PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM No. 1

TO: All Holders of Request for Proposal No. 26-06

SUBJECT: Investigative Services
Request for Proposal No. 26-06

DATE: January 12, 2026

Please find enclosed the following:

- RFP 26-06 Information Meeting Agenda dated January 12, 2026
- RFP 26-06 Information Meeting Minutes dated January 12, 2026
- RFP 26-06 Information Meeting Attendance dated January 12, 2026
- RFP 26-06 Information Meeting Presentation Slides
- RFP 26-06 Addendum No.1 dated January 12, 2026

The following signature acknowledges the receipt of this Transmittal Memorandum No. 1.

_____
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

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

Information Meeting Conference Agenda
Request for Proposal No. 26-06

Investigative Services

DATE: Friday, January 16, 2026

TIME: 9:30 A.M.

SEQUENCE:

A. Introduction

B. Telephone Contacts for Proposer Questions

Procedural, eBusiness Registration, Questions

John Young – PRT (412) 566-5216

Questions Relating to Schedule of Activities and Technical Questions:

Todd Stoker – PRT (412) 566-5215

Must be in writing and must be submitted by mail, e-mail or facsimile to:

Pittsburgh Regional Transit of Allegheny County
345 Sixth Avenue, Third Floor Pittsburgh, PA 15222-2527
Fax: (412) 566-5359
Attn: Mr. John Young
E-Mail: jyoung@rideprt.org

C. Review RFP Document and Proposal Requirements

D. Overview of Scope of Services

E. Questions and Answers

F. Wrap-Up

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

Investigative Services
Request for Proposal No. 26-06
January 16, 2026
Information Meeting Minutes

The Information Meeting Minutes for the above-referenced Request for Proposal (RFP) was held on January 16, 2026, at 9:30 a.m. A copy of the attendance sheet of attendees is attached.

John Young, Professional Services Contract Specialist, opened the meeting for PRT. The other PRT attendees making presentations were: Anthony Arzenti, Supervisor of Billing; Lindsay Nicol, Manager of FMLA; Todd Stoker, Director of Claims; and Darieth Webb, Workers Compensation Specialist.

Mr. Young then discussed the following issues:

- Electronic proposals must be both received and timestamped through PRT's eBusiness website at or before 2:00 p.m., prevailing time, February 06, 2026, at http://http://ebusiness.ridePRT.org. Proposals received or timestamped through PRT's Ebusiness website after 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.

- All procedural questions concerning this RFP should be directed to John Young at (412) 566-5216. Questions concerning clarifications should be submitted in writing to the attention of Mr. Young of the Procurement Department and may be faxed to (412) 566-5359 or e-mailed to jyoung@ridePRT.org. PRT will not respond to questions received, other than procedural, after January 27, 2026.

- All questions relating to clarifications of, or modifications to, the RFP must be in writing. If any questions submitted make necessary the issuance of an addendum, an addendum will be issued to all RFP document holders. Proposals must be submitted based on the RFP as written, and as modified by Addenda.

- It was stressed that any comments/exceptions to Exhibit 1, the Sample Agreement, must be provided in the Appendix section of the Proposal. Post-RFP comments/exceptions to the Sample Agreement that are not set forth in a firm's proposal will not be considered or subject to any further negotiation consideration by PRT during the post-award Agreement finalization process.

- Mr. Young provided an overview of the ebusiness procedures for registration and submitting a proposal. All Proposers must be registered in ebusiness at http://ebusiness.ridePRT.org, in order to be notified of PRT solicitations, to obtain copies of RFP's, the subsequent addenda and other related information, and to submit a Proposal in response to this RFP 26-06.

  Although RFP documents will also be available on PRT's website, PRT will only accept electronic proposal submittals through the ebusiness portal for this RFP, which requires vendor registration. Instructions on how to submit a proposal through PRT's eBusiness website can also be found in Exhibit 8 of the RFP.

- Mr. Young provided a general overview of the scope of services that PRT is seeking via this RFP. Section 4.0 of the RFP on pages 23 through 26 of the RFP documents contains that scope of services.

- After generally discussing the scope of services for the RFP, Mr. Stoker advised the potential proposers on the scope of services.

- The anticipated Procurement Schedules for both RFP is as follows:

    - Proposers' last day for submitting questions is January 27, 2026.
    - Proposals are due at the PRT by 2:00 p.m. February 06, 2026.
    - Interviews are tentatively scheduled for February 19, 2026 & February 20, 2026.
    - The RFP is tentatively scheduled for approval at the March 2026 Board of Directors Meeting.

- Following the overview of the scope of services, the floor was opened for general discussion and any questions from the attendees.

    - No questions were asked at this time.

- The meeting concluded at 10:08 am.

John Young
Professional Services Contract Specialist

Attachments: RFP 26-06 Information Meeting Attendance Sheet; RFP 26-06 Information Meeting Slides; RFP 26-06 Addendum No.1

cc: Project File

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

INFORMATION MEETING ATTENDANCE

SUBJECT: Investigative Services RFP 26-06

DATE: January 16, 2026

TIME: 9:30 AM

Representative Name	Company	Mailing Address	Phone No.	E-Mail Address	Check Here if PRT/ PA UCP Certified DBE / DB
Anthony Arzenti	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5129	aarzenti@rideprt.org	
Nicol Lindsay	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5261	lnicol@rideprt.org	
Todd Stoker	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5215	tstoker@rideprt.org	
Darieth Webb	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5234	dwebb@rideprt.org	
John Young	PRT	345 Sixth Avenue, Pittsburgh, PA 15222-2527	412-566-5216	jyoung@rideprt.org	
Eva Behner	Command Investigations, LLC	1370 Washington Pike #202, Bridgeville, PA 15017	352-818-1699	eva.behner@gocammand.com	
Chuck King	Command Investigations; LLC	1370 Washington Pike #202, Bridgeville, PA 15017	724-312-6250	chuck.king@gocommand.com	


PRT
Pittsburgh Regional Transit

INFORMATION MEETING
REQUEST FOR PROPOSALS NO. 26-06

INVESTIGATIVE SERVICES

JANUARY 16, 2026

INTRODUCTIONS

Pittsburgh Regional Transit

- **John Young**
  - Professional Services Contract Specialist
  - Provide an eBusiness Overview
  - Provide a general overview of the RFP requirements

- **Todd Stoker**
  - Director of Claims (Project Manager for this RFP)
  - Will provide an overview of Scope of Services

VIRTUAL AND PHONE ETIQUETTE

Please make sure your virtual microphones and phone are on mute throughout the duration of the meeting.

