

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

**RFP No. 26-13
Injury Prevention Program
Addendum One**

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: August 19, 2026 plus Appendix A and B

No Pages: 7

This addendum is issued on August 19, 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.

PROPOSED CHANGES TO THE RFP DOCUMENT

1. **Proposal Due Date:** The proposal due date and time have been extended to Tuesday, September 29, 2026 at 1:00 PM.

QUESTIONS

1. **Question:** We'd like to request an extension of the proposal due date to September 25th 2026 to accommodate for team vacations and planned leave.

Response: The proposal due date and time has been extended to Tuesday, September 29, 2026 at 1:00 PM.

2. **Question:** Regarding Tab D Cost Proposal, hourly rates, does that have to be an all-in hourly rate or is the Authority open to additional pass-through cost for things like supplies and equipment?

Response: Any equipment or supplies necessary to complete the scope of work will be billed as a direct cost to the Authority. The Contractor will need to submit any equipment or supply invoices to the Authority as supporting documentation to be reimbursed the direct costs. No mark-up may be applied.

3. **Question:** Regarding Tab D Cost Proposal, hourly rates, is the Authority open to a fixed cost-plus model?

Response: The hourly rates are only applicable in the event the Authority seeks to expand the Injury Prevention Program to additional job titles.

4. **Question:** Is there someone currently providing injury prevention services to the Authority?

Response: This would be a completely new service to the Authority.

5. **Question:** Is the Injury prevention program already considered in the Authority's Board budget?

Response: The Authority is financially prepared to procure and implement an Injury Prevention Program.

6. **Question:** Does the injury prevention program need to be implemented at the beginning of the fiscal year?

Response: No.

7. **Question:** When does the Authority anticipate the injury prevention program to start?
- Response:** The Authority anticipates starting the Injury Prevention Program as soon as a contract has been approved by the Authority's Board, and it is feasible to begin the implementation process.
8. **Question:** Regarding train-the-trainer, who does the Authority envision will be the trainers in this instance?
- Response:** Please refer to IV-2., 3.a. of the RFP document.
9. **Question:** How many VHS professionals does the Authority have?
- Response:** None.
10. **Question:** Will trainers be made up of individuals from the workforce who volunteer, whether they are union or nonunion representatives?
- Response:** Please refer to IV-2., 3.a. of the RFP document.
11. **Question:** Does the Authority have any existing occupational health providers, contracts or history of existing contracts or similar contracts with anybody attending the Pre-Proposal meeting for this RFP?
- Response:** Yes. Concentra is the Authority's current Occupational Health Provider.
12. **Question:** Does the Authority have any history with an onsite nurse or medical provider or anything similar?
- Response:** No.
13. **Question:** Has the Authority had an injury prevention program in the past?
- Response:** No.
14. **Question:** Regarding Part IV-2, will there only be three job descriptions or will there be others?
- Response:** Please refer to section IV-2 "Additional Work".
15. **Question:** Regarding hourly rates, is the Authority open to fixed cost 40-hour full time employee or should it only be hourly rates as far as pricing?
- Response:** See response to Question 3.
16. **Question:** Who is the Authority's current panel providers for worker's compensation claims?
- Response:** Please see Appendix A of this addendum.
17. **Question:** Would the Authority be amendable to sharing claims related data for parking enforcement officers, tow operators and booters so that we can evaluate that relative to the pricing proposal?
- Response:** Yes, please see Appendix B of this addendum.
18. **Question:** Is there a desired staffing level (i.e.- physical therapist, athletic trainer, etc.) or is the Parking Authority looking for vendors to make a recommendation?
- Response:** The proposals should include recommendations.
19. **Question:** Should prospective vendors include in our costs any medical equipment or supplies that would be needed to conduct the scope of work?
- Response:** See response to Question 2.
20. **Question:** We understand an hourly rate is desired. There may be additional applicable costs other than labor, including equipment and supplies, hardware and software, management fee, etc. Is the Parking Authority open to a fixed cost-plus model where we would charge the Parking Authority a monthly rate for hours worked and pass through any supplies, etc., as-incurred?
- Response:** See response to Question 2.

