



Pittsburgh Regional Transit



INFORMATIONAL MEETING

REQUEST FOR PROPOSALS NO. 26-26

April 14, 2026

INTRODUCTIONS

- **Catherine Terrill**
 - Procurement Manager
 - Provide an eBusiness Overview
 - Provide a general overview of the RFP requirements
- **Renelda Colvin**
 - Contract Compliance Specialist - SBE
 - Will address the DBE / DB requirements
- **Jim Ritchie**
 - Chief Communications Officer (Project Manager for this RFP)
 - Will provide an overview of scope of services

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:

CTerrill@rideprt.org

VIRTUAL AND PHONE ETIQUETTE

eBusiness Overview



REGISTER NOW

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?

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

Contact **Catherine Terrill** at:

cterrill@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



User ID

Password

Sign In

New Bidder Help
Bidder's Quick Guide to eBusiness (PDF)

Click the link below to register as a new Bidder:

Bidder Registration
Change Password

Ebusiness portal overview

- Login
- Download User Guide
- Register
- Reset Password

Ebusiness Portal Overview

P Pittsburgh
R Regional
T Transit

View Events and Place Bids

Favorites ▾

Main Menu ▾

ORACLE®

Main Menu

 **View Terms & Conditions**
View terms and conditions for events.

 **Maintain Supplier Information**
Maintain and update supplier information.

 **Manage Events and Place Bids**
Strategic Sourcing Events

-  Bidding Homepage
-  View Events and Place Bids
-  My Event Activity
- 3 More...

 **Change My Password**
Create a new password.

Ebusiness Portal Overview

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

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search

Event ID -

Event Name

Event Type

Event Status

Results Should

☒ Sell Ever

☒ Purchase

☒ Request

☒ Include Declined Invitations?

Search

Clear Criteria

[Manage Saved Searches](#)

[Save Search Criteria](#)

Search Results



Event ID	Event Name	Format
OPERN-RFP 20-08	RFP 20-08 Employee Benefits	Sell

P Pittsburgh
R Regional
T Transit

Ebusiness Portal Overview

Event Details

Welcome, Creative Cupcakes
User: cupcake

[Information On Inquiry Options](#)[Bidding Shortcuts:](#)[View Event Activity](#)

Accept Invitation

Decline Invitation

View/Bid on Event

Event Name

RFP 20-08 Employee Benefits

Event ID

OPERN-RFP 20-08

Event Format/Type

Sell Event

RfX

Event Round

1

Event Version

1

Event Start Date

08/17/2020 12:21PM EDT

Event End Date:

09/17/2020 02:00 PM EDT

Event Description:

RFP 20-08 Employee Benefits Consulting Services

Contact

Catherine A Terrill

Phone

412/566-5188

Email:

cterrill@portauthority.org

Online Discussion:

[Discuss Event in Forum](#)

Live Chat Help:

Payment Terms:

60 DAYS

My Bids:

0

Edits to Submitted Bids

Allowed

Multiple Bids

Allowed

- 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



Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	1
Required Questions	1
Questions Responded To	0

[Hide Event Questions](#)

Event Questions

★ Bid Required 📢★ Ideal Response Required

General Questions

1 of 1 ▼



Did you upload an electronic copy of your proposal as per the RFP requirements?

Response

[Add Comments or Attachments](#)

Ideal Yes

Ebusiness Portal Overview

- Leave Line Item information blank
- Event Comments and Attachments

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

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.

Ebusiness Portal Overview

- Download RFP Documents
- Upload Proposal

Event Comments and Attachments

F10_RFP_20-08_Exhibit_7_General_Requirements.pdf	Exhibit 7	View
F11_RFP_20-08_Exhibit_8_Rating_sheet.pdf	Exhibit 8	View
F12_RFP_20-08_Exhibit_9_Submitting_Prop_via_Ebusiness.pdf	Exhibit 9	View
F13_RFP_20-08_Exhibit_10_Authority_CP_and_PP.pdf	Exhibit 10	View
RFP_20-08_Employee_Benefits.pdf	Event Details	View
RFP_20-08_Employee_Benefits.pdf	Event Details	View

Add New Attachments ?

1-1 of 1

Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments ?

[OK](#) [Cancel](#)

16

Ebusiness Portal Overview

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

Add New Attachments ?

 1-2 of 2

Attached File	Attachment Description	Upload	View		
RFP_20-08_Employee_Benefits_Consulting_Svcs.pdf	Proposal	Upload	View	Add New Attachments	Delete
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments ?



