

DATE: March 16, 2026
TO: All Prospective Parking and Administrative Citation Providers
RE: RFP Parking and Administrative Citation Processing

ADDENDUM NUMBER 1

The following shall be considered as incorporated into the Request for Proposal (RFP) for the above-referenced project. Portions of RFP that are not specifically mentioned in this addendum remain in force.

REQUEST FOR PROPOSAL

1. **Question:** Is the procurement for parking citation software or a system of record?

Answer: We currently use web-based software that retains information from the entered administrative citations. We have full access to the software and the system records.

2. **Question:** What is the annual volume of parking citations issued per year?

Answer: In 2025, over 400 citations were entered in the system.

3. **Question:** How would the city prefer to see pricing for these services, per citation and % of ticket revenue collected from collections?

Answer: Our charges are based on each citation processed, Franchise Tax Board processing, a percentage based on collections and an hourly rate for hearing performance.

APPROVED:

Lisa Chastain

Lisa Chastain
Public Safety Management Analyst

END OF ADDENDUM NUMBER 1