm talking in terms --

MR. STEWART: Okay.

MR. LOWERY: Like she said, we've been in our old system for approximately -- I've been here three years. I think we have records going back to 2012. So we got at least 13 years of what I can see. Not expecting the whole 13 years, but whatever the process or whatever solution you can offer to try to see if we can retain some of that information coming into the new system will be extremely beneficial.

Payroll deductions, the stuff is simple. We just want to be able to make sure we can bring our old stuff over seamlessly and then operate the same way in the new system as it did in the old. Also being able to -- this would be housekeeping -- for us to be able to pull old stuff, make sure stuff is working correctly. Same thing with codes. Recordkeeping books, general ledger, uploading. I think we have our system controller, Courtney, on here. She can speak to GL interfacing. But right now it's done through XL reporting, I believe. We want to see what the solution can do with integrating with our current accounting system.

In terms of -- we have a lot of things happening with our pension as well as we also oversee retirement accounts for our employees. We want to know that a company can be able to handle those rules in terms of setting up match codes, handling memo codes, things to that effect that we don't necessarily have a place now. We do a lot of that stuff in Excel. So we're trying to find -- we definitely want to get with a company that can help us streamline that process a lot. That's extremely big.

In terms of calculation, the PTO,

that's done in our time and attendance system now. So that's not necessarily a big ask, but we would also like to explore what the payroll system can do for that, because we want to try to keep everything under one umbrella so we won't have to have things patchy. And we want employees -- we want to try to be as seamlessly with employees as possible and not have to go through two self-services to see information.

Child support and garnishment management. Right now we do that. We do child support through EFT through our current payroll system, but garnishment is done through accounts payable. We want to try to streamline that process also. I've worked with different systems in the past that garnishment is done within payroll. So we definitely want to see what systems is being explored with that within the solutions.

The biggest thing, too, is just making sure once we select the company, but what the process is like in terms of implementation in dual process. Because that's going to be the biggest thing for me, because that will determine a good rollout for us, because that's going to determine our time. Then, too, of course, the implementation, we just want to know a time frame so we'll know where we stand and know how we need to role it out to our employees.

MS. STEWART: So very quickly, can we say who our accounting system is?

MR. LOWERY: Our accounting system now is Microsoft Dynamics, I believe.

MS. STEWART: And then our pension platform?

MR. LOWERY: Our pension platform is done with -- our pension is technically never going to be -- yeah, that's really not a platform that's done with the city, but the calculating of it is done within payroll. So the reporting part of it is going to be extremely big. Our 457 is done through Nationwide right now. We set up our matches for our employees manually. So we want to have something in the system that can set that up automatically. We want to set something up automatically, the different rules that applies to that. Because all that is based on tenure and investment period. So we want to have that stuff set up properly. What else am I missing?

MS. STEWART: I'm going to open it up for questions. Does anybody have any questions?

MR. STEWART: Yeah. John Stewart, Paycor. For Nationwide, do you want a 360 integration?

MR. LOWERY: If it's possible, yes. Right now, the integration is pretty much they send me a report, we set up the deduction manually. If that could be streamlined and it can be done without me having to have any involvement -- I just sort of kind of oversee the process -- that would be great.

MR. STEWART: Okay. When you say work in currently payroll, are you talking about like a sandbox environment along with your current environments?

MR. LOWERY: Yes. This may be further down the line, but once the company is selected and we get past implementation -- but I've experienced implementation before where you sort of kind of got to run a parallel paperwork to make sure that the things are happening exactly how it's supposed to happen in the old system and the new system. We don't want any employees negatively impacted at all when it comes to payroll processing. We want them to not even know that it's happening. That's kind of what I mean by that. Because what happens in one system -- because we're changing everything, rules are being reinvented, things are being reprocessed.

MR. STEWART: The time system and the payroll system, you said you want a seamless kind of experience, but you stay with the secondary time system. Can you share what the time system is?

