



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

**INSURANCE BROKER AND RISK MANAGEMENT SERVICES
RFP No. 26-08**

NOTICE TO OFFERORS

The Authority is seeking proposals from highly qualified insurance brokers to provide comprehensive brokerage services. This includes serving as a strategic risk advisor to reduce total cost of risk and protect a public authority with enforcement, technology, infrastructure, and political exposure. The selected firm must demonstrate experience advising complex governmental or quasi-governmental entities operating in highly visible public environments. The initial term of the contract will end after one (1) year and may be extended by and at the sole option of the Authority for up to four (4) additional one-year renewals.

Sealed proposals will be received until **1:00 PM on Tuesday, May 12, 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 **Tuesday, April 14, 2026 at 2:00 PM**. 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: 286 496 129 750 82

Passcode: Ti9MN3Jm

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

Or call in (audio only)

<tel:+19293467319,,53701299#> United States, New York City

[Find a local number](#)

Phone conference ID: 537 012 99#

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 **Tuesday, April 28, 2026 at 12:00 PM**. Please submit all questions via the Question Submission Form using the link below:

<https://ppa-forms-pro.powerappsportals.com/question-submissions/?uid=a0f828c6-cd43-4cc8-b3f9-89a0f03de84d> (The link will be activated after the mandatory Pre-Proposal Meeting)