

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

**RFP No. 18-09
Job Classification and Salary Review
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: February 15, 2018

No Pages: 4 plus attached job title list

This addendum is issued on February 15, 2018 prior to the question due date and the proposal 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:** Regarding the financial statements. Can they be submitted under a separate cover for confidential review only?
Response: Yes, please refer to page #8 of the RFP document.
2. **Question:** It sounds like there are a number of privately-held companies on the line. We don't typically have audited financial statements. So how do you suggest we appropriately respond to that task?
Response: Provide us with unaudited financial statements, to include, at a minimum, a balance sheet and an income statement.
3. **Question:** What's the purpose of having audited financial statements submitted?
Response: We review financial statements to help us assess the ability of the applicant firm to provide the services we are seeking.
4. **Question:** If you've been in business 20 years that's not sufficient?
Response: No, that is not sufficient. We use the data we request of applicant firms to assess their ability to provide the services we are seeking.

We don't simply take an applicant's word regarding who they are and what they can do. We make our own assessment based upon the required application.
5. **Question:** Could you please clarify if the corporate executive level signature is truly required or is there an alternative option?
Response: Please refer to Part I-8.
6. **Question:** So we'll need to come in as part of the process to do a presentation?

Response: Selected vendors may be invited in for a presentation/interview. The decision on whether the Authority will want to hold presentations/interviews will be made after proposals are taken and reviewed.

7. **Question:** When does the clock start on the 90 days?

Response: After a notice to proceed has been issued by the Authority.

8. **Question:** Is there any flexibility in the timeline?

Response: No, the Human Resources Department has been mandated to have this project completed by a particular date.

9. **Question:** I'm just trying to get a feel for when you would anticipate the actual work kicking off from the time that you actually award the contract.

Response: The contract will be negotiated and signed by the successful vendor prior to award by our Board. Once the award is made and the contract is fully executed by our Executive Director a notice to proceed will be issued. It is anticipated that an award will be made on March 20, 2018.

10. **Question:** So I guess the wild card is that evaluation period and I'm assuming - do you have a time frame around what that process is like once you begin negotiating to the point where it actually gets to the executive director? Is that typically a 30-day process or does it vary?

Response: See response to question #9.

11. **Question:** Are you guys are projecting a 90-day beginning of the project from selection. So my question to you is there any correlation between 90 days out? Is there something happening at the PPA in 90 days that you wanted to have this prepared for?

Response: The 90 day timeline will begin after a notice to proceed is issued. There is no specific event that is driving the need for these services.

12. **Question:** Is the approval process part of that 90 days?

Response: No.

13. **Question:** So technically you really have less than 90 days to get the work done?

Response: No, the vendor will have 90 days after the notice to proceed.

14. **Question:** Who will be the point of contact upon the award?

Response: Please refer to page #1 of the sample contract.

15. **Question:** Can you provide us with a list of job titles, agency job titles?

Response: Yes, please see attached.

16. **Question:** Have they (existing job descriptions) been revised anytime recently?

Response: The Parking Authority attempted to revise its job descriptions in 2017.

17. **Question:** Do you have a formal structure currently?

Response: The Authority has a formal structure but it is not being followed.

18. **Question:** And when was the last time this type of work had been done?

Response: This will be the first time that we are outsourcing this service.

19. **Question:** Do you have any data sources currently or that you use internally or would you -- that we would have access to?

Response: The Authority does not have any data sources.

20. **Question:** So external market information wasn't used?

Response: No.

21. Question: So you're looking for a custom market survey that would include a set number of peers as well as any additional published data services that may be needed to supplement that data collection?

Response: Yes, a custom market survey would be very helpful in this process.

22. Question: And then the piece about the custom survey and the published sources, could you just reiterate that, please?

Response: The custom survey and published sources is an important component to this project, it will support the final outcome of both the job descriptions and salary analysis.

23. Question: I wanted to confirm that the PPA was looking for a custom survey document to be distributed to some select peers be supplemented by published data sources as needed.

Response: Correct.

24. Question: What caused this project to become a project for you guys? Did something happen or did you think it was time?

Response: The Authority has never done a comprehensive salary analysis or major review of its job descriptions.

25. Question: For Scope 3 is there a 90-day timeline like Scope 1 since it's set up to be like Scope 1?

Response: Please refer to Section 2 of the sample contract.

