PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM No. 2

TO: All Holders of Request for Proposal No. 25-12

SUBJECT: Online Engagement Platform Services
Request for Proposal No. 25-12

DATE: December 11, 2025

Please find enclosed the following:

- RFP 25-12 Questions and Responses (1-11)
- RFP 25-12 Addendum No.2

The following signature acknowledges the receipt of this Transmittal Memorandum No. 2.

_____
Signature

_____
Name of Company

_____
Date

Sign above and return signature page only promptly upon receipt to:

Pittsburgh Regional Transit
Procurement Department
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527

Attention: John Young

PITTSBURGH REGIONAL TRANSIT

Online Engagement Platform Services
Request for Proposal No. 25-12

Questions and Responses (1-11)

Transmittal Memorandum #2

Below are all questions and answers received pertaining to RFP No. 25-12 (Questions 1-11).

QUESTION #	QUESTION	RESPONSE
1	I'd like to confirm that imagery and links can be included in the submission?	Yes
2	Is there a preference for any existing software tools versus a custom built system?	Yes, while some modification to an existing tool is expected, PRT prefers an existing tool capable of slight modifications rather than a custom-built system due to time limitations.
3	What is the current system in use today, which the vendor would have to integrate with/transfer data from?	The current system is a Social Pinpoint-based site at Engage.RidePRT.org.
4	What staff/teams at PRT, if any, would want to be involved in the design of the system and how involved would or could they be in decision-making on the final product?	We expect the PRT team to include 1-2 members from PRT's Planning and Service Development, Communications, and Agency Innovation Services groups. The exact makeup of the group could change, but the total number would be 6-12 members.

5	Can PRT disclose a budget range for this procurement?	PRT will not release any information regarding budget for this project.
6	What are some of the main pain points with the current system that helped inspire this RFP?	PRT's experiences with the current system and with other systems in the Pittsburgh region informed the Scope of Services for this RFP.
7	Are there implementations at other agencies that you could give as examples of what "good" looks like?	PRT's current Engage.RidePRT.org has met the agency's needs to-date. While can't provide a list of examples that is more future looking, we do intend for our engagement platform to be consistent with similar efforts by our municipal partners in the Pittsburgh region.
8	What prompted PRT to seek a new online engagement platform at this time?	We are not currently under contract for these services but were using a similar service via one of our professional services contracts and felt it was a valuable tool. PRT would like to contract directly with a vendor rather than through a consultant.
9	What primary objectives, success metrics, and current challenges or gaps in public engagement does PRT hope to address or overcome with this new cloud-based online community engagement platform?	Objectives - Allows PRT to share and collect information about programs and projects - Provides a forum for the public to interact and submit feedback on presented information - Ensures feedback can be provided in a variety of ways and from users of various abilities - Ensures ability to track various engagements by numbers, locations, and other demographics if desired Success Metrics - Number of users - Number of interactions - Diversity of interactions

		Current Challenges - None
10	Would PRT be interested in partner-led services such as staff workshops, engagement strategy support, or training in areas like digital engagement and accessibility? If so, are there specific topics or skills that would be most valuable?	At this time, the requests in the scope of work are the anticipated needs.
11	How many people do you currently have subscribed to receive PRT updates?	PRT does not Track this information

John Young

John Young
Professional Services Contract Specialist

PORT AUTHORITY OF ALLEGHENY COUNTY d/b/a
PITTSBURGH REGIONAL TRANSIT

ADDENDUM NO. 2

DECEMBER 11, 2025

REQUEST FOR PROPOSAL NO. 25-12

ONLINE ENGAGEMENT PLATFORM SERVICES

The following Amendments to the above Request for Proposal are hereby made a part thereof and the Proposer shall acknowledge receipt and inclusion of said change in its Proposal Letter of Transmittal (Section 3.2 Proposal Evaluation Criteria of the RFP).

