



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

**OUTSIDE ACCOUNTING AND AUDIT SERVICES
RFP No. 25-03**

NOTICE TO OFFERORS

The Authority is seeking qualified accounting firms to provide outside accounting and audit services. This includes compilation services, GAAP and GASB trainings, and compliance audits of the Authority's accounting and finance operations.

Sealed proposals will be received until **1:00 PM on Wednesday, February 12, 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, January 22, 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: 262 851 199 55

Passcode: 9iz9g2Us

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

Or call in (audio only)

<tel:+19293467319>, [1897073833](tel:+1897073833) United States, New York City

Phone Conference ID: 189 707 383#

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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, January 29, 2025 at 12:00 PM**. Please submit all questions via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/0055733962b0482d9e31b0e7a012bedc>

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.