The Philadelphia Parking Authority
701 Market Street, Suite 5400
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RFP No. 25-27
Job Task Analysis and Applicant Test Development
Addendum Two

To:	See Email Distribution List
From:	Shannon Stewart Manager of Contract Administration
Date:	February 6, 2026
No Pages:	5

This addendum is issued on February 6, 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.

QUESTIONS TO BE ADDRESSED IN ADDENDUM #3

1. **Question:** Regarding Non-renewal. After year one's milestones have been met, if a renewal is not awarded to the initial firm, will PPA provide a reason(s) why there was no renewal or extension?

2. **Question:** Which form should be filled out to do business with the state of Pennsylvania? We are a public educational institution and political subdivision of the State of Florida.

3. **Question:** Regarding the insurance since we are a state institution, most of the limits of our insurance are set by the State of Florida. Below is a list of what our Risk Manager has sent. Please review it for acceptance.

QUESTIONS

1. **Question:** Will we have access to Performance Management records for the identified roles?

   Response: No.

2. **Question:** How many focus groups would be feasible?

   Response: At least two (2) focus groups would be feasible.

3. **Question:** What is the current attrition rate/turnover for the identified roles?

   Response: For the calendar year 2025, the turnover rate for Parking Enforcement Officers was 24.5%, Tow Truck Operators was 19.48% and negligible for Clerks and Administrative Assistants.

4. **Question:** What is the staffing forecast (or rate of hire) for the next 12 months for the identified roles?

   Response: Approximately 137 Parking Enforcement Officers (PEOs), 20 Tow Operators and 5 Clerks/Administrative Assistants.

5. **Question:** Are there multiple levels or classifications within each job title (e.g., Senior Clerk, Clerk I/II)?

   Response: Currently, there are multiple levels for the Clerk and Administrative Assistant positions.

6. **Question:** Does the Authority have existing job descriptions, previous job analyses, or current selection procedures that will be shared with the selected Offeror?

   Response: Yes, with the exception of previous job analyses.

7. **Question:** What documentation currently exists for each role (e.g., job descriptions, tool and technology lists) and will it be shared with the contractor?

   Response: Job descriptions, which will be shared with the selected Offeror.

8. **Question:** Are these job titles unionized and, if so, what role will the unions play in the project?

   Response: Yes, some of the job titles are union. However, the union will not play a role in this project.

9. **Question:** Are there union agreements or collective bargaining considerations that may impact the job analysis or selection procedure recommendations?

   Response: No.

10. **Question:** Will the selected Offeror have on-site access to observe employees performing job duties? If so, are there any scheduling constraints or security clearances required?

    Response: Yes and there are scheduling constraints to be considered.

11. **Question:** Is there flexibility in the project schedule, or are there hard deadlines driven by hiring needs?

    Response: Offerors must provide a sample project schedule, see II-7 of the RFP document. All milestones must be completed by end of 2026.

12. **Question:** Can the Authority provide an estimate of how many additional job titles may be added via task order during the contract term?

    Response: No, this information is not known at this time.

13. **Question:** How many additional jobs may be added through the Task Order Process and when do you anticipate such additions will be made?

    Response: See response to Question 12.

14. **Question:** Re: Renewal or Extension of Contract. Should the contract be renewed or extended, will PPA allocate four more jobs? If not, can we find the schedule for allocating the remaining jobs? It may be more advantageous and efficient if it is known in advance how the remaining allotment will be made, such as by job family (e.g., administrative, court, public works, etc.)

    Response: See response to Question 12.

15. **Question:** We understand the final timeline will be negotiated upon contract award, but are there specific timeframes, or timeline related goals, the PPA would like to achieve (e.g., Milestone 1 completed in Q2 2026, all Milestones completed by Q4 2026)?

    Response: All milestones must be completed by the end of 2026.

16. **Question:** The RFP indicates that one objective of the job analysis is to enhance consistency across job families. Can you provide additional details on your vendor expectations here?

    Response: Define and streamline the procedure to properly assess candidates for all job families.

17. **Question:** Based on the PPA's Mission Statement, we understand that the agency seeks to leverage innovative technology to enhance operational efficiency and overall management effectiveness. In that context, is the PPA amenable to conducting the job analysis remotely (e.g., via virtual meetings and/or online surveys)?

    Response: Yes, to the extent that the meetings related to the project can be conducted virtually.

18. **Question:** Can some of the work be accomplished remotely? If so, what work cannot be done remotely?

    Response: Offerors must indicate in their proposal which tasks will be done remotely.

19. **Question:** We interpret the term "pre-built assessments" to refer to proprietary, off-the-shelf tools that may be appropriate for PPA job titles. Is this interpretation consistent with your use of the term?

    Response: Yes.

20. **Question:** Considering the stated interest in "pre-built assessment tests," would it be acceptable for vendors to include a catalog of proprietary, off-the-shelf tests as an attachment or appendix the Tab E (Milestone II discussion), outside of the 3–5 page limit specified for Tab E?

    Response: Yes.

21. **Question:** Our understanding from the pre-proposal conference is that Milestone II costs should include all fees for test development/identification, as well as candidate test administration, scoring, and reporting. To ensure accurate pricing, please provide:

    a. Candidate volume data for each of the four job titles for the past three years and projected volumes going forward.

    b. For any additional job titles that may be added, provide the title with the highest annual candidate volume and its data for the past three years.