MR. LOWERY: The time system is UKG Workforce Ready.

MR. STEWART: And that's where people punch in and out?

MR. LOWERY: Yeah. That's where our time clocks are housed. They handle all of our work rules in terms of shift differentials, union premiums, things to that effect. We then receive a download and we break it into HRMS.

MR. STEWART: HRMS is the --

MR. LOWERY: -- is the payroll company.

MR. STEWART: And you said benefits is manual?

(UNIDENTIFIED WOMAN): We do do EDI files.

MR. STEWART: You do do EDI files?

(UNIDENTIFIED WOMAN): But it's a manual process as far as putting everybody in the system, which is going to be normal across the board, but as long as whatever company we choose can do EDI files to all the vendors that we use.

MR. STEWART: And then the enrollment itself --

(UNIDENTIFIED WOMAN): That's a manual --

MR. STEWART: Okay.

MS. STEWART: Any other questions?

MR. NEVE: Tom Neve, UKG. So you talked about the one system. Go back to your payroll a little bit better. The tax piece of it, so are you going to keep doing your own taxes or are you --

MR. LOWERY: Oh, I would like to alleviate that process. I would like to take that process off my hands.

MR. NEVE: Do you want that one payroll company to be able to do the taxes?

MR. LOWERY: Yes. I want the payroll company possibly to be able -- once payroll is processed, they'll be able to submit it, you know, third party be able to do all our quarterlies, third party, and we sort of kind of get the report and reconcile based on that.

MR. NEVE: You say third party. You want that payroll company to be your third party.

MR. LOWERY: To be our third party, yes.

MR. NEVE: Perfect. Thank you.

MS. STEWART: Any other questions?

MR. STEWART: John Stewart, Paycor. One more thing, sorry. You mentioned case management. What do you mean by that? I just didn't understand.

MS. MILLER: That's a newer module

that we're looking for if that is a solution.

MR. STEWART: Okay.

MS. MILLER: When we do investigations for employee relation matters, like assign a case number. So almost like a risk management information system. Assign a claim number, we go in and say, okay, Sara Ann came in with a complaint against Derrick. We just want to be able to not put all the personnel private information in there, but just have kind of like a case number. Almost like a running claim number.

MR. STEWART: I got what you're saying. Okay.

MS. STEWART: Any other questions?

MR. LUTZ: Yeah. Brandon Lutz with ADP. So it sounds like with your time it's an either-or. It's either integrate your current time system into the new payroll platform, or propose a new time system. So do you want two proposals, one with and one without?

MS. STEWART: No. You would include --

MR. LOWERY: No, not necessarily.

MS. STEWART: You would include your time management system. It's described on page 17 of the RFP document. It's going to be an add alternate portion. So if you offer it, you would provide it in your proposal, and then the cost would be included in your cost proposal as an add alternate cost.

MR. LUTZ: Thank you.

MR. STEWART: John Stewart, Paycor. On that time piece, do you have physical clocks?

MR. LOWERY: Yes.

MR. STEWART: How many do you have?

MR. LOWERY: Twenty-seven.

MR. STEWART: And do they use a key fob or?

MR. LOWERY: Right now it's a swipe badge.

MR. STEWART: A swipe badge?

MR. LOWERY: Yeah. And we also in conjunction with our building. So it's a badge that's -- exactly.

MR. STEWART: Do you know if it's an HIB?

MR. LOWERY: I believe it is an HIB

badge.

MR. STEWART: Thank you. What did you say, 28 clocks?

MR. LOWERY: Twenty-seven.

MS. SPRINGER: Tina Springer, Oracle. Do you want to get away from the clocks? What's your thinking there?

MR. LOWERY: In a perfect world, yes. But no.

MS. STEWART: Any other questions?

Before we go on to Part Five, I just want to bring everyone's attention to -- Part Four is where you're going to find everything we're looking for. So before submitting a question, please review the Work Statement that starts on page 13 and ends on page 18 of the RFP document. If you read no other pages, those are important. So please read through those. I see a lot of times in other solicitations I get questions, and all I'm going to do is reference you to that section. So save yourself and you'll get the answer quicker if you just look there.

