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

RFP No. 26-17
Background Verification Services
Addendum One

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: October 2, 2026

No Pages: 3 plus Appendix A and B

This addendum is issued on October 2, 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

1. **Question:** Who is your current background screening provider?

   Response: Accurate Background Screening.

2. **Question:** What challenges or pain points are you experiencing with your current provider?

   Response: There are no I9/E-Verify options and no HRIS integration.

3. **Question:** What specific improvements are you seeking in a new provider (e.g., customer support responsiveness, turnaround time, platform functionality)?

   Response: Dayforce HRIS integration including I9/E-Verify.

4. **Question:** Could you share your current pricing schedule/rate table?

   Response: See Appendix A of this addendum.

5. **Question:** What is the anticipated budget for this RFP?

   Response: The Authority does not release this information during the RFP process.

6. **Question:** Is annual price escalation permitted under this contract? If so, is there a cap on the allowable increase?

   Response: Please see Appendix A of this addendum for the revised Cost Form which now contains an Annual Escalation Percentage section.

7. **Question:** Are pass-through fees (court, state, DMV, verification fees) to be billed separately from the service fee, or should pricing be presented as fully all-inclusive?

   Response: The Authority intends to maintain the current pricing structure. Service fees must be proposed separately from any applicable pass-through fees (e.g., court, state, DMV, employer verification, educational institution, and other source-imposed fees), which may be billed as a direct cost with no mark up. Fully all-inclusive pricing is not required.

8. **Question:** Regarding Part II, Section 5, will the Authority permit an out of State Offeror that is not currently registered to do business in Pennsylvania, to obtain the required Pennsylvania registration and Entity Number after notification of selection? If, permitted please confirm that an Offeror may submit it's proposal stating that Pennsylvania registration will be completed upon notification of selection without the proposal being deemed non-responsive.

   Response: No, Offeror's must have the required Pennsylvania registration and Entity Number at the time of proposal submission.

9. **Question:** Can the Authority provide the anticipated volume of checks expected?

   Response: Please refer to IV-2. of the Work Statement.

10. **Question:** Is there a current budget or not exceed amount of this RFP?

    Response: The Authority does not release this information.

11. **Question:** Can the Authority provide past pricing for background verification services for the past (1) one to (3) three years?

    Response: See Appendix B of this addendum.

12. **Question:** Regarding "State" in Section IV-2.A.1, would the Authority require a check of the official state criminal history repository (e.g., the equivalent of Pennsylvania's PATCH) in each state where the applicant previously resided?

    Response: No, just the PA PATCH check.

13. **Question:** Are all products listed in the work statement included in the 25-30 background checks per month, or do they vary? Can the Authority provide a breakdown of the volume?

    Response: No, the 25-30 checks are primarily criminal and MVR Checks.

14. **Question:** For I-9 and E-Verify services, who is responsible for completing Section 2? For example, may the applicant arrange for an authorized representative, such as a friend, spouse, or neighbor, to complete Section 2?

    Response: As the employer, the Authority is required to complete Section 2 of the I-9.

15. **Question:** Will there be there any integration with any HRMS or ATS systems?

    Response: Yes, Dayforce. Offerors can also have a stand-alone system if their system does not have the ability to integrate. But the Authority highly prefers the system be integrated into the Authority's HRIS.

16. **Question**: Is there a range for address history, alias name, like seven years, or is it unlimited?

    Response: A range of seven years is acceptable.

17. **Question:** Can the Authority provide estimated annual volume by screening package and for each optional service so Offerors can lend pricing with expected utilization?

    Response: The annual volume varies based on several factors. For example; at times we are instructed to increase hiring efforts to fulfill demands of local or state ordinances and initiatives. The Authority has performed 108 background checks for 2026; however, the volume may fluctuate each year.

18. **Question:** Is it the Authority's intent for I-9 and military services to be built into the cost? Should the cost be itemized or separated as stand-alone cost?

    Response: I-9 and military verification costs must be included as stand-alone costs.

19. **Question:** With a revised cost form, will all the services the Authority is seeking be a-la-carte pricing?

Response: Yes, please see Appendix B of this addendum. The revised cost form is intended to be submitted on an a la carte basis, with pricing provided for each individual service. Applicable pass-through fees may be billed as a direct cost with no mark-up.

20. **Question** The Work Statement does not reflect language regarding pass-through fees, government-imposed charges, or county court access, should these fees be itemized or included in the base price?

    Response: See response to Question 19.

21. **Question:** Should Offeror's propose a set price for verifications and motor vehicle reports that have different fees depending on the state or the institution that is being used to verify it?

    Response: See Appendix A of this addendum.

22. **Question:** Can the Authority provide a range for pricing or have them itemized separately?

    Response: Ranges will not be accepted. Offerors must provide a unit cost/singular cost for each item/service.

END OF ADDENDUM ONE

Appendix A
Revised Cost Form

Appendix A – Revised Cost Form

5. **Cost Form:** Offeror agrees to provide services for the costs identified below. All sections must be completed. Ranges will not be accepted.

A. A La Carte Pricing

A La Carte Pricing	
Service	**Unit Cost/Fee**
SSN / National Address Locator	$
DOJ Nationwide Sex Offender	$
County Criminal F&M	$
Federal Criminal Search	$
Statewide Criminal History	$
Global Watch	$
PATCH	$
Education Verification	$
MVR	$
Professional License	$
Employment Verification (Single)	$
Employment Verification (Up to 3 Employers)	$
Military DD214 Collection	$
References (7 Questions)	$
Pre-Adverse Action Letter	$
Adverse Action Letter	$

B. Package Pricing

Package Pricing	Provided Name	Provided Name & 3 Aliases
Industry Standard Criminal Check	$	$
PATCH	$	$

C. Additional Background Checks: Offerors must indicate the cost of any additional checks or services offered but not required in the Work Statement.

Additional Checks	
Check/Service Name	**Unit Cost/Fee**
	$
	$
	$
	$
	$

D. Annual Price Escalation: Offerors may propose an annual price escalation percentage, which may not exceed 3% each year of the contract. The price escalation percentage will only apply to the costs identified above and will be applied to Years 2-10 of the contract.

Annual Price Escalation: _____%

Appendix B
Historical Costs

Background Screening Pricing Schedule

Service	Fee ($)
SSN / National Address Locator	0.75
AccurateReach	3.25
DOJ Nationwide Sex Offender	1.75
County Criminal F&M	5.00
Federal Criminal Search	2.50
Statewide Criminal History	4.20
Global Watch	1.95
PATCH	27.95
Education Verification	5.20
MVR	1.00
Professional License	5.00
Employment Verification (Single)	5.14
Employment Verification (Up to 3 Employers)	14.30
Military DD214 Collection	1.04
References (7 Questions)	5.14
Pre-Adverse Action Letter	1.45
Adverse Action Letter	1.45

Package Pricing
Industry Standard Criminal Check: $18.90 / $28.05 with 3 aliases
PATCH Package: $41.85 / $58.98 with 3 aliases