21. Question: Is there a minimum or maximum number of hours desired or budgeted for per week for this program?
Is the Parking Authority open to a dedicated, full-time resource?

Response: No. The Authority has not identified a minimum or maximum number of hours for this program.
Please refer to section II-5 of the RFP pertaining to milestone payments.

22. Question: Do a large portion of the employees in phase 1 work a shift other than first/day shift?

Response: The Authority is a staffed 24-hour operation. The proposals should take this into consideration.

23. Question: What are PPA's primary goals for this program, and how will success be measured? For example, is PPA primarily looking for fewer claims, reduced claim costs, fewer lost workdays, improved employee engagement, or a combination of these?

Response: The Authority would like to see measurable improvement in one or more of these areas.

24. Question: How is employee training currently handled, and will employees be released from their normal duties to participate?

Response: Employees are relieved from their normal duties to receive training on a rotating basis.

25. Question: How many PPA locations and work sites should be included in the on-site assessment and training portion of the program, and how frequently does PPA expect the selected Offeror to be on-site? Should vehicle ergonomics and job-specific work environments be included? Each department deploys from three separate work sites but primary functions take place in the field.

Response: Each department deploys from three separate work sites, but primary functions take place in the field. Proposals should include all aspects of the job that contribute to workplace injuries.

26. Question: What reporting frequency and level of detail does PPA expect from the selected vendor (monthly, quarterly, etc.)? Does PPA anticipate a dedicated program manager/trainer, or can we structure staffing based on the program's needs?

Response: At minimum, quarterly progress reports are expected. Offerors should propose a structure believed to best address the goals identified in the Work Statement.

27. Question: Can PPA clarify any required insurance coverage, licenses/certifications, OSHA requirements, financial documentation, and other administrative requirements that should be included with the proposal? Also, are vendors permitted to submit a redline of the sample contract, and are there specific provisions PPA considers non-negotiable?

Response: The Authority prefers any requested changes to the sample contract be submitted in a redlined version.

The sections of the RFP document referenced below contain detailed requirements regarding required insurance coverage, licenses/certifications, OSHA requirements, financial documentation, and other administrative requirements that should be included with the proposal

Insurance Requirements: I-10, II-8 and Appendix C of the RFP document

Licenses and Certifications: II-11

Financials: I-22

The entire RFP document contains administrative requirements, please review the RFP document. In particular, Part II details the format proposals must be submitted in as well as submittals required.

28. Question: Can you provide a list of decision-makers including job titles and departments for this solicitation?

Response: Proposals will be reviewed, evaluated and rated by an Evaluation Committee consisting of Authority employees.

- 29. Question:** Are there other individuals or groups who will be consulted during the selection process? If so, what are their job titles and departments?

Response: See response to Question 28.

- 30. Question:** In the RFP, Part II – Information Required from Offers states that Proposals must not exceed 10 pages (page count limit applies to Tabs A, B, C and F only). Section II-6 Technical Response (Tab E) has a page limit of 3-5 pages. Does Tab E have the page limit or should the page limit be for Section II-7 Sample Project Schedule (Tab F)?

Response: The 3–5-page limit applies to Tab E – Technical Response. No page limits apply to Tab F – Sample Project Schedule.

- 31. Question:** We see that proposals must not exceed 10 pages. Can you confirm that the page count limit applies only to Tabs A, B, C, and F?

Response: The page limits only apply to Tabs A, B, C and E. No page limits apply to Tab F – Sample Project Schedule.

- 32. Question:** For the cost proposal, since many of the deliverables may take several months to deliver and will require feedback and scheduling from the authority, for which a timeline is out of the control of the offeror, would the authority consider an estimate for each deliverable with a monthly invoicing structure for time and expenses incurred each month?

Response: No, Offerors must provide a comprehensive pricing proposal that clearly identifies all milestone tasks and associated costs to be paid when each milestone task and deliverables are completed. Offerors must also include a sample project schedule that includes milestone tasks, deliverables and milestone payments. The Project Schedule will be negotiated and finalized during the kickoff meeting.