    Response: a. Between 2023-2025:

    > **467 PEOs**
    > **38 Tow Operators**
    > **Less than 5 Clerks and Administrative Assistants, combined**
    > ***Projected volume likely to decrease for all titles**

    b. No additional titles at this time.

22. **Question:** If new assessments are ultimately recommended based upon the review and evaluation stage of the project, would the PPA be amenable to online test scheduling, administration, and scoring or are paper-based tests required for any (or all) positions? If paper-based tests are required, who will be responsible for administration facilities, test proctors, test scoring and candidate feedback?

    Response: The Authority would be amenable to online test scheduling, administration, and scoring for all positions identified in the scope.

23. **Question:** For each job title, is there a required exam protest or review process? If so, please describe what is required and to what extent vendor participation in the process is required.

    Response: No, there is not a required exam protest or review process.

24. **Question:** Regarding Job Classification, proposers are told additional jobs may be added during the project. Can we get an idea of the general classifications that will be added? Will the additions be drawn from exempt or non-exempt classifications (it appears the 4 classifications listed would fall into the non-exempt and administrative/clerical job classifications)? Knowing this will assist in time and cost projection for the job/task analyses. Will the number of incumbents and work locations be provided?

    Response: Any new titles would likely be non-exempt, and all information would be provided if the Authority choose to add more job titles.

25. **Question:** Regarding Job Classes, is the first set of jobs a representation of three different "job classes", namely a) clerical, b) parking management, public safety or protective services, and c) towing or moving services? If not, can

they share the remaining job classes into which they have categorized their jobs? This is in lieu of providing the titles.

Response: Offerors may refer to the EEO-4 Classifications.

26. **Question:** What would be the work expected to be completed in the year's term of the proposal, the jobs in phase 1 or all of the phases.

Response: All phases for all four job titles identified in the Work Statement.

27. **Question:** We have successfully employed remote job analysis methodologies for a variety of field-based roles (e.g., utility locator, meter specialist, water treatment facility staff, construction and maintenance personnel) to reduce client costs. This approach typically requires employees to have access to an online meeting platform (e.g., Microsoft Teams) and work email, or to convene at a common location where that is available. Do the incumbents and supervisors in these four positions have access to the necessary technology?

Response: Plausibly, the supervisors would have access to the necessary technology.

28. **Question:** If online testing is of interest, please describe the computer facilities available to accommodate such testing (e.g., number of computers available with internet access, staff availability to proctor assessments).

Response: There are approximately 10 desktop computers available with internet access and HR staff proctors the assessments.

29. **Question:** If online testing is of interest, please describe the method you like to have candidate results delivered to the administrator (i.e. automatically via email, administrators log into the system to access, etc.).

Response: Results can be delivered automatically through email and/or stored into the system.

30. **Question:** If online testing is of interest, please describe your preference to have a single consolidated report with all candidates and assessments included, or separate reports of some type.

Response: A single consolidated report and the ability to receive separate reports with all candidate information is acceptable if there is an export to Excel capability.

31. **Question:** Are responses to questions from previous RFP No. 25-08 listed on addendum 2 and 3 still applicable to this RFP?

Response: No. The responses provided in Addendum #2 and #3 for RFP No. 25-08 do not apply to this RFP, as this project is separate and unrelated to the prior solicitation.

32. **Question:** In the cost proposal, do we include the cost of designing exams when we do not yet know what the job KSAOs will be?

Response: Please see response to Question 18 in Addendum #1.

33. **Question:** From the pre-proposal conference we understand that Tow Truck Operators and Parking Enforcement Officer candidates currently take a written exam and candidates passing the written exam, complete a physical ability test. Please describe the selection tests currently used for each of the remaining two positions, including:
a. The type of test (e.g., PAT, interview, technical knowledge, personality assessment).
b. Who developed each test (e.g., PPA, third party).
c. Will technical manuals or other supporting test documentation be made available to the selected vendor?
b. If multiple assessments are required for a single role, do you implement a hurdle-based approach (i.e., candidates must pass one assessment before progressing to the next), or can assessments be taken at the same sitting?

Response: Currently, there are no testing mechanisms in place for the remaining two positions. The Authority would like to adopt one.

34. Question: Please explain the administration process used today. How are candidates assigned to/registered for assessments? Are tests administered in-person? Are written exams administered via paper and pencil or computer? Who is responsible for test scoring and reporting? Are you considering changing the current process (i.e. more automation), and if so, how?

Response: Currently, the Authority uses paper tests for PEOs and a third-party testing system, QuestionMark, to upload our electronic tests for other job titles. All tests are administered onsite and HR staff proctors the testing and scores the paper tests. The Authority is looking to change the processes based on the selected Offeror's suggestions.

35. Question: If there is a job description for the four positions that are listed in Part IV (Work Statement) of the RFP which are also listed below:
a. Parking Enforcement Officers ("PEO")
b. Tow Truck Operators
c. Clerks
c. Administrative Assistants

Response: This information will be provided to the selected Offeror.

END OF ADDENDUM TWO