If you are joining through Teams Virtual platform, all questions should be entered in the Chat Box.

If you are joining by phone, you need to announce yourself and the company you represent before asking your question.

ALL questions must also be submitted in writing to:

Jyoung@rideprt.org

Pittsburgh Regional Transit

Pittsburgh Regional Transit

eBusiness Overview



Pittsburgh Regional Transit

eBusiness Registration

- You **must** be registered:
  - To receive notifications for this RFP
  - To submit a proposal for this RFP
- Registration estimated time is 5-10 minutes to complete
- Recommend registering when there is time to complete

Already Registered?

Pittsburgh Regional Transit

- Great! Please check your credentials!
- Don’t remember your User ID or Password?
- Getting an error message?

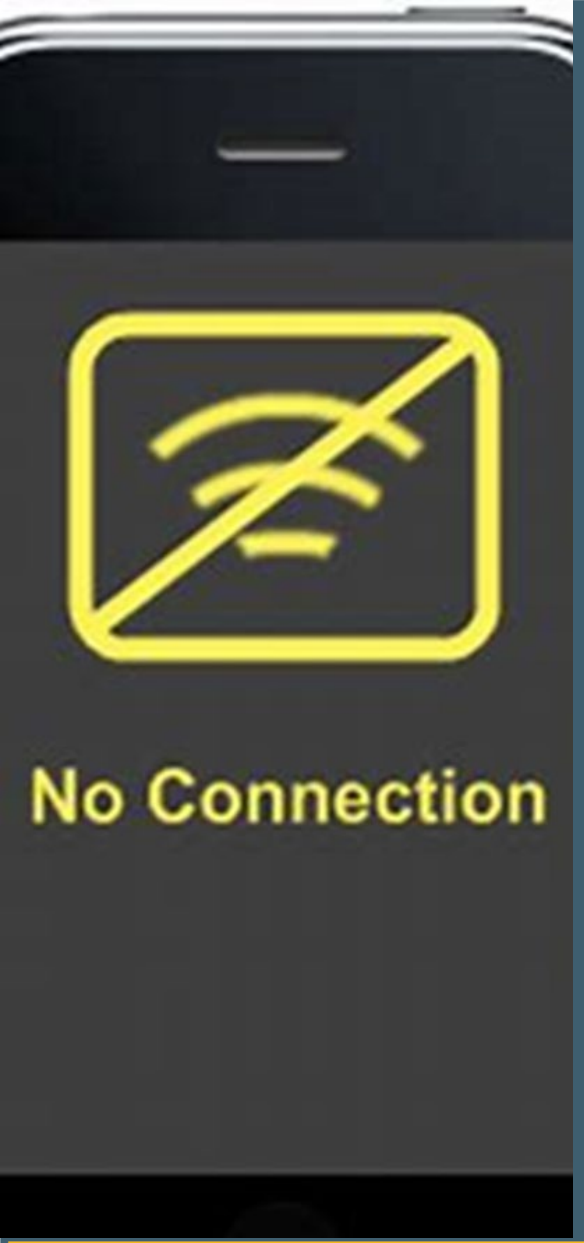
Contact **John Young** at:

Jyoung@rideprt.org



Do not wait!!!!!!!

- Navigating eBusiness takes time
- Uploading documents takes time
- Submitting the proposal takes time
- You may get an error message
- The system will kick you out when the event closes
- **PLEASE ALLOW YOURSELF ENOUGH TIME**



Web browser compatibility

- Recommended Browsers:
  - Chrome
  - FireFox
  - Edge
  - Safari
- Not mobile friendly



Ebusiness portal overview

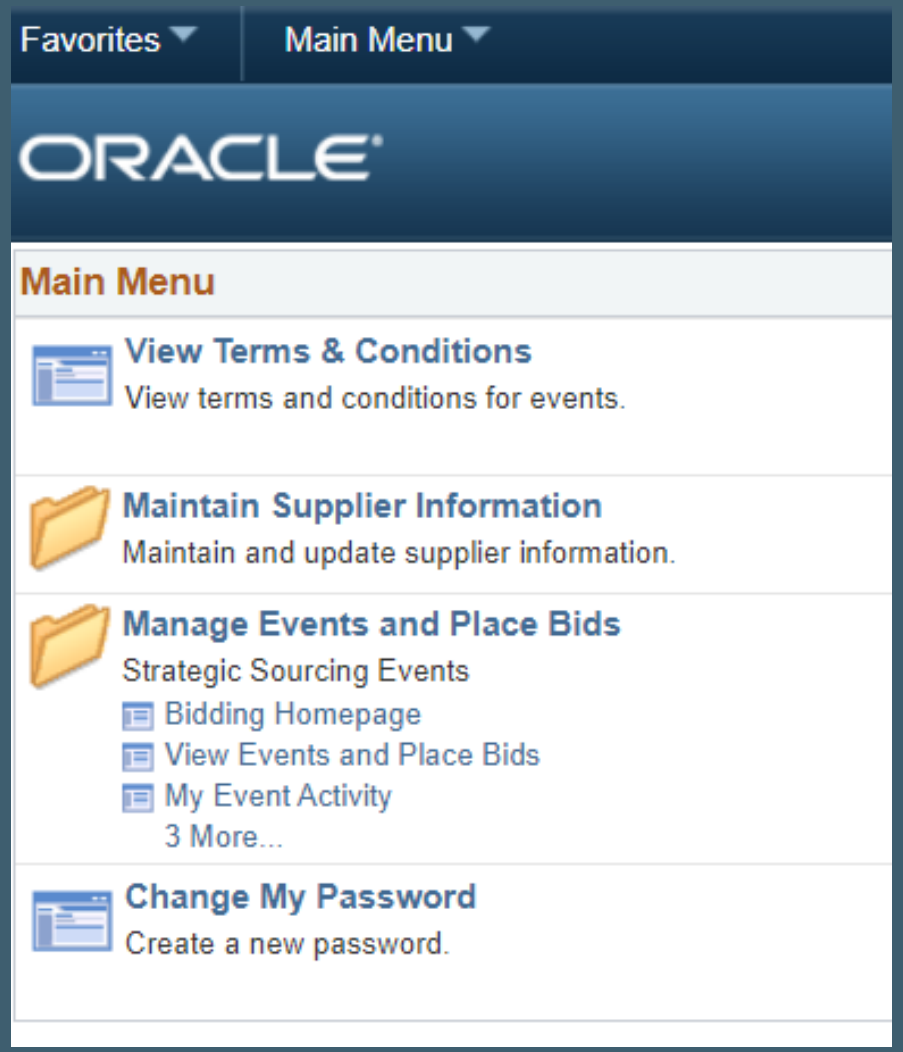
- Login
- Download User Guide
- Register
- Reset Password

