

PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM No. 2

SUBJECT: Request for Proposal No. 26-16
American Sign Language (ASL) Interpreter Services

DATE: April 16, 2026

Please find enclosed the following:

- RFP26-16 Transmittal No. 2, Q&A
 - RFP26-16 Addendum No. 1 dated April 16, 2026
-

The following signature acknowledges the receipt of this Transmittal Memorandum 1.

Signature

Name of Company

Date

Sign signature page only and include with your bid submission:

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

<http://ebusiness.ridePRT.org>

PITTSBURGH REGIONAL TRANSIT

ADDENDUM No. 1

October 6, 2025

REQUEST FOR PROPOSAL NO. 26-16

American Sign Language (ASL) Interpreter 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 2.1.1 of the RFP).

Changes are as follows

1. Section 2.1.1, Part 2.f, page 12 of the solicitation documents state resumes are to be submitted as apart of Section 5 of your response – this is to be removed and changed to coincide with Section 2.5.2 that “The Proposer shall include the required Resumes in this section in the Appendix.”
 - Resumes are to be included in the Appendices.

PITTSBURGH REGIONAL TRANSIT

American Sign Language (ASL) Interpreter Services Request for Proposal No. 26-16 Transmittal Memorandum 2

Below are questions and answers received pertaining to RFP No. 26-16.

QUESTION			RESPONSE
No.	Section		
1	2.1.1/2.5.2	In the Table of Contents (Section 2.1.1, Part 2.f, p.12), résumés are indicated to be submitted under Section 5: Project Manager/Staff Résumés; however, Section 2.5.2 states that “The Proposer shall include the required Résumés in this section in the Appendix.” Could you please confirm the correct location for résumé submission and advise whether proposers should follow the Table of Contents or include the résumés in the Appendix as specified in Section 2.5.2?	Resumes are to be included in the Appendix; Addendum 1 per this Transmittal is correcting the language in Section 2.1.1.
2		The RFP states that “one original of the Proposal hand signed shall be submitted electronically in PDF version through PRT’s eBusiness system.” Could you please confirm whether electronic signatures are acceptable for this submission, or if a physically hand-signed document must be scanned and uploaded in its entirety?	Electronic signatures are acceptable for this submission.
3		The RFP states that the Contractor must maintain an agent in Allegheny County, Pennsylvania authorized to accept notice and service of process on behalf of the Contractor. As an out-of-state vendor, could you please clarify the requirements for this agent (e.g., whether the agent must be a registered business entity or designated legal representative), and confirm whether this role could be fulfilled by an individual such as one of our interpreters located in the county? Or else can it be waived for out-of-state vendors?	The requirement cannot be waived for out-of-state vendors, however, PRT may consider a registered business entity, a designated legal firm or representative, or an employee of the company as an authorized agent within Allegheny County, and the successful Proposer will be required to provide supporting documentation evidencing the firm or individuals’ location.

QUESTION			RESPONSE
No.	Section		
4		Regarding the Summary of Costs - Exhibit 6(A), could you please confirm whether proposers may submit an alternate pricing table that is more aligned with industry-standard formats, particularly where pricing is structured per service rather than per individual? Additionally, as many of the listed expense categories (e.g., printing, presentation materials, subsistence) do not apply to this contract, please advise whether these may be omitted, with only relevant cost elements such as travel and mileage included.	Yes, alternate pricing tables may be submitted that is more aligned to industry stand formats, such as per service fees, in-person (live) fees, virtual fees, etc. Printing, presentation materials, subsistence, etc. may be omitted – Exhibit 6 was attempting to capture presumed fees in a common format to allow for comparison.
5		Could you please confirm whether there is a need for on-demand Video Remote Interpreting (VRI) ASL services (i.e., without advance scheduling) under this contract? If so, may vendors include pricing for this service as part of their cost proposal?	Proposers should include the fee associated with VRI, however, it is not presumed it will be a necessary function under this Contract. Additionally, PRT will almost always provide notice for required Services.
6		Please confirm that industry standard minimum fees and cancellation fees are permitted under this contract, and if so, whether vendors may include these terms within the pricing table?	Industry standard fees (e.g., a two-hour minimum pricing structure) will be considered. Proposer is to include all fees or upcharges associated with performing the Service to ensure PRT can make an informed selection. As an instrumentality of the Commonwealth of Pennsylvania (akin to a State Agency), PRT cannot pay cancellation fees or fees for Services not rendered, however, PRT would only cancel a booked service if the event or program itself were cancelled. Additionally, PRT will make every best effort to notify the Contractor in a reasonable amount of time of any cancellations or needed changes.
7		Are the insurance terms negotiable?	No, the insurance terms are not negotiable; please provide requirements to your insurance provider. Costs may be incorporated into the contract value.

QUESTION			RESPONSE
No.	Section		
8		If a company is a SMALL DIVERSE BUSINESS (SDB) certified by the Pennsylvania Department of General Services, would that certificate count against the subcontracting goal?	If the Prime Contractor is registered as a Small Diverse Business (SDB), that will not count toward the goal and does not absolve the Contractor from performing DB outreach. If a Subcontractor is registered as a Small Diverse Business (SDB), that may be counted towards DB participation only if the firm meets the definition of a “diverse business” under the Pennsylvania law and is properly certified at the time of proposal submission. This includes firms certified through the Pennsylvania Department of General Services (DGS) Small Diverse Business Program as an MBE, WBE, SDVBE, or VBE. In addition, firms may qualify if they hold certification from an acceptable third-party certifying organization, which includes: • National Minority Supplier Development Council (NMSDC) • Women’s Business Enterprise National Council (WBENC) • U.S. Small Business Administration (SBA) • Department of Veterans Affairs (VA) • Pennsylvania Unified Certification Program (PA UCP) Please note that until the reevaluation of the PA UCP DBE certified firms is completed, the proposed DB firms will need to provide proof of certification with one of the other four acceptable organizations to count towards DB participation.
9		What is the percentage of remote work versus onsite work?	PRT estimates sixty percent (60%) of the time will be onsite and forty percent (40%) will be remote or virtual.

QUESTION			RESPONSE
No.	Section		
10		What is the expected volume per hour?	Volume will vary depending on the meeting. For the Board Meetings & Board Committee Meetings, the workload is pretty heavy, but PRT will provide the agenda ahead of time (as often as possible) so that Interpreters can prepare. We always try to book two (2) interpreters for the Board items since the content is heavy and requires a lot from the Interpreters over the two (2) hour period.. We do ASL Interpreting for all Board engagements as a default offering, so Interpreters are always expected to be able to provide services during the full meeting time. Other events/programs may be significantly lighter volume because the Interpreter will only be interpreting when requested by an attendee – they will not have to be providing services during the entire duration of the event/program. When volume is expected to be higher, PRT makes every effort to provide information ahead of time for the Interpreters.
11		Is there a budget allocated to this contract? If yes, how much?	PRT will not release the budget for the Services.
12		Is there an incumbent currently providing these services? If yes, please identify them and how much have you been paying for these services?	No, there is no current incumbent for these services; they were procured on an as-needed basis.
13		What challenges have you faced with similar scope of work?	Effective communication from the Contractors. PRT will receive last-minute notice that an interpreter is unavailable for an event or program that was scheduled in advance. Additionally PRT needs consistent communication and confirmation updates so PRT can plan in the event an interpreter is unavailable for the requested event or program.

End of Transmittal Memorandum No. 2

Keith Bayles, Manager of Procurement