26. Question: Just regarding the peer selection, do you have an idea of the peers who you would like to be included in the survey at this point in time?

Response: We would work the vendor to make that selection.

27. Question: I just want to confirm. I read it but I don't see it, at least in this part. Scope 2 you want completed 30 days after the 90 days, which would give us 120 days, but that's a very short time frame for any type of market analysis to be done for 173 classifications so I'm assuming that part can start prior to the end, hopefully, of the classification analysis.

Response: That is correct.

28. Question: Going back to the first scope of services, are there existing job descriptions currently?

Response: Yes.

29. Question: Is there going to be an internal project team set up for this that we will be working with and having meetings with on a regular basis or not?

Response: Yes, the Senior Director of Human Resources along with senior management and middle management.

30. Question: Will those meetings be in person or via conference call?

Response: All meetings will be in person.

31. Question: Is it possible to conduct a desk audit or something similar to that because you mentioned there was missing information?

Response: Yes.

32. Question: Can prospective vendors choose to subcontract with a Small or Diverse Business following contract award or do they have to solidify that relationship before proposal submittal?

Response: The RFP is looking to identify if the firm who is submitting a proposal holds a Small and Diverse Business Initiative certificate.

33. Question: It was noted during the pre-bid that delays to the timeline could be caused by the Authority. Given that uncertainty, and the fact that the stated schedule is extremely aggressive for a study of this nature anyway, can vendors submit alternative timelines? For example, the most appropriate time to start Scope 2 would be after any classification decisions have been made (ensuring that comparisons are wholly accurate). 30 days would be an unreasonable expectation should the salary review require any custom survey effort (since respondents would be asked to submit their information for review).

Response: Yes.

34. Question: How many different locations do the employees included in Scopes 1 and 2 work at?

Response: There are seven (7) difference locations.

35. Question: If the Authority will consider alternative schedules, presumably the Term of Contract language could be modified as well?

Response: The contract language will reflect the requirements in the original RFP and any changes made via addendum.

36. Question: How many separate unions and contracts would be included in Scope 3?

Response: There are five (5) separate unions and their contracts will be provided.

37. Question: Can you share the Authority's approved budget for this project?

Response: This information is not available.

END OF ADDENDUM ONE

PPA Non- Rep Job Titles 2/2018

	Job Title
1	1st Deputy Executive Dir (Administration)
2	1st Deputy Executive Dir (Off Street, Airport, Engineering)
3	1st Deputy Executive Dir (On-Street and Taxi)
4	1st Deputy Executive Dir (Various Initiatives)
5	Accountant I
6	Accountant Trainee
7	Accounts Payable Coord
8	ADA Personnel Officer
9	Administrative Assistant (Finance)
10	Administrative Assistant (Risk Management)
11	Administrative Assistant (Airport)
12	Administrative Assistant (Fleet)
13	Administrative Assistant (Enforcement)
14	Administrative Assistant (Enforcement)
15	Administrative Assistant (Executive)
16	Administrative Assistant (Human Resources)
17	Administrative Assistant (Parking Management)
18	Administrative Manager
19	Airport Operations Dir
20	Assistant Supervisor (BAA)
21	Associate General Counsel
22	Asst Site Coordinator
23	Auctions Financial Coord
24	Auditor
25	Claim Coordinator (Risk Management)
26	Clerk (Customer Service)
27	Clerk
28	Clerk (Risk Management)
29	Clerk (Ticketing)
30	Clerk (BAA)
31	Clerk (Taxi and Limo)
32	Clerk (Towing and Impoundment)
33	Clerk (Procurement)
34	Clerk III (Payroll)
35	Clerk III (BAA)
36	College Intern