Pittsburgh Regional Transit

Ebusiness Portal Overview

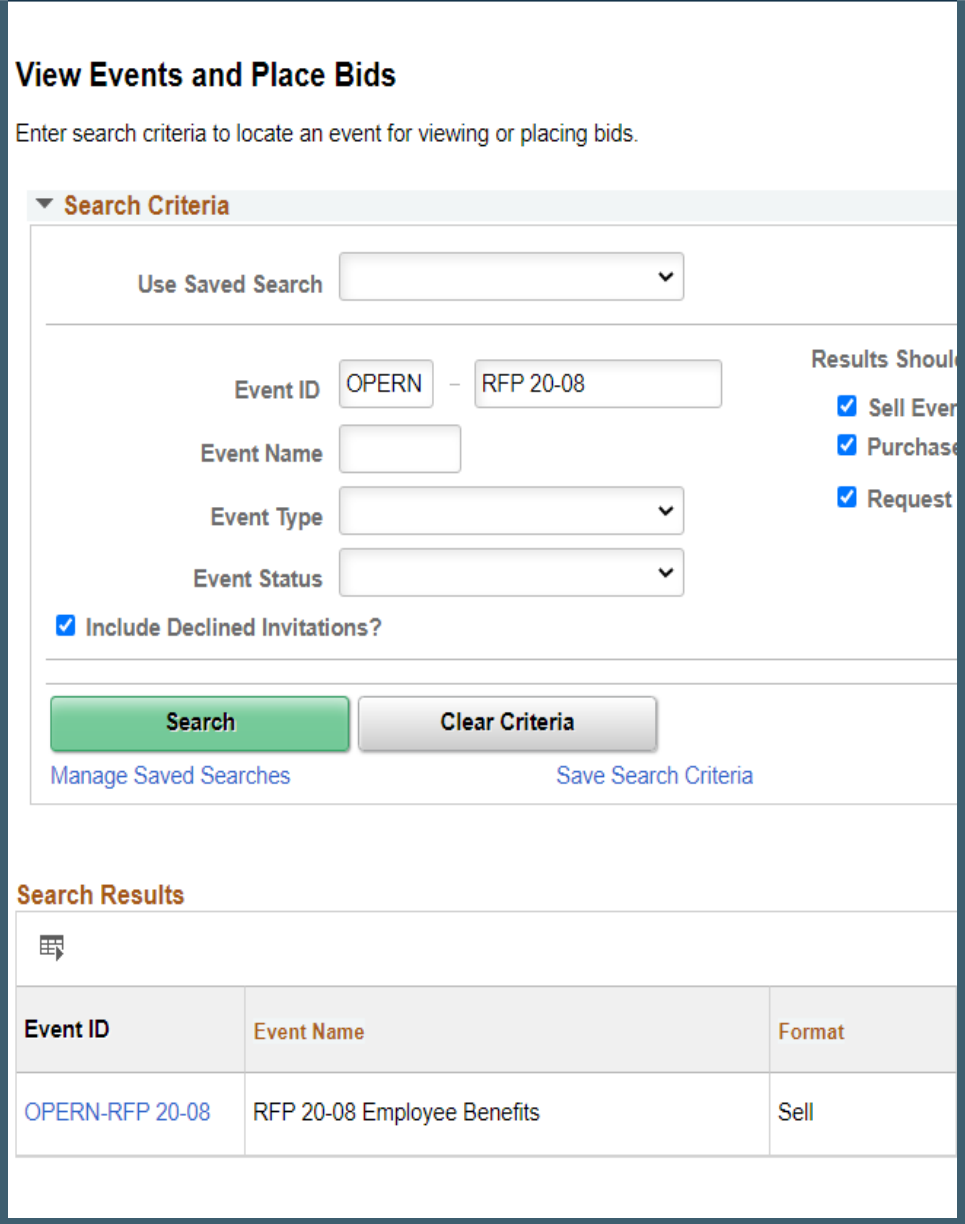
Pittsburgh Regional Transit

View Events and Place Bids



Ebusiness Portal Overview

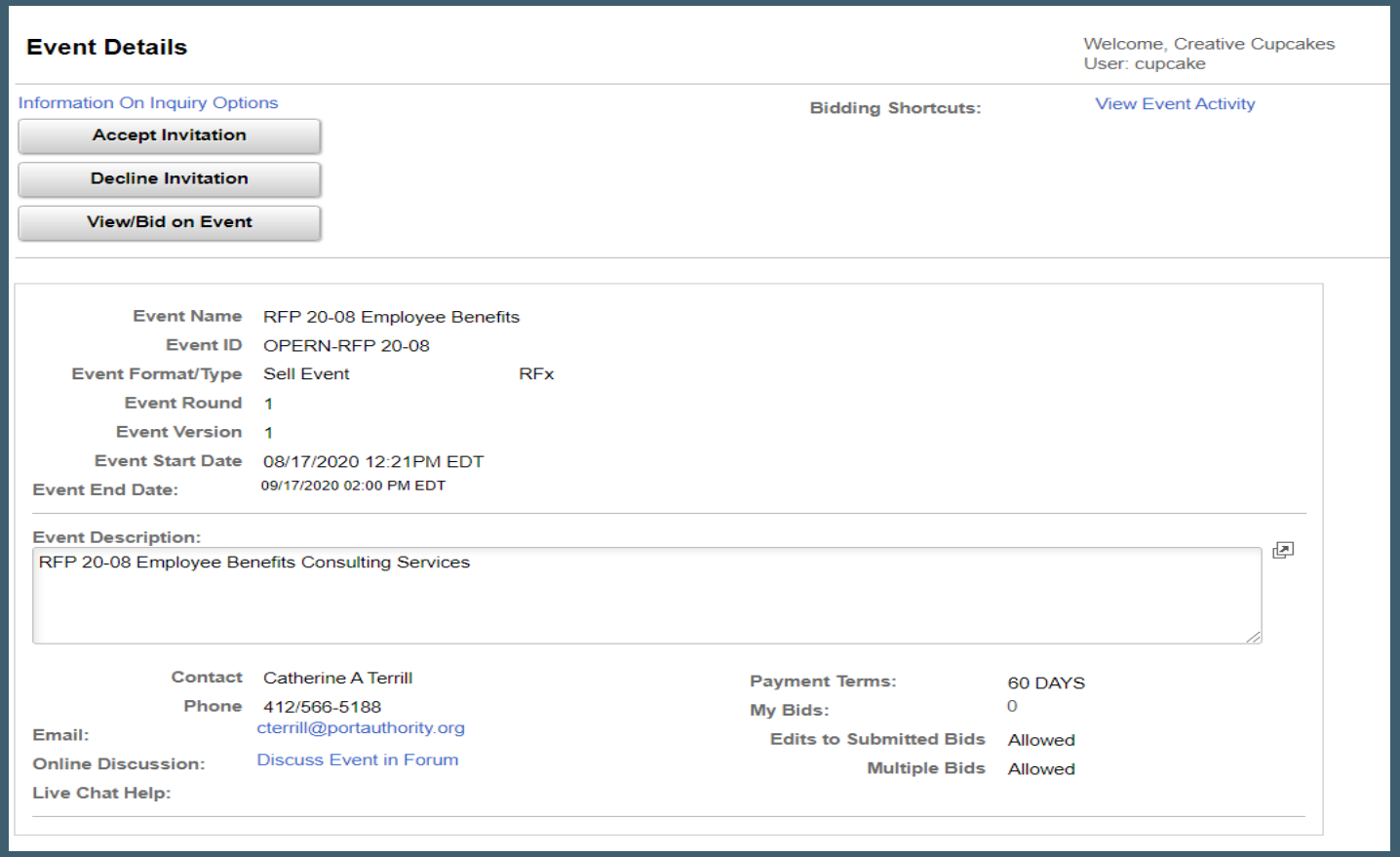
- **This page takes time to load!**
  - Displays all Sourcing Events
    - Enter Event ID
