

THE PHILADELPHIA PARKING AUTHORITY

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REQUEST FOR PROPOSALS
SUPPLEMENTAL DEBT COLLECTION SERVICES
RFP NO. 20-02

- - - -

TUESDAY, FEBRUARY 18, 2020

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Meeting held at The Philadelphia Parking Authority,
701 Market Street, Suite 5400, Philadelphia,
Pennsylvania, commencing at 11:00 a.m. on the above
date before Gina Zukowski, Professional Reporter and
Notary Public in and for the Commonwealth of
Pennsylvania.

THE PHILADELPHIA PARKING AUTHORITY
TAXICAB AND LIMOUSINE DIVISION
2415 SOUTH SWANSON STREET

PHILADELPHIA, PENNSYLVANIA 19148
(215) 683-9400

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2

A P P E A R A N C E S:

THE PHILADELPHIA PARKING AUTHORITY:

MARY WHEELER
SHANNON STEWART
ROBIN SCHAFFER
LINDA BRADLEY
BRENDON CROWTHER
CORINNE O'CONNOR
DENNIS ROSEN
MATTHEW KRESZ
SHNEAN CUSTUS
CHRISTOPHER NAWN

PAUL SIMPSON, PROMISE NETWORK
DIANA FRAPPIER, PROMISE NETWORK
RYAN WILCOX, ALLIANCE ONE
STEFANIO TROIA, SABATINA & ASSOCIATES
MIKE KURDI, DUNCAN SOLUTIONS
LAUREN BURGESS, LINEBARGER GOGGAN BLAIR & SAMPSON
PAMELA HARRIS-WILLIAMS, LINEBARGER GOGGAN BLAIR
& SAMPSON
TOM REILLY, RTR FINANCIAL SERVICES

BY PHONE:

BRETT DONAGHER, PENN CREDIT
DIANA DAY, COAST PROFESSIONALS
PHILLIP PRINCE, ARS NATIONAL
LAWRENCE WEIL, USI SOLUTIONS
BETTY JUNTUNE, IC SYSTEM
DANIEL PINEDA, USI SOLUTIONS
JON YANNY, ALLIANCE ONE
TAMMY BANDENBROEK, RELIANCE CAPITAL SOLUTIONS
SCOTT ROSS, RADIUS GLOBAL SOLUTIONS

VINCE LOBIANCO, HARRIS & HARRIS
KATIE WILLIAMS, RADIUS GLOBAL SOLUTIONS
MATTHEW NALLEY, CMI GROUP
MARIA JOHNSON, ALLIANCE ONE
KRISTEN ALEXANDER, ACCOUNT CONTROL TECHNOLOGY
NICOLA DAVIDSON, RTR FINANCIAL SERVICES
KEVIN BENNICK, SOUTHWEST CREDIT SYSTEMS
T.J. MITCHELL, TRANSWORLD SYSTEMS, INC.

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3

APPEARANCES CONTINUED:

PAT BERNING, COAST PROFESSIONAL, INC.
PATRICK MILLER, PROFESSIONAL RECOVERY CONSULTANTS
MARK HARRIS, LINEBARGER GOGGAN BLAIRE & SAMPSON
BARB LUCAS, ACCOUNT CONTROL TECHNOLOGY
JIM SCESNEY, TRANSWORLD SYSTEMS, INC.

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1 MS. WHEELER: Okay. We're going to
2 get started. First off, thank you for calling
3 in today and for your interest in this request
4 for proposals. It's RFP number 20-02,
5 Supplemental Debt Collection Services 2020.

6 My name is Mary Wheeler. I'm the
7 Manager of Contract Administration for the
8 Philadelphia Parking Authority.

9 If all the callers at this point could
10 please mute their phones unless we come to a
11 question period. We're going to start out with
12 introductions. We'll do those present in the
13 room first and then move onto the callers. If
14 you could state your full name, spell your last

15 name and identify the company that you are here
16 representing today.

