



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

**BACKGROUND VERIFICATION SERVICES
RFP No. 26-17**

NOTICE TO OFFERORS

The Authority is seeking proposals from qualified Offerors to evaluate and verify applicants' background prior to new employment, including promotional opportunities. Services include, but are not limited to, criminal, education, driving motor vehicle records, electronic I-9 form completion, E-Verify services, and military service.

The RFP document and other important documents and information related to this RFP can be found on the Authority's website using the link below:

<https://philapark.org/bids-solicitations/>

Sealed proposals will be received until **1:00 PM on Wednesday, October 21, 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 **Monday, September 21, 2026 at 11:00 AM**. Offerors may also attend virtually using the Microsoft Teams meeting information below.

Virtual Attendees: Prospective Offerors attending the call virtually must join the call at 10:45 AM to allow for attendance to be recorded prior to the start of the meeting.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 277 800 588 794 895

Passcode: LH3Kn2Qh

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

Or call in (audio only)

<tel:+19293467319,835169836#> United States, New York City

[Find a local number](#)

Phone conference ID: 835 169 836#

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.