      - Search
      - Click Event ID



Pittsburgh Regional Transit

Ebusiness Portal Overview

Pittsburgh Regional Transit

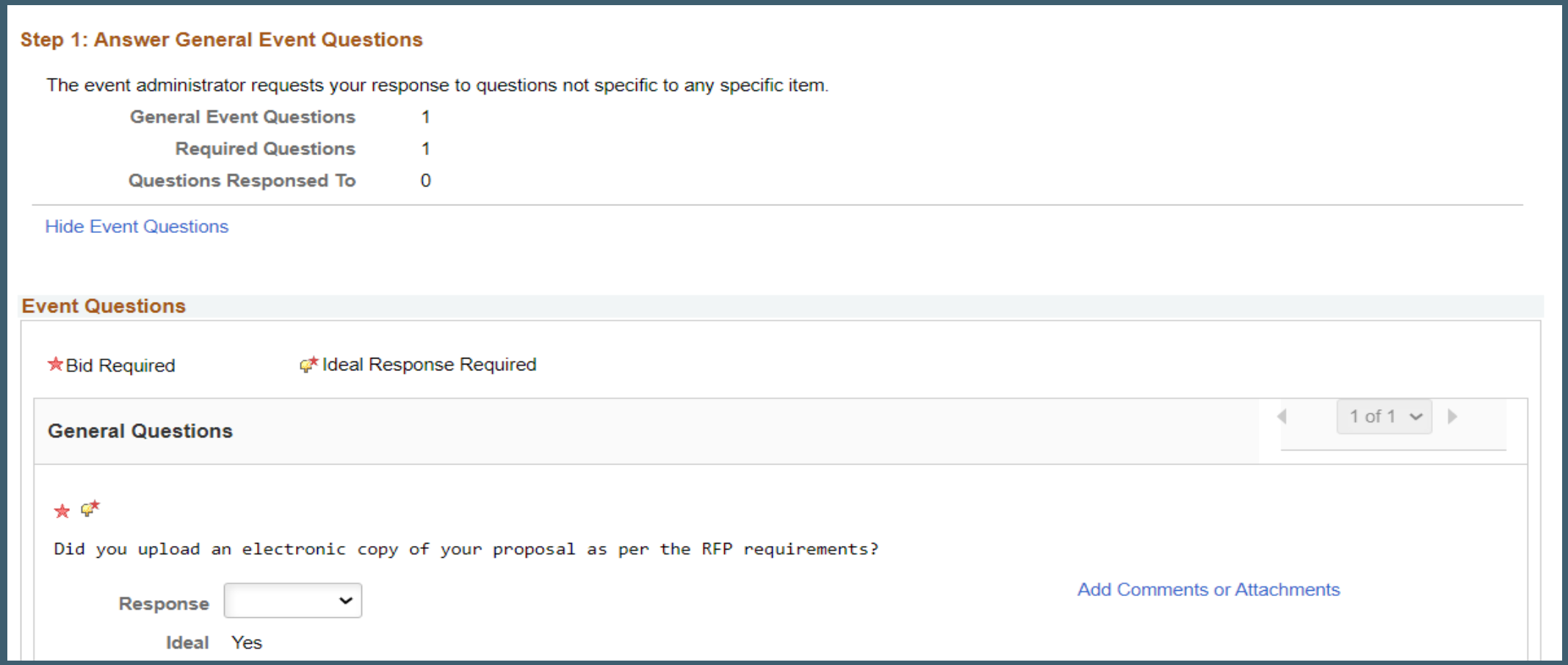


- Contact Info
- Discuss Event in Forum is disabled
- Please contact the Contract Specialist directly
- Click View/Bid on Event