17 MS. STEWART: Shannon Stewart,
18 S-T-E-W-A-R-T, Philadelphia Parking Authority.

19 MS. SCHAFFER: Robin Schaffer,
20 S-C-H-A-F-F-E-R, Parking Authority.

21 MS. BRADLEY: Linda Bradley,
22 B-R-A-D-L-E-Y, Parking Authority.

23 MR. CROWTHER: Brendon Crowther,
24 C-R-O-W-T-H-E-R, Philadelphia Parking Authority.

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1 MS. O'CONNOR: Corrine O'Connor,
2 Philadelphia Parking Authority, O-C-O-N-N-O-R.

3 MR. ROSEN: Dennis Rosen, Philadelphia
4 Parking Authority, R-O-S-E-N.

5 MR. SIMPSON: Paul Simpson,
6 S-I-M-P-S-O-N, Promise Networks.

7 MS. FRAPPIER: Diana Frappier,
8 F-R-A-P-P-I-E-R, Promise Network.

9 MR. WILCOX: Ryan Wilcox, W-I-L-C-O-X,
10 Alliance One.

11 MR. TROIA: Stefano Troia, T-R-O-I-A,

12 Sabatina and Associates.

13 MR. KURDI: Mike Kurdi, K-U-R-D-I,
14 Duncan Solutions.

15 MR. KRESZ: Matthew Kresz, K-R-E-S-Z,
16 Philadelphia Parking Authority.

17 MS. BURGESS: Lauren Burgess,
18 B-U-R-G-E-S-S, Linebarger Goggan Blair Sampson.

19 MS. HARRIS-WILLIAMS: Pamela
20 Harris-Williams, H-A-R-R-I-S, hyphen,
21 W-I-L-L-I-A-M-S, Linebarger Goggan Blair
22 Sampson.

23 MS. CUSTUS: Shnean Custus,
24 C-U-S-T-U-S, Philadelphia Parking Authority.

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1 MR. REILLY: Tom Reilly, R-E-I-L-L-Y,
2 RTR Financial Services.

3 MS. WHEELER: Okay. Caller number
4 one.

5 MR. DONAGHER: Brett Donagher, Penn
6 Credit, D-O-N-A-G-H-E-R.

7 MS. WHEELER: Caller number two.

8 MS. DAY: Diana Day, Coast

9 Professionals, D-A-Y.
10 MS. WHEELER: Caller number three.
11 MR. PRINCE: Phillip Prince, ARS
12 National, P-R-I-N-C-E.
13 MS. WHEELER: Caller number four.
14 MR. WEIL: Lawrence Weil, USI
15 Solutions, W-E-I-L.
16 MS. JUNTUNE: Betty Juntune, IC
17 System, J-U-N-T-U-N-E.
18 MS. WHEELER: Caller number six.
19 MR. PINEDA: Daniel Pineda,
20 P-I-N-E-D-A, with USI Solutions.
21 MS. WHEELER: Caller number seven.
22 MR. YANNY: I'm Jon Yanny from
23 Alliance One, Y-A-N-N-Y.
24 MS. WHEELER: Caller number eight.

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7

1 MS. BANDENBROEK: Tammy Bandenbroek,
2 B-A-N-D-E-N-B-R-O-E-K, Reliance Capital
3 Solutions.
4 MS. WHEELER: Okay. We had a James
5 originally, but you want to register as Tammy?

6 MS. BANDENBROEK: Yes, please.
7 MS. WHEELER: Okay. Caller number
8 nine.
9 MR. ROSS: Scott Ross, from Radius
10 Global Solutions, that's R-O-S-S.
11 MS. WHEELER: Caller number ten.
12 MR. LOBIANCO: Vince LoBianco with
13 Harris and Harris, L-O, capital B-I-A-N-C-O.
14 MS. WHEELER: Caller number 11.
15 MS. WILLIAMS: Katie Williams, Radius
16 Global Solutions, W-I-L-L-I-A-M-S.
17 MS. WHEELER: Caller number 12.
18 MR. NALLEY: Matt Nalley from the CMI
19 Group, N-A-L-L-E-Y.
20 MS. WHEELER: Caller number 13.
21 MS. JOHNSON: Maria Johnson with
22 Alliance One, J-O-H-N-S-O-N.
23 MS. WHEELER: Number 14.
24 MS. ALEXANDER: Kristen Alexander,

