

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

**RFP No. 25-27**

**Job Task Analysis and Applicant Test Development**  
**Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: January 30, 2026

No Pages: 4

This addendum is issued on January 30, 2026, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by eligible Offerors regarding the work included in the above referenced solicitation.

**CHANGES TO THE RFP DOCUMENT**

1. **Proposal Due Date:** The Proposal due date has been extended to **Wednesday, February 18, 2026 at 1:00 PM.**

**QUESTIONS**

1. **Question:** To provide vendors with sufficient time to incorporate new information provided in your response to questions, would you extend the proposal due date by at least two weeks?
2. **Response:** The due date has been extended to **Wednesday, February 18, 2026 at 1:00 PM. The final addendum can be released up to 7 days prior to the due date.**

3. **Question:** If the number of personnel exceeds one to two pages, may resumes be included as attachments?

**Response: Yes, but resumes cannot exceed two pages. Attach any resumes at the back of your proposal, as an appendix.**

4. **Question:** Re: Key Personnel Resumes. Under Part II of the Request for Proposal, Information Required from Offerors, section II-4, it is stated that there is a page limit of 1-2 pages. The Offeror is to provide an organizational chart which includes "through a resume, or similar document" information on all key personnel. In the PPA Pre-Bid Conference notes, it is stated that "Resumes are limited to two pages per person and should be in an appendix." Tab C – Key Personnel has a page limit of 1 – 2 pages. Please clarify how PPA requires the Key Personnel portion to be submitted.

**Response: Please see response to Question 3. The organizational chart must be included in Tab C and any resumes that will exceed the two-page limit can be included as appendices in the back of your proposal. Resumes for each person cannot exceed two pages.**

5. **Question:** Regarding Tab C for Key Personnel, the limit of two pages, is that for the whole section or is it 2 pages per resume of each key personnel? What is the total number of pages that is acceptable for that section to include resumes of each key personnel, organizational chart, responsibilities and how long each personnel has been with our company.

**Response: Please see response to Question 4.**

6. **Question:** When you talk about the page limits on the resumes, is that per person, per resume, two pages per resume?

**Response: Please see response to Question 4.**

7. **Question:** Regarding the four job classifications or titles that you are showing in this RFP, when will the proposers have an opportunity to see the number of incumbents in each one of those classifications? People that are in the job, how many people are actually in the job? I asked the question just simply because I thought that there might be some implications just by knowing at least a range of the number of people or number of individuals that are in those positions.

**Response: The Authority will provide the number of incumbents for each classification to the selected Offeror as part of the post-award process.**

8. **Question:** To follow-up on a question raised during the pre-proposal conference, the number of job incumbents and supervisors per job title helps inform the most appropriate job analysis approach to be employed. Can you provide a table showing the number of incumbents and supervisors by job title to all vendors to facilitate the preparation of their proposals)?

**Response: Please see response to Question 7.**

9. **Question:** How many employees currently hold each of the four job titles (PEO, Tow Truck Operators, Clerks, Administrative Assistants)?

**Response: Please see response to Question 7.**

10. **Question:** How many incumbents are currently in each role?

**Response: Please see response to Question 7.**

11. **Question:** Re: Job Classification. There are four (4) job classifications in the RFP; will Proposers be provided the number of incumbents in those jobs that were listed? This is material to proposing time and cost of job and tasks analyses and data collection.

**Response: Please see response to Question 7.**

12. **Question:** What is the approximate number of employees in each of the four jobs (Parking Enforcement Officers, Tow Truck Operators, Clerks, and Administrative Assistants)?

**Response: Please see response to Question 7.**

13. **Question:** Is the scope in the current RFP specifically limited to the job analysis review of existing tests and the summary report? I just want to clarify that there is no test development, administration, or scoring included and if the recommendation is part of this regarding the actual test itself? For example, if we look at a pre-existing test, there may be associated per-candidate fees for administration and scoring. Is that to be included in this scope of work, or would that be handled under the task order proposal process explained in the RFP?

**Response: The scope includes conducting the job analysis and providing a recommendation to either develop an assessment test or utilize a pre-designed assessment test. Depending on the outcome of the job analysis, the selected approach will be determined accordingly.**

14. **Question:** Are physical ability tests currently used or anticipated for these specific four job titles? May I ask which job titles? And that's done by a third party?

**Response: Two of the four job titles. Parking Enforcement Officer and Truck Operator, take the physical ability assessment, and then a written test is administered. However, we will rely heavily on the selected Offeror to determine if that is the correct way to proceed.**

**15. Question:** Are physical ability tests currently used for any of these positions, or is the Authority seeking recommendations on whether they should be implemented?

**Response:** Please see response to Question 14.

**16. Question:** Are the tests, as they currently exist, in a hurdled process? So, you must pass one to take the other, or are they compensatory? But you pass the written test before taking the physical; is that correct?

**Response:** Yes, an applicant must pass one test to take the other. However, this does not apply to every classification.

**17. Question:** If we have a sub that is a small business, do they have to register with the state of Pennsylvania?

**Response:** Yes, to receive any points for Small and Small Diverse participation, the Offeror and/or any subcontractors must be certified with the PA Department of General Services as required in I-7 of the RFP document.

**18. Question:** How would we handle any fees that might be associated with an hourly rate for additional work? For example, per-candidate test fees. Is that going to be handled separately under the task order proposal process?

**Response:** No, any fees must be included in your hourly rates.

**19. Question:** Any per-candidate fees need to be included in the hourly rate?

**Response:** The Authority will only pay hourly rates for any additional job titles and additional work not identified in the Work Statement. The Authority will not pay any additional fees outside of the hourly rates indicated on the Cost Form.

**20. Question:** You will not pay anything other than hourly rates?

**Response:** Please see response to Question 19.

**21. Question:** If any of the additional work requires travel to Philadelphia, would that be billed at cost or should it be included in the hourly rates?

**Response:** No, the Authority will not pay any travel costs.

**22. Question:** Does the Philadelphia Parking Authority (Authority) have a clear deadline of when they want all milestones completed by?

**Response:** No, Offerors must provide a sample project schedule as described in II-7 of the RFP document. Sample project schedule is included in the Criteria for Selection. The project schedule will be finalized by the Authority and selected Offeror at the kickoff meeting.

**23. Question:** What is the Authority's desired timeline for completing all three milestones?

**Response:** Please see response to Question 22.

**24. Question:** What is the expected PPA approval timeline for each Milestone?

**Response:** Please see response to Question 22.

**25. Question:** Does the Philadelphia Parking Authority want all job analyses to be conducted concurrently?

**Response:** No.

**26. Question:** Does the Philadelphia Parking Authority have a previous job analysis for each position that can be utilized during the job analysis process?

**Response:** No.

**27. Question:** Are the selection tools currently used owned by the Philadelphia Parking Authority?

**Response: No.**

**28. Question:** Does the Authority want the vendor to administer the selection tools in any capacity?

**Response: No.**

**29. Question:** What is the amount of the budget for this work?

**Response: This information is not available.**

**30. Question:** What is the required subcontracting percentage to receive Small and Small Disadvantaged Business participation points?

**Response: There are no subcontracting requirements. The maximum amount of points that can be awarded for subcontractors during scoring is 5 points, based on the amount of work that will be awarded to the subcontractor. Please refer to III-4 for scoring criteria.**

**31. Question:** When does the PPA anticipate publishing responses to vendors' questions submitted by the 1/21/26 deadline?

**Response: The Authority may release an addendum up to 7 days prior to the proposal due date.**

**END OF ADDENDUM ONE**