Ebusiness Portal Overview

- Answer General Event Questions
- Provides Ideal Answer

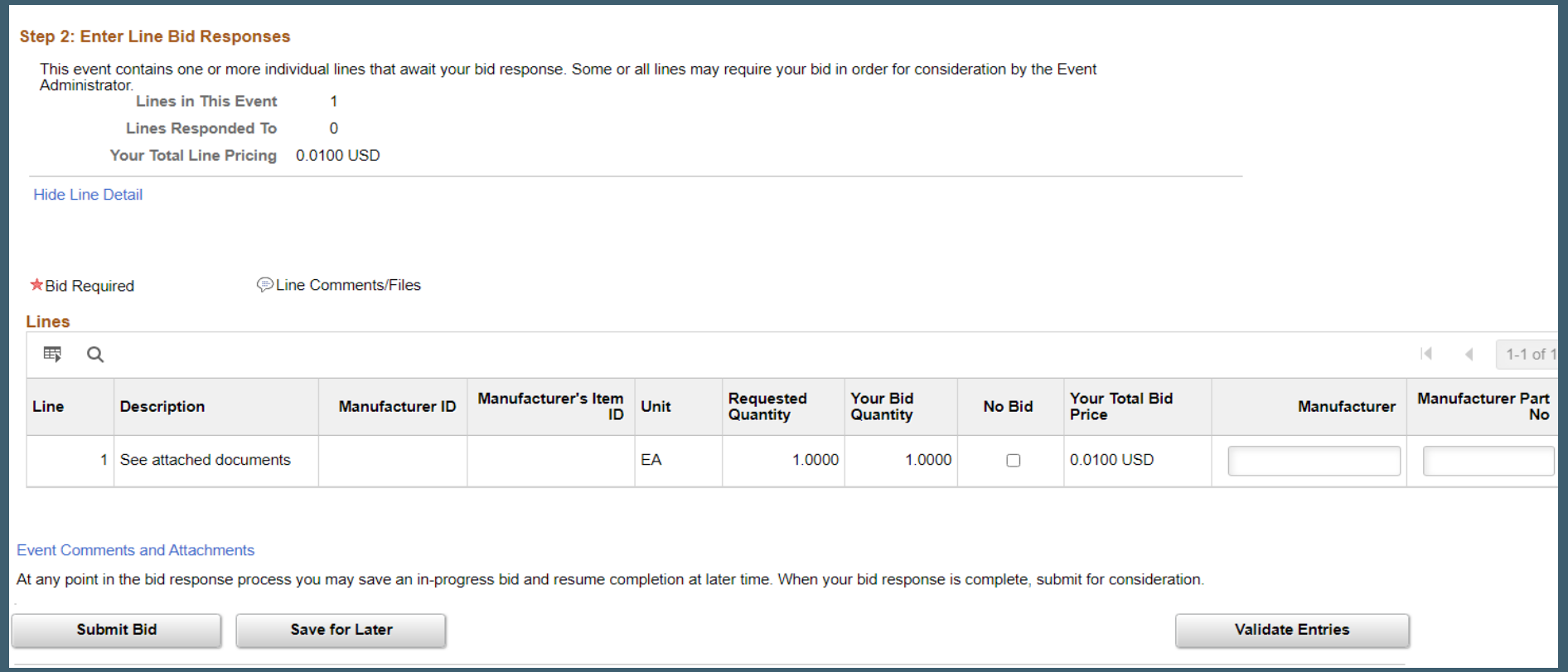
Pittsburgh Regional Transit



Ebusiness Portal Overview

- Leave Line Item information blank
- Event Comments and Attachments

Pittsburgh Regional Transit



Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	1
Lines Responded To	0
Your Total Line Pricing	0.0100 USD

Hide Line Detail

★Bid Required Line Comments/Files

Lines

1-1 of 1

Line	Description	Manufacturer ID	Manufacturer's Item ID	Unit	Requested Quantity	Your Bid Quantity	No Bid	Your Total Bid Price	Manufacturer	Manufacturer Part No
1	See attached documents			EA	1.0000	1.0000	☐	0.0100 USD		

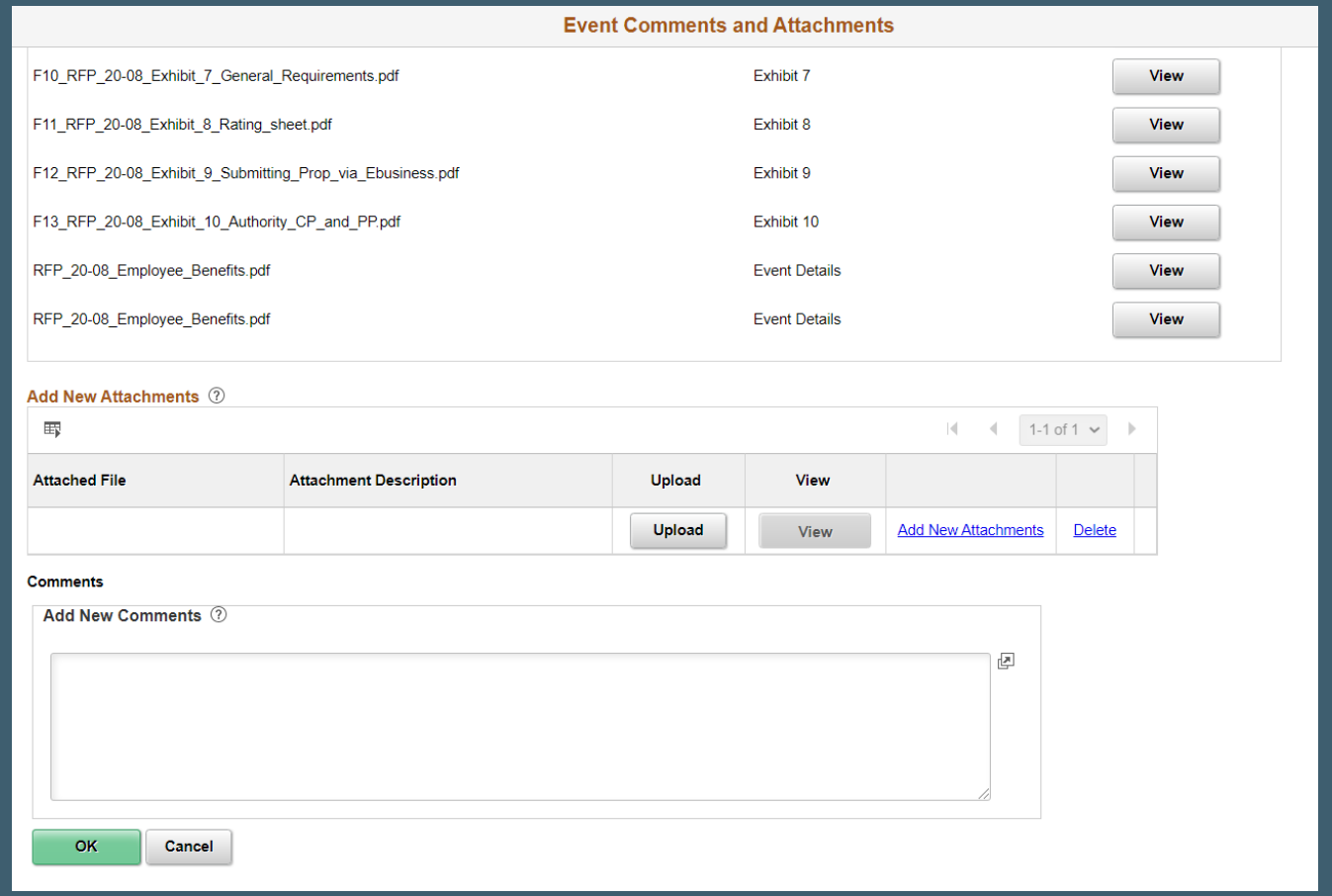
Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid Save for Later Validate Entries