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1 A-L-E-X-A-N-D-E-R, Account Control Technology.
2 MS. DAVIDSON: I'm sorry. I believe I

3 was number 14, Nicola Davidson, RTR Financial
4 Services.
5 MS. WHEELER: No. Can you spell your
6 last name?
7 MS. DAVIDSON: D-A-V-I-D-S-O-N.
8 MS. WHEELER: And your company again?
9 MR. DAVIDSON: RTR Financial Services,
10 Inc.
11 MS. WHEELER: Okay. Caller number 15.
12 MR. BENNICK: Kevin Bennick, Southwest
13 Credit Systems, B-E-N-N-I-C-K.
14 MS. WHEELER: Caller number 16.
15 MR. MITCHELL: T.J. Mitchell,
16 Transworld Systems, Inc. The last name is
17 M-I-T-C-H-E-L-L.
18 MS. WHEELER: Caller number 17.
19 MS. BERNING: Pat Berning,
20 B-E-R-N-I-N-G, with Coast Professional, Inc.
21 MS. WHEELER: Caller number 18.
22 MR. MILLER: Patrick Miller,
23 M-I-L-L-E-R, with Professional Recovery
24 Consultants.



1 MS. WHEELER: Caller number 19.

2 MR. HARRIS: Mark Harris, H-A-R-R-I-S,
3 with Linebarger Goggan Blaire and Sampson.

4 MS. WHEELER: Caller number 20.

5 MS. LUCAS: Barb Lucas, L-U-C-A-S,
6 with Account Control Technology.

7 MS. WHEELER: Caller 21.

8 MR. SCESNEY: Jim Scesney,
9 S-C-E-S-N-E-Y, with Transworld Systems, Inc.

10 MS. WHEELER: Are there any other
11 callers on the line who have not identified
12 themselves? Okay. Terrific. I will move
13 forward then.

14 We do have a court reporter here
15 taking meeting minutes, so when we get to the
16 question period, if you could state your name
17 before asking any questions, that would be
18 greatly appreciated.

19 We will allow late arrivals to this
20 meeting. Then I will go into important dates
21 for this solicitation.

22 This was released on Tuesday, February
23 11, 2020. The mandatory pre-proposal meeting is
24 today, Tuesday, February 18, 2020, and we

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1 started at approximately 11:00 a.m. Our
2 question deadline is Tuesday, February 25, 2020,
3 at two o'clock p.m. And I just want to note in
4 the original document that was released, the
5 question due date was incorrect. It has since
6 been updated, and a new document has been
7 uploaded onto our website. Proposals are due
8 Friday, March 6, 2020, at two o'clock p.m.

9 I'm going to go into part one. All
10 proposals must be sent or hand-delivered to my
11 attention at the Philadelphia Parking Authority,
12 701 Market Street, Suite 5400, Philadelphia, PA
13 19106. They can be hand-delivered, they can be
14 delivered by a commercial delivery service,
15 United States Post Office, as long as it gets
16 here by the two o'clock deadline. You need to
17 handwrite on the outside of the package your
18 company name and the RFP number. Please do not
19 use a label. Just get a marker and write
20 everything on there old school. You must submit
21 one original and eight copies, and include an

22 electronic version of your proposal in one PDF
23 file, on a flash drive or a USB disc. Please do
24 not e-mail that to me.

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11

1 This is a mandatory meeting. Only
2 those who are in attendance will be able to
3 submit a proposal for this RFP.

4 I mentioned the question deadline
5 earlier. All questions are to be e-mailed to my
6 attention at mwheeler@philapark.org. They must
7 be received by two o'clock p.m., Tuesday,
8 February 25th. We will respond to all questions
9 in a formal addendum which will be e-mailed to
10 everybody in this room, and it will be posted to
11 our website where you found the original RFP.

12 If everybody on the phone could please
13 send me an e-mail at the conclusion of this call
14 so that we can be sure to have your correct
15 e-mail information.