PPA Non- Rep Job Titles 2/2018

37	Contracts Admin Manager
38	Controller (Airport)
39	Controller (Finance)
40	Co-Op Intern (IT)
41	Coordinator (Towing and Impoundment)
42	Coordinator (RPP)
43	Coordinator (Planning and Analysis)
44	Coordinator (Towing and Impoundment)
45	Court Reporter
46	Cust Service Coordinator (Towing and Impoundment)
47	Customer Service Director (BAA)
48	Customer Service Manager
49	Customer Service Super
50	Dep Airport Operation Dir
51	Dep Director Taxi & Limo
52	Dep Manager Airport Maint
53	Dep Manager of Fac. Maint
54	Dep Manager Procurement
55	Deputy Operations Manager
56	Deputy IT Director
57	Deputy Manager of Booting
58	Deputy Manager of Fleet
59	Deputy Manager of Meters
60	Deputy Manager Permits
61	Deputy Operations Manager
62	Deputy Operations Manager
63	Dir of Strategic & Plan
64	Dir of Support Services
65	Director of Enforcement
66	Director of Finance
67	Director of On-Street
68	Director of Operations
69	Director of Payroll
70	Director of Procurement
71	Director of Taxi and Limo
72	Director Parking Mgt
73	Executive Assistant (Executive)

PPA Non- Rep Job Titles 2/2018

74	Executive Assistant (On-Street)
75	Executive Assistant (Administration)
76	Executive Director
77	Facility Superintendent
78	Fleet Inventory Sup
79	Fleet Manager
80	General Counsel
81	Head Communications Sup
82	Head Fleet Supervisor
83	Head Lot Supervisor (Airport)
84	Head Lot Supervisor (Towing and Impoundment)
85	Head Meter Security Sup
86	Head PEO Supervisor
87	Head Revenue Supervisor
88	Head Sup Meter Operations
89	Head Sup Rev Control
90	Head Supervisor (Auctions)
91	Hearing Officer
92	High School Intern
93	Info Technology Director
94	Internal Auditor
95	Inventory Coordinator (Airport)
96	Leave Compliance Manager
97	Legal Assistant
98	Legal Executive Assistant
99	Liability Coordinator (Risk Management)
100	Maintenance Housekeeping
101	Manager Facilities Maint.
102	Manager of Communications
103	Manager of Maintenance
104	Manager of Oper Fac & Sup (Airport)
105	Manager of Procurement
106	Manager of Rev Conrol (Airport)
107	Manager of Rev Control
108	Manager of Risk Mgt
109	Manager of Security
110	Manager of Ticketing

PPA Non- Rep Job Titles 2/2018

111	Manager of Tow and Imp
112	Meter Operation Manager
113	Meter Security Officer
114	Monthly Parking Examiner
115	Mrg of Auctions & Reg Sus
116	Office of the Clerk Coord
117	Operations Support Specialist (Airport)
118	Parking Management Coord
119	Part Time Secretary
120	Payroll Clerk
121	Planning-Analysis Manager
122	Processing Clerk (Finance)
123	Processing Specialist (Auctions)
124	Processing Specialist (Towing and Impoundment)
125	Processing Specialist I (Registration)
126	Processing Specialist I (Auctions)
127	Processing Specialist I (Payroll)
128	Processing Specialist II (Human Resources)
129	Project Coordinator (Revenue Control)
130	Project Manager (Engineering and Design)
131	Project Manager (Ticketing)
132	Receptionist
133	Red Light Supervisor
134	Red Light Coordinator
135	RedLight Camera Processor
136	Reg Suspend Coordinator
137	Revenue Control Director
138	Revenue Control Examiner
139	Revenue Examiner I
140	Revenue Examiner II
141	Risk Management Director
142	Secretary (Procurement)
143	Secretary (Fleet)
144	Secretary (Executive)
145	Secretary (Airport)
146	Secretary (Booting)
147	Secretary (Facilities Management)

PPA Non- Rep Job Titles 2/2018

148	Secretary II (Ticketing)
149	Security Officer
150	Senior Auditor (Airport)
151	Senior Coordinator (Ticketing)
152	Senior Director of HR
153	Senior Head Supervisor (Ticketing)
154	Senior HR Generalist
155	Senior Intern (Facilities Management)
156	Senior Invoice Processor (Procurement)
157	Shift Coordinator
158	Shift Manager
159	Sick Leave Investigator
160	Site Coordinator
161	Social Media Coordinator
162	Sr Dir of Administration
163	Sr Eng-Desig Director
164	Staff Accountant
165	Stock Room Supervisor
166	Stock Room Technician
167	Technical Support Manager
168	Ticket Resolutions Clerk
169	Ticketing Clerk
170	Trial Counsel
171	Vehicle Coordinator (Ticketing)
172	Vehicle Coordinator (Towing and Impoundment)
173	Word Process Specialist (BAA)