



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

**REQUEST FOR PROPOSALS BOARD AGENDA SOFTWARE  
PROPOSAL No. 17-26**

**NOTICE TO OFFERORS**

Sealed proposals from qualified vendors for the procurement of board agenda software services will be received until 2:00 PM on Monday, September 11, 2017, by the Philadelphia Parking Authority (“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.

Documents are available for download at the Parking Authority’s website, [www.philapark.org](http://www.philapark.org). Firms interested in downloading the documents from the Authority’s website must first register with Mary Wheeler, Manager of Contract Administration, by submitting your name and contact information to [mwheeler@philapark.org](mailto:mwheeler@philapark.org).

A pre-proposal conference will not be held for this solicitation. Vendors must register with Mary Wheeler, Manager of Contract Administration, at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) to be eligible to participate in this solicitation. Please provide company name, contact name and phone number in the body of the email as registration. Only those vendors who register are insured to receive addenda issued.

Prospective firms are encouraged to submit questions until Friday, September 1, 2017 at 2:00 PM. Please forward all questions to Mary Wheeler via email at [mwheeler@philapark.org](mailto:mwheeler@philapark.org). Only questions submitted in writing will be addressed. Addenda will be emailed to all registered offerors and posted to the Authority website. Proposals are due no later than 2:00 PM on Monday September 11, 2017.