Changes are as follows:

Revised Section

List of Changes to RFP dated November 21, 2025

List of Changes to RFP dated December 11, 2025

PORT AUTHORITY OF ALLEGHENY COUNTY d/b/a
PITTSBURGH REGIONAL TRANSIT

LIST OF CHANGES TO RFP

DECEMBER 11, 2025

REQUEST FOR PROPOSAL NO. 25-12

ONLINE ENGAGEMENT PLATFORM SERVICES

SECTION OF THE RFP TO BE CHANGED	CHANGE TO BE MADE:
Legal Advertisement Third Paragraph	Legal Advertisement - Third Paragraph is modified to reflect that this is not a Work Order based RFP. Removal of language to Legal Advertisement - "The required services will be issued on a work order basis as they are approved to proceed by PRT." **See attached revision to the affected page on addendum no. 1**
General Information Section 22	General Information - Section 22 - Ownership of Purchased Property is modified to reflect that this is not a Work Order Based RFP. Removal of language to General Information – "[for each Work Order]" **See attached revision to the affected page on addendum no. 1**
Exhibit 7: General Requirements Line 19	Exhibit 7: General Requirements - Line 19 is added to reflect General Information Section 2.7.10 – User Agreements. Addition of language to Exhibit 7 – "Reference Section 2.7.10 Certification Regarding User Agreements (Exhibit 10)." **See attached revision to the affected page on addendum no. 1**
Legal Advertisement Sixth Paragraph	Line 1 of the sixth paragraph - is changed to extend the Proposal due date from December 15, 2025, to December 16, 2025. The time for the receipt of Proposals remains 2:00 p.m. **See attached revision to the affected page. Update is highlighted.**

LEGAL ADVERTISEMENT
Port Authority of Allegheny County
d/b/a Pittsburgh Regional Transit
REQUEST FOR PROPOSAL NO. 25-12

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) is requesting proposals for the performance of the following service ("Contract Services"):

ONLINE ENGAGEMENT PLATFORM SERVICES

The work under the proposed Agreement consists of but is not limited to, a vendor developing, maintaining, and providing support for a cloud-based online community engagement website and application software platform that allows PRT to share and collect information about programs and projects and provide a forum for the general public and PRT users to interact and submit feedback on presented information.

The Agreement will be for a (3) three-year period with the option to extend the term of the Agreement up to (2) additional one-year periods at the sole discretion of PRT.

A copy of the Request for Proposal (RFP) will be available on or after November 14, 2025 and can be obtained by registering at the PRT's ebusiness website: **http://ebusiness.ridePRT.org** and following the directions listed on the website. Please note that Proposers must register under the ebusiness category of **PSSC – Pro Software Consulting** for this RFP. Proposers may also register in other categories for any future RFPs issued by PRT. If you have specific questions regarding this RFP, please contact John Young at (412) 566-5216 or via email jyoung@ridePRT.org.

An Information Meeting for interested parties will be held on November 21, 2025 at 1:00 p.m., Eastern Standard Time, via Microsoft Teams video conference and/or conference call to answer any questions regarding this RFP.

To join by Microsoft Team video conference:

- Meeting ID: 268 253 192 591 6
- Passcode: Jm7ji3gF

To join by Microsoft Teams call-in number:

- 412-927-0245 United States, McKeesport
- Conference ID: 941 806 871#

Electronic proposals must be received, and time stamped through PRT's Ebusiness website at or before 2:00 p.m., Eastern Standard Time, December 16, 2025, at **http://ebusiness.ridePRT.org**. Proposals not received by PRT's Ebusiness website by the advertised time for the submission of proposals shall be non-responsive and therefore ineligible for award. Each Proposer shall be solely responsible for assuring that its proposal is timely received and time stamped in accordance with the requirements herein.

This Contract Services may be funded, in part, by, and subject to certain requirements of, the County of Allegheny and the Commonwealth of Pennsylvania.

AT THE TIME OF THIS SOLICITATION, THE COMMONWEALTH OF PENNSYLVANIA'S DIVERSE BUSINESS PROGRAM, 74 PA.C.S. Section 303, REMAINS IN EFFECT, AS APPLICABLE. DB PARTICIPATION REQUIREMENTS WILL ONLY APPLY WHERE REQUIRED BY THE COMMONWEALTH IN NON-FEDERALLY FUNDED PROJECTS, WHICH INCLUDES THIS SOLICITATION.

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, in compliance with 74 Pa.C.S. § 303, as may be amended, also requires that certified Diverse Businesses, ("DBs") have the maximum opportunity to compete for, and perform applicable contracts and subcontract for, the Contract Services. In this regard, all Proposers, and the Contractor, shall make good faith efforts, in accordance with 74 Pa.C.S. § 303, to ensure that DBs have the maximum opportunity to compete for, and perform applicable contracts and subcontracts for, the Contract Services.

Further, proposers and the Contractor shall not discriminate on the basis of race, color, religion, creed, age, disability, national origin, sex, sexual origin, gender identity or status as a parent in the award and performance of contracts or subcontracts for these Contract Services

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit reserves the right to reject any or all proposals.