

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

**RFP No. 17-28  
Benefits Consultant  
Addendum One**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: September 26, 2017

No Pages: 1

This addendum is issued on September 26, 2017 prior to the RFP due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

**QUESTIONS**

1. **Question:** Our Legal Department has reviewed the contract included in the RFP. The biggest concern is the Termination for Convenience clause with a 5 day notice. Is this a non-negotiable item? Can we choose not to accept this provision and still respond to the RFP? Or, would that eliminate us from contention?

**Response:** Paragraph 16 of the RFP addresses this question and states in part “any exceptions or requested changes to the contract **must be clearly noted in the proposal (Tab H)** in order to be considered. Exceptions or requested changes to the sample contract will be considered a **part of the proposal**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.”

The Authority’s Evaluation Committee will review the submitted proposals. The Committee will take into account all evaluation factors, including any exceptions or requested changes to the sample contract raised in the Offeror’s proposal. Raising any exceptions or requested changes to the sample contract in a proposal will not automatically disqualify an Offeror’s proposal from consideration.

If an Offeror’s proposal raised exceptions or requested changes to the sample contract, and that particular Offeror is selected by the Evaluation Committee to begin contract negotiations, the Authority and the Offeror may then negotiate the exceptions or requested changes to the sample contract that were raised in the Offeror’s proposal.

2. **Question:** If we didn’t include financial statements for the last three years would that disqualify us from competing on PPA’s business?

**Response:** The submission of financial statements is a requirement of the RFP. Failure to submit these documents may result in the offeror being deemed non-responsive.

**END OF ADDENDUM ONE**