- 33. Question:** Our proposal may contain proprietary and confidential information. Can you please clarify your organization's process for handling confidential information (such as pricing and client reference information) submitted as part of a proposal, including whether specific sections can be marked as confidential or redacted from public disclosure?

Response: Offerors may submit a redacted version of their proposal in addition to the electronic copy on the USB drive that must be submitted as part of the proposal package. Only proprietary information and trade secrets may be redacted, price cannot be redacted. Offerors should refer to Pennsylvania's Right to Know Law 65 P.S. § 67.708(b)(26) for additional information.

- 34. Question:** For the Key Personnel section, does the 1-2 page limit include the resumes of all personnel or can this be in addition to the information about proposed project manager, backup and org chart?

Response: Resumes can be added as appendices at the end of the proposal and will not count towards the page limit for Tab C.

- 35. Question:** What injury-prevention, ergonomic, or safety programs are currently in place for Meter Enforcement Officers, Tow Operators, and Booting personnel? How are these programs delivered, tracked, and evaluated? Can you share the current programs?

Response: There are no programs currently in place.

QUESTIONS TO BE ADDRESSED IN ADDENDUM #2

- 1. Question:** The RFP's Commercial General Liability requirements include specified aggregate limits. Under our standard policy, the applicable aggregate limit is applied on a per person basis rather than a per location basis. We can provide a Certificate of Insurance and supporting documentation demonstrating compliance with all other required coverages and limits. Will The Parking Authority accept this coverage structure as an exception to the stated requirement? We can also identify this exception in the appropriate section of our proposal submission.
- 2. Question:** Our insurance broker would like for us to request the following exception as an alternative to the stated requirements for consistency with the language of our existing policy. "Commercial General Liability: including Premises-Operations, Independent Contractors, Products/Completed Operation, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under an insured Contract), and Personal Injury Coverage" (Ref Section 2 of Appendix C).
- 3. Question:** We respectfully requests a waiver of the Commercial General Liability Fire Damage (any one fire) limit of \$50,000. We do not maintain separate Fire Damage coverage under its Commercial General Liability program. All other required insurance coverages and limits meet or exceed the requirements outlined in Appendix C.
- 4. Question:** Could PPA provide workers' compensation claims data, OSHA logs (if applicable), and injury trend reports from the past 3 years, including the most common musculoskeletal injuries, affected body regions, job tasks associated with injuries, and average lost workdays?
- 5. Question:** What injury-prevention, ergonomic, or safety programs are currently in place for Meter Enforcement Officers, Tow Operators, and Booting personnel? How are these programs delivered, tracked, and evaluated? Can you share the current programs?
- 6. Question:** Approximately 60 supervisors are expected to participate in the Train-the-Trainer program. Beyond the initial training, what level of ongoing support, observation, competency checks, and on-site follow-up does PPA expect?
- 7. Question:** As instructors, will we have access to specific work items/vehicles for demonstration purposes?
- 8. Question:** Does PPA expect individual employee assessments or one-on-one training for employees with previous injuries, recurring issues, or those returning to work, or is the expectation primarily group-based injury-prevention training?
- 9. Question:** PPA requires web-based training and a video library. What technology or platforms are currently available to employees and supervisors, and how does PPA expect participation/completion of online training to be tracked?
- 10. Question:** Does the Authority have any existing occupational health providers, contracts or history of existing contracts or similar contracts with anybody attending the Pre-Proposal meeting for this RFP?
- 11. Question:** As it relates to the ongoing use of technology and videos, are these expected to be updated and maintained? Whose responsibility is it to maintain? If ongoing modifications are needed, should this be built into the proposal?
- 12. Question:** What frequency does PPA envision for ongoing safety awareness campaigns, including seasonal content, posters, newsletters, digital media, success stories, and updated training materials? How would PPA like employee engagement with these materials to be tracked?
- 13. Question:** Are new employees expected to enter these positions throughout the year, and should the proposal account for ongoing onboarding? How should we handle additional employees, job titles, or program expansion during the potential five-year contract?