16 If you have any clarifications on the
17 instructions that are presented to you, these
18 are handled just like questions, and they have

19 the same question deadline.

20 From this point forward I am to be
21 your sole contact at the Philadelphia Parking
22 Authority. All questions and comments have to
23 be directed to me and nobody else at the Parking
24 Authority. If you are currently under contract

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1 under another engagement with the Authority,
2 that conversation is permissible. You just
3 cannot discuss this RFP.

4 We always are looking to do business
5 with small and small diverse businesses. Part
6 one number 7 gives you information how you may
7 self-certify as a small and small diverse
8 business. This program runs at the state level.
9 We do have some contractors who are currently a
10 DBE and MDBE, things like that. We don't accept
11 that. If you go to the State's website and
12 self-certify -- if you currently are a DBE, you
13 self-certify and you get a certificate. That's
14 what we're looking for. If you just come in and
15 say, "I'm a minority-owned business," you're not

16 going to get the five points when we go to the
17 scoring. You have to take that one extra step
18 and register at the state level.

19 As Appendix C we have insurance
20 requirements that you will -- if we contract
21 with you, that you will have to meet those
22 requirements. We will not negotiate the
23 insurance requirements after proposals are
24 received. If you have questions or if you're

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1 looking for a waiver from a requirement, you
2 need to ask that during the question period.
3 That way the Authority has the time to respond
4 to everybody, and everybody gets the same
5 benefit. If you currently don't carry the
6 coverages that we're asking for, we're looking
7 for a letter from your broker stating that if
8 you are awarded this contract, they will insure
9 you up to those limits. It's one of the biggest
10 problems that we have with proposals that are
11 submitted. I suggest you start working on that
12 right away, get the requirements over to your

13 broker, and if you don't have those coverages,
14 get the letter from them. And be sure -- if you
15 have to pick up any additional coverages, be
16 sure to build that price into your proposal that
17 you're submitting.

18 We will present to our board a final
19 form contract that has been signed by the
20 contractor for approval. Once it is approved by
21 the board, then our Executive Director will sign
22 the contract, and that's when it becomes valid.

23 You will be required to get a
24 Philadelphia Commercial Activities license to

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1 work with the Parking Authority. If you don't
2 currently one have one, you will have five days
3 of being notified of selection to get that
4 activities license. We have an evaluation
5 committee that has been formed that will review
6 and score all of the proposals. We do reserve
7 the right to ask clarification questions and get
8 best and final offers from selected contractors.
9 We reserve the right to waive irregularities in

10 the forms and papers enclosed in the proposal,
11 to accept or reject any or all proposals, and to
12 re-advertise for proposals if desired if we feel
13 it is in the best interest of the Authority.

14 You may not subcontract any part of
15 this contract out without written approval from
16 the Authority. The Authority intends to notify
17 contractors within 60 days of the proposal
18 opening of selection. Your proposal will be
19 subject to Pennsylvania's right-to-know law. I
20 suggest you read up on that, seek counsel, but
21 make sure you're aware of the open-records laws
22 in Pennsylvania.

23 Does anybody have -- well, while I've
24 touched on some items in part one, it's your

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1 responsibility to read and adhere to all of the
2 items in that section whether I discuss them
3 here today or not.

4 Does anybody have any questions on
5 part one? Okay. There being none, I'll move on
6 to part two. This is going to tell you how to

7 submit your proposal. It is a tabbed format.
8 It's pretty cut and dry. Please use tabs that
9 actually extend from the eight-and-a-half by 11
10 paper. Please do not submit with a sheet of
11 paper that just says "tab A" on it. Please have
12 actual tabs on the side.

13 Tab A is going to be your transmittal
14 letter. This is going to be the point of
15 contact for me after proposals are taken, and it
16 should be signed by somebody who is authorized
17 to bind your company in a contract.

18 Tab B, qualification and experience.
19 It's pretty straightforward. Necessary
20 certifications, training licenses, any
21 equipment, experience that you have, you want to
22 put that all in tab B.

