

PITTSBURGH REGIONAL TRANSIT

State Legislative Strategy and Advocacy Services
Request for Proposal No. 26-26
April 14, 2026
Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on April 14, 2026 at 09:30 AM. A copy of the sign-in sheet of attendees is attached.

Catherine Terrill, Procurement Manager, opened the meeting for PRT. The other PRT attendees making presentations were: Renelda Colvin, Contract Compliance Specialist – SBE; and Jim Ritchie, Chief Communications Officer.

Ms. Terrill then discussed the following issues:

- Electronic proposals must be both received and timestamped by a member of the Procurement Department through Authority's eBusiness website at or before **2:00 p.m.**, prevailing time, **May 1st, 2026**, at <http://http://ebusiness.ridePRT.org>. Proposals received or timestamped 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 Catherine Terrill at (412) 566-5188. Questions concerning clarifications should be submitted in writing to the attention of Ms. Terrill of the Procurement Department and may be faxed to (412) 566-5359 or e-mailed to CTerrill@rideprt.org. PRT will not respond to questions received, other than procedural, after April 21st, 2026.
- Ms. Colvin addressed the DB requirements for the RFP as follows:
 - Despite the fact that percentage goals are not associated with the Diverse Business Program, to the extent that subcontracting opportunities are made available, contractors are required to consider and solicit from Diverse Business firms.
 - The contractor must make a good faith effort to ensure that properly certified DB's have the maximum opportunity to participate in the contract and the associated subcontracts.
 - All DBs must be certified.
 - Certifying agencies are:
 - PA UCP.com PRT administered
 - www.paucp.com
 - National Minority Supplier Diversity Council (NMSDC)
 - Women's Business Enterprise Council (WBENC)
 - Small Business Administration (SBA)
 - Department of Veteran Affairs
 - PRT will be reviewing proposed Diverse Business Participation as part of the Selection Criteria.
 - The contractor is required to report on its DB usage throughout the duration of this contract.
 - There are penalties imposed for non-compliance of the DB Program.

- Persons representing DB firms were encouraged to stand, state their name, company and field of expertise.
- If assistance is required in utilizing DBs, or how to become a certified DB, Proposers should contact Ms. Renelda Colvin at (412) 566-5383 or by email RColvin@rideprt.org.
- 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.
- Ms. Terrill 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 26-26.
- Jim Ritchie provided a general overview of the scope of services that PRT is seeking via this RFP. Section 4.0 of the RFP on pages 26 through 28 of the RFP documents contains that scope of services.
- The anticipated Procurement Schedules for both RFP is as follows:
 - Proposers' last day for submitting questions is April 21st, 2026.
 - Proposals are due at the PRT by 2:00 PM May 1st, 2026.
 - Interviews are tentatively scheduled for May 26th, 2026.
 - The RFP is tentatively scheduled for approval at the July 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. The questions were as follows:

QUESTION #1:

Is there a minimum percentage of work the prime contractor is required to perform, and if so, what is that percentage?

RESPONSE #1:

The Prime Contractor must provide 90% of the work, per the RFP, Exhibit 1, Sample Agreement, Section 18.

QUESTION #2:

Does any such requirement apply differently to DB subcontractors versus non-DB subcontractors?

RESPONSE #2:

All subcontractors, DB and non-DB, are able to provide up to 10% of the work. The requirements do not change for DB firms.

QUESTION #3:

The RFP says PRT intends to award to a pool of up to two firms. How is work actually allocated between pool firms once selected — is it competitive task orders, rotating assignments, or does PRT just call whoever they want? This affects how you think about pricing and staffing.

RESPONSE #3:

To the extent that PRT decides to award agreements to a pool of firms, we would develop work plans for each firm, based in part on the annual strategy documents required in the scope, and utilizing the unique strengths and opportunities that each firm provides. PRT anticipates compensation will be paid to the awarded firm(s) via a monthly fee plus eligible reimbursable expenses versus the issuance of task specific work orders. Regardless of the work plan or compensation structure, however, the deliverables identified in the scope would apply to each firm awarded an agreement. It is also expected that firms will cooperate on projects and matters that PRT identifies for completion among more than one firm in a pool of firms' agreement scenario.

The meeting was adjourned at 10:04 AM.



Catherine Terrill
Procurement Manager

attachment(s)

cc: Project File