- 14. Question:** Can we get three years of losses to review and ensure we are sizing the program to have an attractive return on investment?
- 15. Question:** Would The Parking Authority be interested in seeing rates for an onsite dedicated hours per week injury prevention professional (typically an athletic trainer)? This could happen at any point in the initial year or subsequent years as an alternative option and/or to supplement the outlined project work.
- 16. Question:** In our experience working with other municipalities, getting registered for doing business may take more than five days as we will be at the mercy of the processes and procedures for Philadelphia. If you know the Philadelphia procedure to take more than five days, would you consider extending this requirement to meet the usual time needed?
- 17. Question:** Our Ergonomic Assessment reporting process is a task-level assessment that quantifies ergonomic risk and provides a set of solutions (engineering, administrative, and behavioral) and is typically provided to EHS and Risk Management stakeholders to guide ergonomic improvements. Our Job Analysis report outlines the physical requirements and essential functions of the job and are often used by HR for a more detailed job description during hiring and/or for return-to-work needs and for functional employment testing protocol development. The Job Analysis can point to areas of ergonomic improvement but are inherently different. Can you confirm you would like for us to provide both of these deliverables?
- 18. Question:** Can you clarify the types of individual employee reports you would like to receive? Specific to Ergonomic Assessments, these reports are typically provided at the task-level with observation of multiple individuals to gain the most comprehensive understanding of the risk factors involved and to generate widely applicable solutions. That said, we can do individual assessments as may be needed for Accommodations. From our understanding of the needs of this project for The Parking Authority, our standard process of assessing at the task-level would be suitable for gaining the indicated project outcomes. Recommended solutions would apply to individuals and groups.
- 19. Question:** Do you have a current vendor relationship with any of the other groups participating in this solicitation? If yes, which vendor and what services?
- 20. Question:** Do you have other occupational health services through other vendors not participating in this solicitation? If yes, which vendor and what services?
- 21. Question:** Who are your Medical Carrier(s), Workers Compensation Carrier(s), Third Party Administrator(s), Broker(s)/Risk Manager(s)?
- 22. Question:** For workplace hazard identification needs, can you confirm that this is meant to refer to hazards within the ergonomics and musculoskeletal injury prevention realm? Can you provide examples of the kinds of hazards you're looking for the vendor to comment on?
- 23. Question:** In reference to Part IV-2.A.2.e *Implementation of early intervention protocols to address discomfort before it becomes an injury* can you clarify what is meant by early intervention protocols and who would be administering this early intervention?
- 24. Question:** In reference to the two mentions of "employee compliance" within Part IV-2, can you provide a definition of "compliance" in this context for The Parking Authority of Philadelphia?
- 25. Question:** Does The Parking Authority currently have a Learning Management System that could host employee training content provided by the selected vendor for this program and facilitate the requested Program Implementation and Management requirements noted in Part IV-2.B.?
- 26. Question:** What safety management platform(s), Learning Management System(s), or mobile applications are currently being utilized or are available for use?

- 27. Question:** For the Train-the-Trainer, Supervisor and Employee Education and Training Deliverables, Is the Supervisor Education and Training to be delivered by the Authority Trainers who have participated in the Train-the-Trainer courses or is this to be delivered by the consultant?
- 28. Question** Regarding RFP Section 11-5, the requested services are delivered through an ongoing professional services model rather than a project-based scope with discrete milestones and deliverables. As such, our pricing structure is a fully burdened fixed fee that includes staffing, benefits, technology, insurance, overhead including corporate and administrative support, and management fee. Will the Authority accept a fixed-fee pricing approach in lieu of milestone-based pricing, provided all costs are fully inclusive and clearly identified?

END OF ADDENDUM ONE

Appendix A

Workers' Comp Panel Providers

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

02/06/2025

PENNSYLVANIA WORK-RELATED INJURIES

If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prostheses, including training in their use.

