

**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 20, 2018

No Pages: 2

This addendum is issued on February 20, 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:** Do you have up to date survey data in either the public or private sector, if so what is the source(s)?
Response: No.
2. **Question:** Do you have a clean current spreadsheet with title, current salary, DOH, date of current position, department, location, name and title of supervisor?
Response: Yes, the HR Department will provide that information at the time of engagement.
3. **Question:** What is the current format of your current job descriptions?
Response: The HR will provide a job description template.
4. **Question:** Are all job descriptions updated?
Response: No.
5. **Question:** Do you have documentation around your bonus plan, i.e. eligibility and requirements?
Response: We do not offer a bonus plan.
6. **Question:** What type of job evaluation system you use now, how do you rank them now?
Response: Each job evaluation is reviewed and development by management.
7. **Question:** How many locations do you have?
Response: There are seven (7) different locations.
8. **Question:** Who do you consider as competitors for salary purposes? With whom do you compete for talent?
Response: Our salaries are unique and are considered a specialized skill.

- 9. Question:** What data do you currently use to set pay rates?
Response: Currently, we do not have a data source to set our pay rates.
- 10. Question:** Will the consultant have access to existing these PPA salary surveys?
Response: Yes.
- 11. Question:** When was the last time PPA did a comprehensive salary study?
Response: This will be the first time for the PPA.
- 12. Question:** What involvement, if any will the board have in this engagement?
Response: None.
- 13. Question:** Please confirm all current union contracts and termination dates as it related to union portion of the project.
Response: District Council 21, Local 252, May 1, 2013 to April 30, 2017
District Council 33, AFL-CIO, September 1, 2013 to August 31, 2017
District Council 47, local 2186, September 1, 2013 to August 31, 2017
District Council 47, Local 2186 (Airport), September 1, 2013 to August 31, 2017
District Council 47, Local 2187, September 1, 2013 to August 31, 2017
Teamsters Union Local 115, June 1, 2013 to May 31, 2018
Transport Workers Union of America, Local No 700, January 15, 2014 to January 15, 2017
- 14. Question:** Please provide any 3rd party negotiators are involved in union support.
Response: None.
- 15. Question:** Would the attached coverage forms be considered sufficient to support the insurance requirements as outlined in the RFP?
Response: A certificate of insurance needs to be submitted in order for the Authority to evaluate whether it meets our requirements or not.
- 16. Question:** How would you like contractual changes for PPA consideration illustrated? I.e. red line form
Response: Red line form is acceptable.
- 17. Question:** Is it acceptable to submit a statement detailing our company's financial status in lieu of submitting financial statements?
Response: The submission of financial statement requirement remains unchanged. However, if audited financial statements are not available you may submit unaudited financial statements, to include, at a minimum, a balance sheet and an income statement.
- 18. Question:** Can you provide an electronic copy of the proposal form?
Response: A word document has been attached to the email delivering this addendum.
- 19. Question:** If we are unable to secure our corporate seal (requested on page 3 of the Proposal Form) by the due date for submission of our proposal, can we provide this at a later date (e.g. during contract negotiation)?
Response: Yes.

END OF ADDENDUM TWO