

PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM #3

SUBJECT: Workforce Analysis Services
Request for Proposal No. 26-23

DATE: May 21, 2026

Please find enclosed the following:

- RFP 26-23 – Information Meeting Minutes dated May 14, 2026
 - RFP 26-23 – Information Meeting Power Point Slides
 - RFP 26-23 – Meeting Attendance Sheets
 - RFP 26-23 – