

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

**RFP No. 20-02  
Supplemental Debt Collection Services 2020  
Addendum Three**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: March 13, 2020

No Pages: 2

This addendum is issued on March 13, 2020 prior to 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.

**CLARIFICATIONS, CORRECTIONS OR ADDITIONS TO THE RFP DOCUMENT**

1. The Proposal Due Date has been extended to April 3, 2020 at 2:00 PM.

**PENDING QUESTIONS**

1. **Question:** Can PPA please define “subcontractor” in the context of RFP Appendix F - Vehicle Record Business Partner & End User Agreement?
2. **Question:** Are letter vendors considered to be a “subcontractor”?
3. **Question:** In regards to RFP Section II-7, #7, says, “The Offeror shall identify any subcontractors that will be used during the contract period. All subcontractors are subject to approval by the Authority.” Also, Section I-16. Subcontracting states that, “The selected Offeror will not assign or in any way transfer any interest in this agreement without prior written consent of the Authority, nor shall the Offeror subcontract any services without prior written approval of the Authority.” These sections do not appear to prohibit subcontracting. Does this contradict the statement in Q&As #50 and #79 that debt collection contractors are not permitted to have a subcontractor?
4. **Question:** Will the Authority consider increasing the interim between the due date and the final addendum to more than seven days, so that Offerors will have ample time to incorporate final responses into their content and still be able to produce and ship their proposals to the Authority for receipt by the due date?
5. **Question:** Since the original RFP only required a SOC 1, Type 2, will the Philadelphia Parking Authority accept a proposal from a company that has a SOC 2 Type 1 and a signed engagement letter in October 2019 to have a SOC 2 Type 2 report completed by May 31, 2020?

## **QUESTIONS AND RESPONSES**

1. **Question:** Regarding Addendum 2, questions 2 and 26, can PPA inquire with Duncan Solutions on behalf of the prospective vendors if the indicated insurance limits can be lowered and/or provide clarity how the policy types and limits were determined? Lowering Professional Liability and Employee Dishonesty to \$5 million limits would be ideal; limits in line with PPA's own contract would allow even further vendor participation.

**Response: Policy types and limits are mandated by PennDOT and cannot be lowered by Duncan.**

2. **Question:** In regards to Requirements 17 (Pg. 13) states, "Contractor must provide evidence of an internet based web portal that allows the Authority constant access to all of the records and information created or maintained by the Contractor related to any collection account assigned by the Authority." What exactly needs to be accessible on the web portal? Is this access to the full system or more inquiry into various reports?

**Response: The portal will be used to inquire into various reports.**

3. **Question:** In regards to Part Iii, Criteria for Selection (Pg. 3-11) –Small and Small Diverse Business Participation. If a Firm has a WBE Certificate Pending but not yet approved, can they still qualify at the time of award?

**Response: No. Offerors must submit a Small Business Procurement Initiative certificate with their proposal in order to be eligible for the 5% during the scoring of the proposals.**

**END OF ADDENDUM THREE**