23 Tab C is your staff experience. And
24 please do not include staff that will not work

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1 on this contract.

2 Tab D is the proposal form. You need
3 to submit the proposal form in its entirety,

4 signed properly, with the exception of the
5 proposal decline form.

6 Tab E is your references. Attached in
7 Appendix D is a spread sheet where we want your
8 reference information. It's just a copy that's
9 in the proposal now, but I'll send the actual
10 file out to everybody who is in attendance today
11 to make things easier for you.

12 Tab F is going to be your technical
13 response. We need you to respond to everything
14 that's included in this section.

15 Tab G is where you're going to
16 evidence the insurances that you carry. So
17 that's either going to be a sample that meets
18 our requirements, or it's going to be a letter
19 from your insurance company.

20 Tab H is where you're going to provide
21 your financial statements. We're looking for
22 financial statements from the past three years
23 that have been audited or reviewed by an
24 independent certified public accountant who is

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1 not an employee of the offeror. They must
2 include at a minimum a balance sheet, an income
3 statement, reconciliation of equity and a cash
4 flow statement. This is another sometimes
5 problem area. If you do not have all of these
6 things, you need to ask a question during the
7 question period and let us respond to you.
8 Please don't just go through all that time to
9 submit a proposal without financials and get
10 rejected or have the possibility of being
11 rejected. So just communicate, ask the
12 question, let us respond.

13 Tab I is where you're going to put any
14 proposed amendments to the sample contract that
15 is included. Any exceptions to the contract
16 language has to be submitted with your
17 proposals. We will not negotiate contract terms
18 that are not identified in this section after
19 proposals are taken.

20 Tab J is where you're going to provide
21 any and all data security information. At a
22 minimum, we need a SOC 2 Type 2 audit report or
23 Type 3 if the system is cloud-based, and we need
24 PCI-DSS Level 1 Services Provider Attestation of

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1 Compliance.

2 Does anybody have any questions on
3 part two?

4 MR. TROIA: I have a question.

5 MS. WHEELER: Your name, sir?

6 MR. TROIA: Stefiano Troia. I
7 actually have a -- can I go back to part one?

8 MS. WHEELER: Sure.

9 MR. TROIA: In regards to the
10 question-and-answer period, if on the 25th
11 there's an inordinate amount of questions and it
12 takes, you know, I don't know, longer to answer
13 than expected, would the due date of March 6th
14 be extended, or is that firm?

15 MS. WHEELER: Number one, during the
16 question period, a question can be, "Will you
17 extend the question period?" It can also be,
18 "Will you extend the due date?" And we always
19 provide seven days in between the final addendum
20 being released and the due date. So you'll
21 always have a week from receiving new
22 information in order to submit your proposal.

23 Okay?

24 MR. TROIA: (Nods.)

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1 MS. WHEELER: Any other questions on
2 part one or two? Okay. Part three details the
3 criteria for selection. There are three
4 mandatory responsiveness requirements: One,
5 that you be in attendance at this meeting; two,
6 that your proposal is received before the due
7 date and time; and three, that it is properly
8 signed.

9 We do reserve the right to bring
10 offerors in for presentations or interviews.
11 And then in part number four we have the
12 weighted criteria of how we're going to score
13 these proposals. Does anybody have any
14 questions on the criteria for selection?

15 Okay. There being none, I'm going to
16 move on to part four. This is our work
17 statement. This details what we're looking for
18 from this RFP. And to go over the work
19 statement, I'm going to turn the floor over to

20 Dennis Rosen.

21 MR. ROSEN: Good morning, everyone.
22 I'd like to give an overview of the work
23 statement, which is part four. In the first
24 part, we refer to applicable statutes which each

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1 offeror should become familiar with, and that
2 includes Philadelphia Code and the Pennsylvania
3 Statute. In addition, as is outlined on number
4 two on page 11, we have an existing violation
5 processing contractor. All assigned tickets
6 will reside on that system.

7 This section also gives an overview of
8 the assignment criteria. There are three types
9 of tickets: For parking tickets, tickets aged
10 more than one year will be eligible for
11 assignment, and for red light and speed tickets,
12 tickets aged more than 180 days will be eligible
13 for assignment.