In order to ensure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the designated health care providers listed below:

Concentra Medical Center
*Occupational Medicine Clinic
Urgent Care Clinic
Walk In Clinics*
7000 Holstein Ave
Philadelphia, PA 19153
215-365-7510
Est Dist: 5.1 mi

Concentra Medical Center
*Occupational Medicine Clinic
Urgent Care Clinic
Walk In Clinics*
2010 Leveck Street
Philadelphia, PA 19149
215-537-4755
Est Dist: 7.3 mi

Rothman Orthopaedics of New York PLLC
Orthopedic Surgery:
925 Chestnut St Fl 5
Philadelphia, PA 19107
215-464-6600
Est Dist: 0.2 mi

One Call Care Management
Diagnostic Testing
Call for Scheduling
800-872-2875

Temple Orthopedics & Sports Medicine
Orthopedic Surgery:
3509 N Broad St
Philadelphia, PA 19140
215-707-2111
Est Dist: 3.8 mi

Jefferson University Dept. of Surgery
Surgery: General
1300 Wolf St 1st Floor
Philadelphia, PA 19148
215-551-0360
Est Dist: 2.2 mi

Garg, Sunir J.
Mid Atlantic Retina
Mid-Atlantic Retina
Ophthalmology
840 Walnut St Ste 1020
Philadelphia, PA 19107
215-928-3300, 800-331-6634
Est Dist: 0.2 mi

Healthesystems Bin# 012874
Pharmacy
877-528-9497 If assistance is needed, please take Injured Employee Prescription Fill Form to your pharmacy

Rubin, Paul Eric
Paul Rubin, DC
Chiropractor
1420 Walnut St Ste 1404
Philadelphia, PA 19102
215-972-0307
Est Dist: 0.7 mi

Katz, Olga A.
Advanced Neurology Associates, PC
Neurology
822 Pine St Suite 1c
Philadelphia, PA 19107
215-574-3573
Est Dist: 0.5 mi

Ivy Rehabilitation P. T.
601 Walnut Street, Ste L45
Philadelphia, PA
215-867-8753

For assistance with Physical Therapy and Durable Medical Equipment referrals, please contact the insurance company.



ConciergeClaim® Nurse location (Travelers nurse present in the clinic)

**** (NOTE: If any of the health care providers listed above are employer, owned or controlled by the employer or the employer's carrier, it will be so designated by an asterisk next to the health care provider's name.)**

You must continue to visit one of these health care providers listed above, if you need treatment, for ninety (90) days from the date of your first visit.

After this ninety (90) day period, if you still need treatment and your employer has provided a list as set forth above, you may choose to go to another health care provider. You **MUST** notify your employer of this action within five (5) days of your visit to the health care providers of your choice.

Your bills will be considered IF: your health care provider files written reports on a form prescribed by the Department (these reports must be filed within ten (10) days of commencing treatment and at least once a month thereafter, as long as treatment continues).

If one of the health care providers listed above refers you to another health care provider, your employer or its insured will pay the bill for these services provided they are reasonable and necessary.

If you are faced with a medical emergency, you may secure assistance from a hospital or health care provider of your choice.

If you have any questions, contact:

Appendix B

Claims Data

Frequency & Severity

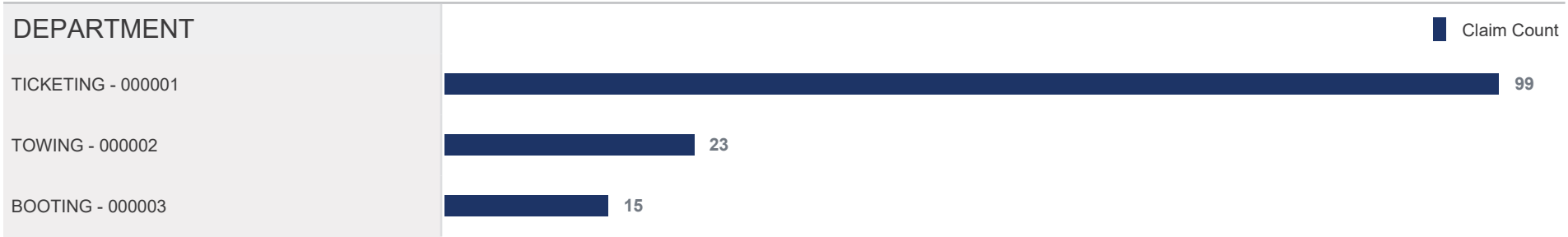


Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

PHILADELPHIA PARKING AUTHORITY

Frequency (Top 5)