Ebusiness Portal Overview

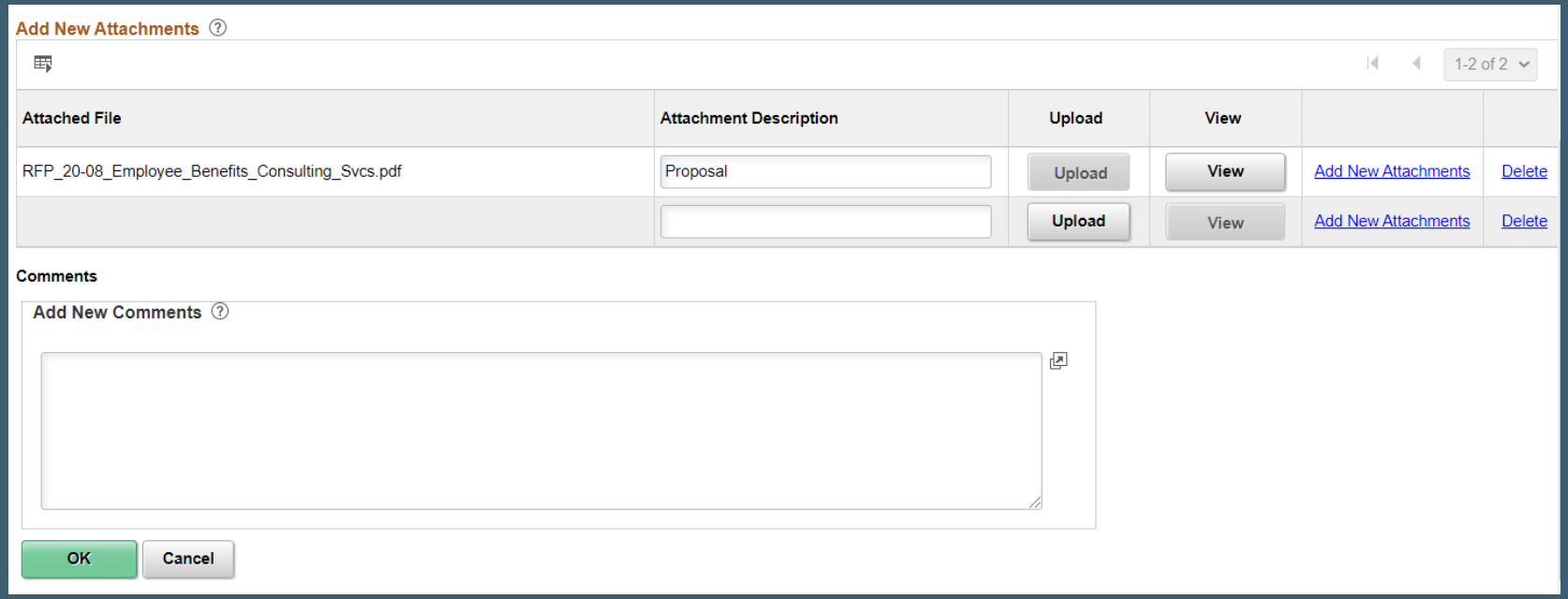
- Download RFP Documents
- Upload Proposal



Ebusiness Portal Overview

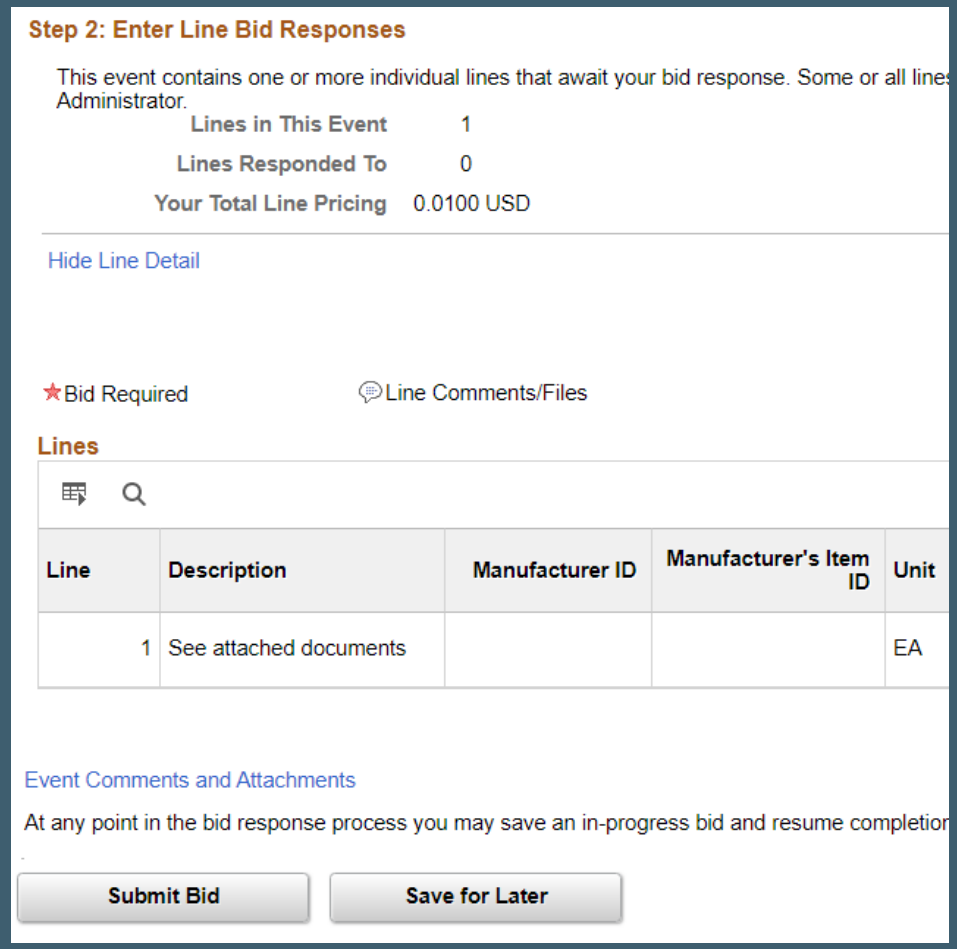
Pittsburgh Regional Transit

- Enter Attachment Description
- Click Add New Attachment for each additional document
- Click Ok