14 In section 2.1, we talk about the
15 assignment process. Again, it repeats the
16 criteria, and it lists the information that we

17 will provide that you will need in order to
18 identify the violation number, relevant debtor,
19 name and address information, and the amount of
20 outstanding debt.

21 There will be an electronic system
22 which will be utilized for exchange of
23 information. All information is highly
24 confidential and must be treated in a

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1 revenue-sensitive manner. There will be a daily
2 files exchange between successful offerors and
3 the Parking Authority. The Parking Authority
4 will provide updates regarding payments and
5 tickets that are recalled, and we will be
6 relying on each participating contractor to
7 submit to our violation processing vendor daily
8 files updating us on payments received as well
9 as any settlements.

10 Regular billings will be based on
11 billing reports that we will provide to each
12 contractor. And settlements or reductions or
13 compromises of debts can be made; however, they

14 may not be made without the advanced approval of
15 the Parking Authority. The rest of it goes
16 through the exchange provisions which we will --
17 I alluded to. And contractors may allow for
18 customers to pay debt on assignment. That's
19 between each contractor and the debtor.

20 We will provide a list of frequently
21 asked questions which we think will be a
22 significant aid to contractor personnel in
23 providing guidance in how to handle various
24 issues or problems that may come up or questions

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1 that are submitted by customers.

2 The Authority will continue to pursue
3 our own collection activities, primarily but not
4 exclusively through seizure of vehicles, booting
5 and towing, and in the case where collections
6 result from seizure activities, these would not
7 be commissionable or eligible for billing by the
8 contractor.

9 Contractors will be responsible for
10 all costs associated with the debt collection as

11 is set forth in section 16, and we are counting
12 on each contractor to provide an internet-based
13 web portal that will allow us to have access to
14 records that are continuously maintained and
15 updated by each contractor.

16 As mentioned earlier, the maintenance
17 and exchange of information is highly
18 confidential and sensitive and must be done
19 through electronic encrypted methodologies, and
20 each contractor must provide evidence of being
21 PCI compliant.

22 Each contractor has to meet the data
23 security requirements detailed in PennDOT's Data
24 Sharing Agreement, and proposals will not be

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1 accepted from any offeror who does not have at a
2 minimum a SOC 2 Type 2 or SOC 2 Type 3 audit.

3 Our violation processing contractor,
4 the support contractor, will be using their
5 system which is called AutoPROCESS to store and
6 sort data and to generate files that will be
7 exchanged with each contractor.

8 Each contractor that's successful --
9 that's selected in order to participate will
10 need to sign a Data Sharing Agreement with the
11 Pennsylvania Department of Transportation and a
12 Business Partner Agreement with Duncan Solutions
13 who is our violation processing contractor.
14 This needs to be sent to PennDOT within three
15 days of the award of the contract, and we must
16 have PennDOT give their approval before we can
17 go ahead.

18 We will evaluate each participating
19 contractor periodically based on on key
20 performance indicators that are outlined on page
21 14 in section 8, and we will, at minimum, try to
22 meet with each contractor quarterly or have a
23 conference call, give and exchange feedback,
24 discuss performance issues and identify

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1 opportunities that can be taken to improve
2 collections, reporting or customer service.

3 Finally on page 14 we outline
4 estimates of the debt that will be eligible for

5 assignment. This is as of a week or so ago when
6 we ran the report. Of course, this changes
7 daily, but this gives you a pretty good
8 approximation of what's available for
9 assignment. We don't have data yet on speed
10 yet, but that will also be part of the program
11 as indicated earlier.

12 MS. WHEELER: Okay. Does anybody have
13 any questions on part four, the work statement?

14 MR. HARRIS: This is Caller 19, Mark
15 Harris. I do have a question just for
16 clarification.

17 MS. WHEELER: Okay. Go ahead, Mark.

18 MR. HARRIS: The statement was made
19 that proposals would not be accepted from an
20 offeror who does not have a minimum of SOC 2
21 Type 2 or SOC 2 Type 3, correct? That is a hard
22 stop on that?