So that being said, I'll move on to

Part Five. Part Five is our contract terms and conditions. It goes over again about the sample contract and submitting any exceptions or requested changes. The first term of this contract will commence on the effective date of the contract when it's signed, and then it will end 12 months after final system acceptance, which is defined in the sample contract. So just make sure you review that carefully. Then there are also additional one-year terms that may be extended by and at the sole option of the Authority up to nine. So it's nine additional one-year terms after the initial term.

Does anyone have any questions on Part Five?

MR. STEWART: John Stewart, Paycor. So when you say accepted, do you mean the date you sign the agreement is the date of like the 12-month period where the date will go live?

MS. STEWART: No. So the contract becomes effective when we sign the contract. But the initial term will end 12 months after final system acceptance. So if final system acceptance is three months after the effective date, that's when the 12 months starts, three months later.

MR. STEWART: Okay. Thank you.

MS. STEWART: So it would be like a 15-month initial term.

MR. STEWART: I got you.

MS. STEWART: In that example. Anyone else?

All right. Appendix A is the --

MR. LUTZ: I'm sorry. I was on mute. Brandon Lutz with ADP. Explain again the three months you just mentioned. You say you signed, and then are you anticipating a three-month go live project or implementation?

MS. STEWART: No. That was an example. So the contract becomes effective the date we sign it. Our Executive Director signs it, and it becomes a fully executed contract. And then the initial term ends 12 months from final system acceptance which is defined in the sample contract. For example, if final system acceptance is three months after the effective date, that is when that 12 months starts.

MR. LUTZ: I got you. Thank you.

MR. HERBEIN: Shannon, Rob Herbein with Dayforce. Sorry. So is that something that is negotiable if terms are more advantageous to not do additional addendum, like not up to nine? Like let's just say hypothetically we say, hey, for a three-year term or a four-year term or a five-year term, you know, there might be incentives to do that. Is that open? Is that something that can be redline in response? Or is this like a hard stance kind of line in the sand?

MS. STEWART: So what do you mean? Reduce the additional one-year renewals?

MR. HERBEIN: Well, instead of doing like one-year renewals, yeah, just do like a four-year term or a three-year term and then negotiate your terms of conditions in that, and then add options to extend from there versus it being a 15-month term in your example.

MS. STEWART: We'll respond to that via addendum.

MR. HERBEIN: Perfect.

MS. STEWART: I just don't have the answer right now. Any other questions?

MR. GUPTA: This one year will start from system acceptance? So you are saying we are starting implementation now and it is, let's say, ten months -- so by the tenth month, you're going like after that this one year will start for the contract?

MS. STEWART: I'm sorry. So you're saying if implementation were to take ten months, the 12 months wouldn't start until ten months after we sign? Is that what your question is?

MR. GUPTA: Yes. When this one year will start, it is the start of the implementation or it is going after with the implementation?

MS. STEWART: It's 12 months from final system acceptance. So if final system acceptance is two months after the effective date, then that is when the 12 months starts. If it is 18 months after effective date, then that is when the 12 months starts.

MR. GUPTA: Okay. Thank you.

MS. STEWART: Any other questions?

Appendix A is the proposal form. This

is where all the signature pages are. I'm going to briskly go through this, because we are a lot longer than I intended. So page one, section three, is where you will acknowledge any and all addenda that are issued. Page two is a signature page. By signing this page you're agreeing to provide payroll and human resources management system as best defined in the Work Statement, any addenda, if issued, and your proposal.

Page three, section six, is a signature page. By signing this page, you're agreeing to the insurance requirements.