Ebusiness Portal Overview

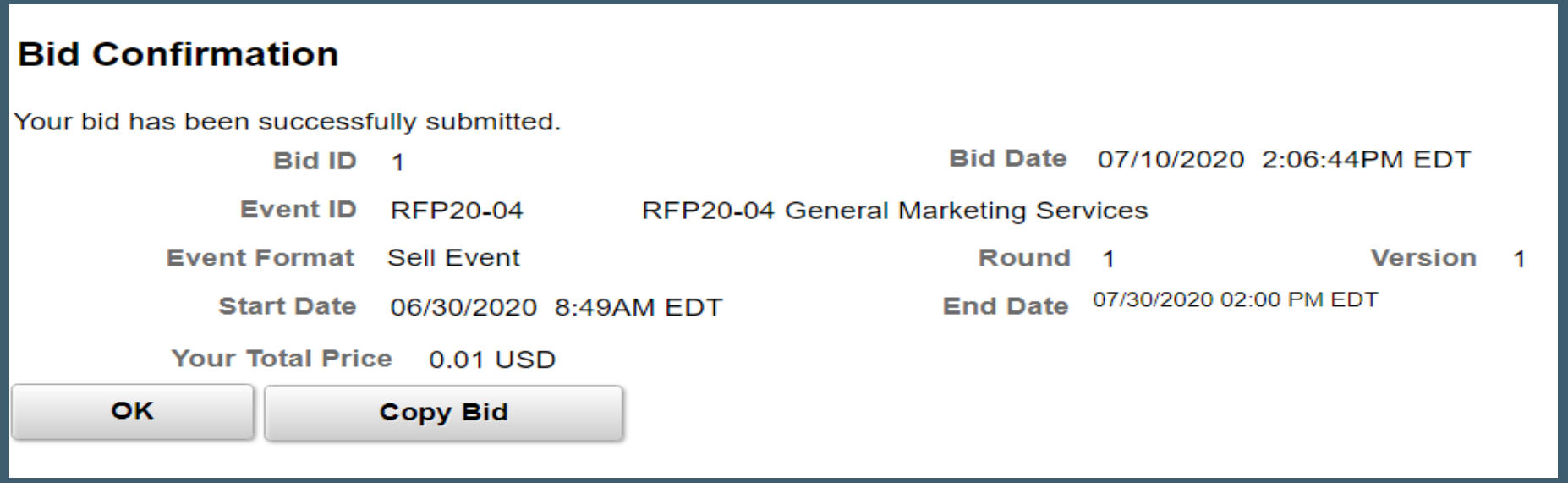
Pittsburgh Regional Transit



Save for Later vs. Submit Bid

Ebusiness Portal Overview

Pittsburgh Regional Transit



- Click OK
- Done!
- You will receive an email confirmation that the proposal was submitted



Pittsburgh Regional Transit

Additional ebusiness information

- Carefully select categories related to your type of business
- STRONGLY encourage to register multiple personnel
- Be proactive in updating eBusiness registration information
- Be proactive in checking PRT's website



Pittsburgh Regional Transit

eBusiness Support

- Please contact the following for eBusiness questions:

John Young at

Jyoung@rideprt.org

Pittsburgh Regional Transit

General Overview of RFP Requirements

General Information

- **PRT is requesting proposals for:**
  - Investigative Services

- **Term of the Agreements:**
  - Three-Year (3-year) period with the option to extend up to an additional two (2) one-year periods at PRT's sole discretion.

- **Termination for Convivence:**
  - As a public agency that receives federal funds, PRT will not negotiate the Termination for Convivence

General Information

- **Proposals must be submitted electronically through PRT's eBusiness system**
  - By 2:00 p.m., eastern standard time, February 06, 2026
  - Instructions have been provided in Exhibit 8 of the RFP

- **Questions must be received in writing no later than 10 days before Proposals are due.**
  - Cut off date is January 27, 2026
  - Procedural, please contact, John Young
  - Clarifications and questions to the RFP
    - **MUST BE IN WRITING**
    - Email Jyoung@rideprt.org or Fax (412) 566-5359

- **Tentative Presentation for Board Approval**
  - March 2026

SECTION 2.0- PROPOSAL REQUIREMENTS

Pittsburgh Regional Transit

- **Structure of Proposal**
  - Cover
  - Letter of Transmittal (Include items identified in Section 2.1.1)
  - Section 1 – Overview of Proposal
  - Section 2 – Experience Record
  - Section 3 – Project Work Plan
  - Section 4 – Project Organization and Management Plan
  - Section 5 – Summary of Cost(s)
  - Appendix Information

- **Shall be no more than 50 pages**
  - Appendix information is in addition to page limit
  - Font Size for all material shall not be less than 10 pt.

SECTION 2.2
OVERVIEW OF PROPOSER
SECTION 1 OF THE PROPOSAL

Pittsburgh Regional Transit

- **Include a description of the Proposer and its subcontractors**

SECTION 2.3
EXPERIENCE RECORD
SECTION 2 OF THE PROPOSAL

Pittsburgh Regional Transit

- Provide relevant project experience of Proposer
- Status (ongoing or completed) and Time Frame
- Responsibilities for the Project
- Project Manager and Key Investigators for each identified project
- Contract Value
- Client Contact and contact information. References that cannot be either confirmed or reviewed with your client are not beneficial.