23 MS. WHEELER: Yes, it is, because that
24 is a PennDOT requirement. So if you do not have

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1 that, you won't even be able to sign the

2 agreement with PennDOT.

3 MR. HARRIS: Okay. Thank you so much.

4 MS. WHEELER: Okay.

5 MR. TROIA: That was kind of my
6 question. Also when would any current
7 supplemental debt collection contracts be
8 terminated?

9 MS. O'CONNOR: So upon the signing of
10 the new contract, the termination of old
11 contacts would happen. So you would receive a
12 notice from our legal department once that
13 happened.

14 MR. TROIA: Another follow-up. When
15 would the PPA and Duncan actually be ready to
16 commence assigning supplemental debt collection
17 accounts to the successful bidder of this RFP?

18 MS. O'CONNOR: So once the vendors are
19 selected and a contract is signed, they would
20 have to make sure the user agreement and all the
21 paperwork was filed with PennDOT. Then they
22 will be able to start assigning.

23 MR. TROIA: So they're ready to go?

24 MS. O'CONNOR: Yes.

1 MR. ROSEN: Right. And each vendor
2 would have to have in place -- we will have a
3 period where they will have to work with our
4 current vendor, Duncan, and set up an interface
5 between them and Duncan, and that involves --
6 testing until that's -- when that's -- obviously
7 that needs to be good --

8 THE COURT REPORTER: I didn't hear
9 that. That needs to be good what?

10 MR. ROSEN: Before we can make
11 assignments, we have to have the vendor work
12 with our violation processing operator, Duncan,
13 to ensure that the electronic interface of files
14 is set up between them so that reports can be
15 exchanged -- files can be exchanged daily.

16 MS. WHEELER: Any other questions?

17 MS. JUNTUNE: Yes. This is Betty
18 Juntune, number five. I have a question on item
19 number five that talks about AutoPROCESS and
20 several other violation functions. Can you
21 elaborate on that?

22 MS. O'CONNOR: I don't understand the
23 question.

24

MS. WHEELER: Page 14, number five.

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27

1 MR. ROSEN: We'll advise you in a
2 written reply.

3 MS. WHEELER: Okay. We will respond
4 to that in our first addendum.

5 MS. JUNTUNE: Okay. Thank you.

6 MS. WHEELER: You're welcome. Any
7 other questions?

8 MR. MILLER: Yes. This is Patrick
9 Miller with PRC, caller number 18. So you
10 indicated the data fields that are coming over.
11 Are there any sort of historical records on how
12 many of the accounts have historically required
13 skip tracing when placed?

14 MR. ROSEN: We'll look at that as part
15 of our review in the addendum.

16 MS. WHEELER: Okay. We will respond
17 to that question as well in our first addendum.

18 MR. MILLER: Okay. Thank you.

19 MS. WHEELER: Any other questions?
20 Okay. I'm going to move on to part five. This

21 just reiterates our contract terms. It talks
22 again about exceptions to the contract. The
23 term of this contract is going to be one year
24 with the option of four one-year renewals. So

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28

1 the potential for the contract is actually five
2 years.

3 I'm going to move on to our proposal
4 form, Appendix A. This is what you're going to
5 be submitting in its entirety. On page one,
6 that's where you're going to list all the
7 addendum that I release. I suggest the last
8 thing -- one of the last things you do before
9 you submit your proposal is that you go to our
10 website to make sure that you have received all
11 the addenda that have been sent out. Because
12 some things happen with e-mail. Some things go
13 into spam. It's your responsibility to make
14 sure that you have all the information that's
15 given with regards to this RFP. So the website
16 is the safest way to do it.

17 On page two, that's where you're going

18 to list your costs. So we're looking for a
19 percentage cost for our red light and speed
20 violations from six months to one year. Then
21 we're looking for a cost from one year to two
22 years for all violations. We're looking for a
23 cost from two to four years for all violations,
24 and then we're looking for a cost for four to

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29

1 ten years for all violations. There is no
2 additional fees or costs that can be billed.
3 Everything needs to be built in to those
4 percentages. And again, it just reiterates that
5 the Authority will continue to do its own
6 collection methods after violations have been
7 assigned.

