



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

**JOB TASK ANALYSIS AND APPLICANT TEST DEVELOPMENT
RFP No. 25-08**

NOTICE TO OFFERORS

The Authority is seeking proposals from highly qualified Offerors to conduct comprehensive job analyses to assess the job-relatedness of the selection procedures, such as interviews, tests, and physical ability assessments across approximately 140 union and non-union job titles within our organization.

Sealed proposals will be received until **1:00 PM on Monday, October 6, 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 **Thursday, September 18, 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: 238 590 695 045 6

Passcode: bJ7Fa99x

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

Or call in (audio only)

<tel:+19293467319,631071161#> United States, New York City

[Find a local number](#)

Phone conference ID: 631 071 161#

Offerors must attend this meeting to be considered an eligible Offeror.

Prospective Offerors who are having trouble attending the meeting should contact Shannon Stewart at 215.837.9025.

Eligible Offerors are encouraged to submit questions until **Monday, September 29, 2025 at 12:00 PM**. The Question Submission Form will be accessible immediately following the mandatory Pre-Proposal Meeting.

Only questions submitted by eligible Offerors using the Question Submission Form will be considered. Any addenda issued will be emailed to all eligible Offerors and posted to the Authority’s website at www.philapark.org.