SECTION 2.4
PROJECT WORK PLAN
SECTION 3 OF THE PROPOSAL

Pittsburgh Regional Transit

- **Demonstrate understanding and approach**
  - **DO NOT REINTERATE THE RFP SCOPE OF SERVICES**

- **Identify each task and names of individuals or disciplines**
  - Include Subcontractors
  - Include hours associated
  - Requested narrative for the sample project

- **Flow Chart that explains the interrelationship of work tasks**

SECTION 2.5
PROJECT ORGANIZATION AND MGMT. PLAN
SECTION 4 OF THE PROPOSAL

Pittsburgh Regional Transit

- **Description, roles, and responsibilities for Contract Services**
  - Project Manager
  - Key Investigators

- **Provide Organizational Chart**
  - Include individual's name
  - Include company
  - Include proposed role

SECTION 2.6
SUMMARY OF COSTS
SECTION 5 OF THE PROPOSAL

Pittsburgh Regional Transit

- **Sample forms provided in Exhibit 6**
  - Alternate fee structure may be proposed.

SECTION 2.7
APPENDIX INFORMATION
APPENDIX SECTION OF THE PROPOSAL

Pittsburgh Regional Transit

- **Financial Information**
  - Two (2) most recent financial years
  - Publicly held firms shall include in the Proposal
  - Privately held firm may defer until notice of being short-listed

- **Certifications**
  - Exhibit 2 [Certification of Debarment]
  - Exhibit 3 [Certification of Lobbying and Disclosure Form]
  - Prime Contractor submission only. Subcontractors prior to award of Agreement.

- **Resumes**
  - Exhibit 4
  - Not to exceed 20 pages

SECTION 2.7
APPENDIX INFORMATION
APPENDIX SECTION OF THE PROPOSAL

Pittsburgh Regional Transit

- **Key Personnel Letter(s)**
  - Signed letter by Proposer and any of its proposed subcontractors

- **Affirmative Action and Equal Opportunity Policy Statement**
  - Signed and dated
  - **DO NOT SUBMIT ACTUAL POLICY**

- **Insurance Coverage Statement**
  - Requirements in Exhibit 1, Sample Agreement
  - **DO NOT SUBMIT CERTIFICATE OF INSURANCE AT THIS TIME**

  - **As a reminder, please review Exhibit 1. As stated in the RFP, deviations MUST be set forth in the Proposal to receive consideration.**

SECTION 3.0
PROPOSAL SELECTION PROCESS
EXHIBIT 7 – EVALUATION RATING CRITERIA

Pittsburgh Regional Transit

RFP REF SECTION	RATING CRITERIA	WEIGHTED MULTIPLIER
2.3	Experience Record	8
2.4	Project Work Plan	6
2.5.2	Proposed Project Manager/Key Investigators	8
2.6	Summary of Cost	6
	TOTAL WEIGHTED SCORE:	**28**

TENTATIVE DATES

(DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF PRT)

Pittsburgh Regional Transit

• Last day for questions	January 27, 2026
• Proposal due at or before 2:00pm EST.	February 06, 2026
• Tentative Interviews	February 19, 2026 & February 20, 2026
• Presentation for Board Consideration	March 2026
• Commencement of Services	April 01, 2026



SECTION 4
SCOPE OF SERVICES

Overview of the Scope of Services

Presented by

- **Todd Stoker**
  - Director of Claims

QUESTIONS AND ANSWER SESSION

Pittsburgh Regional Transit

All questions must be submitted in writing via email to

Jyoung@rideprt.org



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

ADDENDUM NO. 1

January 16, 2026

Request for Proposal No. 26-06

Investigative 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 January 16, 2026

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

LIST OF CHANGES TO RFP

January 16, 2026

Request for Proposal No. 26-06

Investigative Services

SECTION OF THE RFP TO BE CHANGED	CHANGES TO BE MADE:
Ebusiness Portal	Ebusiness Portal: submittal time is changed to reflect RFP 26-06's Legal Advertisement Deletion of language to Ebusiness Portal to remove reference: "3:22PM" Addition of language to Ebusiness Portal to include reference: "2:00PM" **See attached revisions to the affected pages. Update is highlighted.**
Exhibit 7: Proposal Evaluation Rating Sheet	Exhibit 7: Proposal Evaluation Rating Sheet is included in the RFP documents and is uploaded on PRT's website at https://www.rideprt.org/business-center/procurement/bids-and-rfps/bids-details-page/?Bids=RFP%2026-06 **See attached upload of Exhibit 7: Proposal Evaluation Rating Sheet**

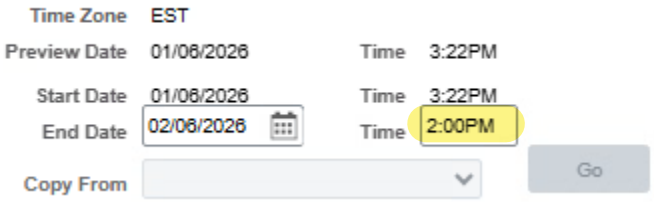

Time Zone
EST
Preview Date
01/06/2026
Time
3:22PM
Start Date
01/06/2026
Time
3:22PM
End Date
02/06/2026
Time
2:00PM
Copy From
Go

EXHIBIT 7
PROPOSAL EVALUATION RATING SHEET
Request for Proposal No. 26-06
Investigative Services

Proposer's Name: _____

RFP Reference Section	Rating Criteria	Weighted Multiplier	**Preliminary** Rating Score	**Preliminary** Weighted Score	**Final** Rating Score	**Final** Weighted Score
2.3	Experience Record	8				
2.4	Project Work Plan	6				
2.5.2	Project Manager/Key Investigators	8				
2.6	Summary of Costs	6				
	TOTAL WEIGHTED SCORE:	**28**				

TOTAL WEIGHTED SCORE: _____ _____
Preliminary **Final**

Un-Weighted Scoring Range

0 through 10: 10 as the highest score
0 as the lowest score

Evaluation factors will be scored based on the reviewer's determination of the degree of compliance with Contract requirements, potential risks and benefits, and strengths and weaknesses. The score is reduced in proportion to the extent of non-conformance, discrepancies, errors, omissions and risks to Authority. Scores will be assigned according to the following:

9 – 10	Excellent - Significantly exceeds in all respects the minimum requirements; high probability of success; no significant weaknesses
6 – 8	Very Good - Substantial response; meets in all aspects and in some cases exceeds, the critical requirements; no significant weaknesses
4 – 5	Good - Generally meets minimum requirements; good probability of success; weaknesses can be readily corrected
1 – 3	Marginal - Lack of essential information; low probability for success; significant weaknesses, but correctable
0	Unsatisfactory - Fails to meet minimum requirements; needs major revision to make it acceptable.

Rating Performed By _____ _____
Print Name Title

Preliminary Rating _____ _____
Signature Date

Final Rating_____ _____
Signature Date