8 Page five, you're going to sign that
9 you agree to all of our terms -- or page three,
10 I'm sorry. Page four, this is your signature
11 form for the person who is able to bind your
12 company. You only complete one section of this.
13 If you are a corporation, you complete the top
14 section and do not complete the bottom section.

15 If you are any other type of business entity,
16 you do not complete the top section. You only
17 complete the bottom section.

18 Page five has our Affidavit of
19 Non-Collusion. Please read this carefully and
20 allow time to have the document notarized. Page
21 six is where you're going to give us your
22 commercial activities license, and we need your
23 federal EIN, which that will go into the
24 contract if you are awarded a contract. Page

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30

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1 seven is our small and small diverse business
2 participation submittal. You will complete
3 this, and you will attach the certificate with
4 it in the proposal. And I do want to say that
5 you need to maintain that status throughout the
6 term of the contract. Page eight is the
7 proposal decline form. If after this meeting
8 you decide not to submit a proposal, if you
9 could complete this form and e-mail it to me, I
10 would appreciate it, and give me as much
11 feedback as you can so that we may improve our

12 solicitations in the future.

13 Does anyone have any questions on the
14 proposal form?

15 Appendix B, that is our sample
16 contract. This is the contract that we're going
17 to look for you to execute with us if you are
18 selected. If you have any exceptions or any
19 questions about that, get them in as soon as
20 possible so that we can respond.

21 Appendix C, that is our insurance
22 requirements.

23 Appendix D is your reference
24 information. And again, I will be e-mailing an

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31

1 Excel spread sheet to use for that.

2 Appendix E is the Data Sharing
3 Agreement that if you are awarded a contract you
4 will have to execute with PennDOT.

5 And then Appendix F is a Vehicle
6 Record Business Partner and End User Agreement.
7 This agreement is what you will execute with
8 Duncan Solutions.

6 to -- down to another criteria, maybe based on
7 the percentages and cost.

8 MR. TROIA: Any other questions?

9 MS. ALEXANDER: Hi, this is Kristen
10 Alexander with ACT. The financial statement
11 requirement for the three years -- our company
12 won't receive our 2019 financials until about
13 April, so will you accept 2016, 2017 and 2018?

14 MS. WHEELER: Yes, we will.

15 MS. ALEXANDER: Okay. Thank you.

16 MS. WHEELER: You're welcome. Any
17 other questions?

18 MS. FRAPPIER: I have a follow-up on
19 that one. Diana Frappier. If we haven't been
20 in existence for three years -- this is going
21 into our third year -- will you accept the last
22 two or?

23 MR. NAWN: As many years as you have
24 available.

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33

1 THE COURT REPORTER: I'm sorry. I
2 don't have your name.

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MR. NAWN: Chris Nawn, N-A-W-N.

THE COURT REPORTER: And what did you say? As many?

MR. NAWN: As many years as you have available. No more than three needed.

MS. WHEELER: Any other questions?

MR. SIMPSON: I have one. Paul Simpson. For the integration with AutoPROCESS, is there any like communication protocols or anything that's available just to get a gage on what the integration work will be or until?

MR. ROSEN: We'll address that in the addendum.

MR. SIMPSON: Thank you.

MS. WHEELER: Any other questions? Are there any callers on the line who have not identified themselves? Okay. And I just want to remind our callers to please send me an e-mail so that we have your contact information.

I want to thank everybody for coming out today, and that will conclude the meeting.

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1 (Whereupon the meeting concluded at 11:45 a.m.)

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C E R T I F I C A T I O N

I hereby certify that the proceedings and evidence are contained fully and accurately in the stenographic notes taken by me upon the foregoing matter on February 18, 2020, and that this is a correct transcript of same.

GINA ZUKOWSKI,
Court Reporter-Notary Public

(The foregoing certification of this transcript does not apply to any reproduction of the same by any means, unless under the direct control and/or supervision of the certifying shorthand reporter.)

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