Ebusiness Portal Overview

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines 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

 				
Line	Description	Manufacturer ID	Manufacturer's Item ID	Unit
1	See attached documents			EA

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion

Submit Bid

Save for Later

Save for Later vs. Submit
Bid

Ebusiness Portal Overview

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1

Bid Date 07/10/2020 2:06:44PM EDT

Event ID RFP20-04

RFP20-04 General Marketing Services

Event Format Sell Event

Round 1

Version 1

Start Date 06/30/2020 8:49AM EDT

End Date 07/30/2020 02:00 PM EDT

Your Total Price 0.01 USD

OK

Copy Bid

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

PROACTIVE VS REACTIVE



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

eBusiness Support

- Please contact the following for eBusiness questions:

Catherine Terrill at
CTerrill@rideprt.org



General Overview of RFP Requirements

GENERAL INFORMATION

- **PRT is requesting proposals for:**
 - State Legislative Strategy and Advocacy Services
- **It is the intent to enter into an Agreement(s)**
 - Pool of up to two firms
 - This number may be adjusted up or down based on PRT's discretion
- **Term of the Agreement:**
 - All services will be performed on an as needed, project specific, work order basis
 - Two-year period with the option to extend up to an additional two years.

GENERAL INFORMATION

- **Proposals must be submitted electronically through PRT's eBusiness system**
 - By 2:00 p.m., prevailing time, May 1st, 2026
- **Questions must be received in writing no later than 10 days before Proposals are due.**
 - Cut off date is April 21st, 2026
 - Procedural, please contact, Catherine Terrill
 - Clarifications and questions to the RFP
 - **MUST BE IN WRITING**
 - Email CTerrill@rideprt.org or Fax (412) 566-5359
- **Tentative Presentation for Board Approval**
 - July 2026

SECTION 2.1.2

DB/DBE SUBCONTRACTOR PARTICIPATION

- Inclusion of DB/DBE participation will be accounted for in the proposal evaluation process.
- Certified DBEs can be found on the PAUCP website
 - <https://paucp.dbesystem.com>
 - A list of potential DBE firms will be provided in TM#1
- If assistance is required in obtaining DB/DBEs:

	Sue Broadus	Kristy Kwisnek	Renelda Colvin
PHONE	(412) 566-5257	(412) 566-5175	(412) 566-5383
EMAIL	DBEProgram@rideprt.org		

SECTION 2.0- PROPOSAL REQUIREMENTS

- **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 Costs
 - 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

- **Include a description of the Proposer and its subcontractors**
- **Contractor will be required to perform a minimum of 90% of the work**
 - A maximum of 10% may be subcontracted
 - Include percentage of work to be performed by the Proposer and its proposed Subcontractors

SECTION 2.3

EXPERIENCE RECORD

SECTION 2 OF THE PROPOSAL



- Provide relevant project experience of Proposer and its Subcontractors
- Status (ongoing or completed) and Time Frame
- Responsibilities for the Project
- Project Manager and Staff 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

- **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

SECTION 2.5

PROJECT ORGANIZATION AND MGMT. PLAN

SECTION 4 OF THE PROPOSAL

- **Description, roles, and responsibilities for Contract Services**
 - Project Manager
 - Key Personnel
 - Subcontractors
- **Provide Organizational Chart**
 - Include individual's name
 - Include company
 - Include proposed role

SECTION 2.6

SUMMARY OF COSTS

SECTION 5 OF THE PROPOSAL

- **Sample forms provided in Exhibit 6**
 - Alternate fee structure may be proposed.
- **A separate Summary of Costs form is required for each subcontractor.**

SECTION 2.7

APPENDIX INFORMATION

APPENDIX SECTION OF THE PROPOSAL

- **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 5
 - Not to exceed 20 pages

SECTION 2.7

APPENDIX INFORMATION

APPENDIX SECTION OF THE PROPOSAL

- **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**

SECTION 3.0

PROPOSAL SELECTION PROCESS

EXHIBIT 8 – EVALUATION RATING CRITERIA

P Pittsburgh
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RFP REF SECTION	RATING CRITERIA	WEIGHTED MULTIPLIER
2.1.2	DB/DBE Utilization	4
2.3	Experience Record	6
2.5	Project Work Plan	8
2.5.2 & 3	Project Organization & Mgmt Plan	5
2.5.2	Project Manager/ Staff Resumes	6
2.6	Summary of Costs	8
	TOTAL WEIGHTED SCORE:	37

TENTATIVE DATES

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

P Pittsburgh
R Regional
T Transit

- | | |
|--|-------------------------------|
| • Last day for questions | April 21 st , 2026 |
| • Proposal due at or before 2:00pm | May 1 st , 2026 |
| • Interviews | May 26 th , 2026 |
| • Presentation for Board Consideration | July 2026 |
| • Commencement of Services | August 2026 |

SECTION 4 SCOPE OF SERVICES

Overview of the Scope of Services

Presented by

Jim Ritchie

QUESTIONS AND ANSWER SESSION

All questions must be submitted
in writing via email to
CTerrill@rideprt.org

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