



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

**HEALTH INSURANCE BROKER SERVICES  
RFP No. 26-05**

**NOTICE TO OFFERORS**

The Philadelphia Parking Authority (“Authority”) is seeking proposals from healthcare insurance brokers with significant experience representing a broad range of clients, particularly those in the public sector, to provide comprehensive healthcare brokerage services, including but not limited to negotiating all group benefit contracts and soliciting competitive quotes from prospective carriers.

Sealed proposals will be received until **1:00 PM on Wednesday, April 22, 2026** by the 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 **Friday, March 27, 2026 at 11:00 AM**. Offerors may also attend virtually using the Microsoft Teams meeting information below:

**Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 243 012 383 775 46

Passcode: 3z5CN9mW

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

**Or call in (audio only)**

<tel:+19293467319,,896168132#> United States, New York City

[Find a local number](#)

Phone conference ID: 896 168 132#

**Offerors must attend the Pre-Proposal 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 **Wednesday, April 8, 2026 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](http://www.philapark.org).