Page four, section seven, you will only complete one of the sections. If you are a corporation, you will complete the top half, and that does require two separate signatures from two separate individuals. Please do not have the same individual sign both signature lines. The first signature will need to be by a president or a vice president. Then the second signature could be a secretary, assistant secretary, treasurer, assistant treasurer, or officer. If the form is not so signed, a corporate resolution authorizing form of execution must be attached to this page. If you are a business entity other than a corporation, you will complete the bottom portion, and that only requires one signature.

Page five, section eight, is our Affidavit of Non-Collusion. This has to do with bid rigging and very important topics. The Authority takes this document very seriously. It does require a notary, so allow time to have it notarized. If it is not notarized, it is not properly signed, and I'd hate to see your proposal get rejected due to missing that. So make sure you build in time to have it notarized.

Page seven is the Small and Small Diverse Business Participation Submittal Form. You will need to complete this for your company and any subs that you are including in your proposal. If you are not a small and small diverse business and none of your subs, if any, are small and small diverse, then all you have to do is complete the top half of this form, check the box no, and you're fine. You don't need to do it for each -- you do need to do it for each of your subs. I'm sorry. You would just check the box no. If you or your subs are, you would complete it in its entirety, and then you'll need to attach your Small Business Procurement Initiative Certificate issued by the Pennsylvania Department of General Services, and you will need to retain that certification throughout the contract period.

Page eight is the Proposal Decline Form. So if, after attending this meeting, you decide you will not be submitting a proposal, I do ask that you complete the Proposal Decline Form. We do review your feedback, and, in the future, if we go back out to RFP for these or similar services, we review the feedback and make changes where we can to increase participation where we can. You can fill this out, scan it, and e-mail it to me, or there is a link similar to a like a Google form. It's just called Smartsheets. You can just click that link, and it takes about five minutes.

Any questions on the proposal form? There being none --

MR. LUTZ: One quick question. Sorry. Brandon Lutz, ADP. Do you require wet signatures on these, or can we use digital signatures?

MS. STEWART: Digital signatures are accepted, yes.

MR. LUTZ: Okay. Thank you.

MS. STEWART: Appendix B is the sample contract. We do not have the attorney on the call or in attendance today, so if you have any questions on the sample contract, please submit them, and we'll respond via addendum. Then, again, this is what you should send to your legal department to review and submit any requested changes or exceptions via redline or if it's just a couple things, just include it as like a Word document.

Appendix C is the insurance requirements. Again, as one of the first steps, please send this to your insurance broker and get a sample Certificate of Insurance from a previous project that meets these requirements or a letter from your broker stating if awarded a contract, they will provide the coverages to meet the insurance requirements.

Does anybody have any questions on Appendix C, the insurance requirements, or the process on how to request a waiver or relief from the insurance requirements? As many times as I say this in these meetings, I still get exceptions submitted with proposals. So please submit the question. You can request relief. The time is during the question period. It is not when you submit your proposal. They will not be considered, and you will be required to meet the insurance requirements, or we will not move forward with the contract.

Does anybody have any questions on the RFP document, the process, where to find the website posting? The website posting will be update throughout this process. That's where the addenda are posted. That's where you can find links to documents, the RFP document, the Word version. The Question Submission Form link is there as well. I would just kind of bookmark that link. It will be useful while you're preparing your proposals. If you are submitting any questions, the quicker you get them in , the quicker we can respond. If you wait until the day questions are due, there will be no opportunity for you to do any follow-up questions. So the sooner you get those in, the better.

Does anyone have any questions before I close out the meeting?

MR. HERBEIN: I just have two questions. One --

MS. STEWART: Can you state your name?

MR. HERBEIN: Sorry. Rob Herbein with Dayforce. Two questions. With respect to questions in general, will they be -- I'm assuming they'll be posted out to everybody. And then secondly, the responses with our proposals and pricing, will that be public available information, or is that something that will be internal?

MS. STEWART: So to address your first question, any questions submitted will be responded to in the form of an addendum, and all questions will be included. We do not identify who asked the question, but all questions submitted will be contained in any and all addenda.