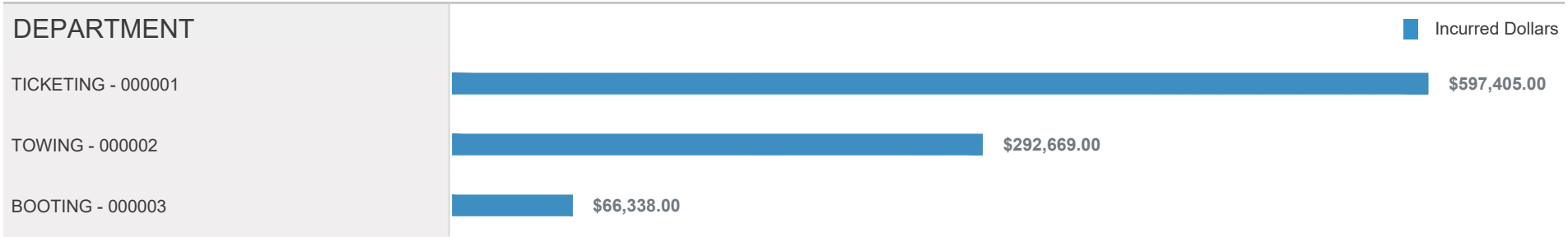


Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

PHILADELPHIA PARKING AUTHORITY

Severity (Top 5)



Frequency & Severity

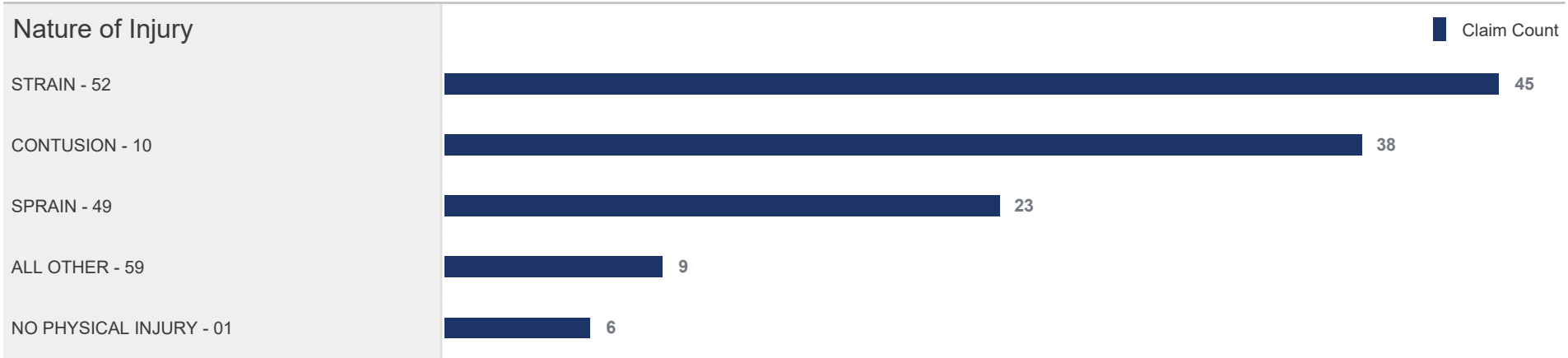


Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

PHILADELPHIA PARKING AUTHORITY

Frequency (Top 5)



Frequency & Severity



Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

PHILADELPHIA PARKING AUTHORITY

Severity (Top 5)