And then your second question about your proposals, the only time that they become public is if you're selected for contract award. Because it becomes -- your proposal becomes an exhibit to the final contract. However, you'll be given the opportunity to submit a redacted version of your proposal where you can redact any proprietary or trade secrets. You will not be able to redact costs. We are a public agency, and we have to be transparent. But if you submit a proposal and are not selected, then no. Unless we receive a Right-to-Know Request, which, again, I would then reach out to you and ask you if you'd like to redact your proposal for the purposes of a Right-to-Know Request, or if there was ever litigation, then we'd have to turn it over. We wouldn't be allowed to allow redactions. Does that answer your question?

MR. HERBEIN: Yes. Thank you.

MS. STEWART: Any other questions?

MS. MILLER: I'd like to just make a statement. Gina, for the record, it's Antonina Miller. The big takeaway for us as you leave here is please do not think of the Philadelphia Parking Authority as like any other agency. We are extremely unique. We do not want you to walk away saying, okay, I can handle all of this if selected. In the process, you will understand how unique we are. That's what I really want to impress upon you. Do not think that we're like -- I don't know -- Thomas Jefferson University or perform like we're the City of Philadelphia. Because we are not. I can't stress that enough.

MS. STEWART: Just to kind of bounce off of Nina, the Work Statement describes like at the minimum what we're asking for. So don't just address those things. If there are other things that you think the Authority would benefit from, please include those in your proposal. We don't know what we don't know. We are not the industry experts. You guys are. So use the Work Statement. As long as you address all those things, we are always open to other solutions. That's why this is an RFP and not a bid. We do. We look to you to tell us, this is our current situation. These are the things we need. But then there are other things out there that we don't know that may work better than what we currently do. So don't be afraid to go outside Part Four if that makes sense.

All right. Before I close out the meeting, those on the call -- I know it sounds redundant, but there is a reason for it. I promise -- could you just put your first and last name and your company in the chat just so that we have record of it and no one got missed, or if we misheard your name or your company name, we record it properly. The attendance sheet for this meeting will be posted to our website. Give us about two business days to do so.

And again, if there is anyone in your organization who wants to receive the addenda -- because I do know that different people do different parts of the proposal. Not just one person prepares the proposal -- please add them or you can do it yourself, register using the Offeror Registration Form. I will close that at 2:00 p.m. today to avoid anyone who didn't attend today's meeting registering for this opportunity and thinking that they are eligible. They will not be. So please do that as soon as possible and include any of your team members that you want the addenda to go to.

MR. RUSSO: Can I ask a last question?

MS. STEWART: Yes.

MR. RUSSO: This is Mike Russo. Could you repeat the current payroll provider and time clock provider, please? I missed that. I couldn't hear that.

MR. LOWERY: Our current payroll provider -- our current payroll is Sage HRMS. And our time clock provider is UKG Workforce Ready.

MR. RUSSO: Thank you.

MS. STEWART: Questions asked at today's meeting will be included in Addendum Number One. If it is not, it just means we're still working on the response. All questions that were asked here today will be recorded and released as part of one of the addenda. I try to get it in Addendum Number One. But if we have to pull other information, it just takes a little bit longer, then I'll pull those questions and hold them until the next addenda.

All right. Any other questions? This is final call for questions. After this, you'll have to submit them using the Question Submission Form.

All right. Well, I want to thank everyone for coming out today, and we look forward to your questions and your responses. If you're in the room, if you parked in our garage, if you stop at the front desk, they'll validate your parking. Thank you everyone.

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(Whereupon the meeting concluded.)

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C E R T I F I C A T I O N

I hereby certify that the proceedings and evidence are contained fully and accurately in the stenographic notes taken by me upon the foregoing matter on March 19, 2025, and that this is a correct transcript of same.

GINA ZUKOWSKI,
Court Reporter

(The foregoing certification of this transcript does not apply to any reproduction of the same by any means, unless under the direct control and/or supervision of the certifying shorthand reporter.)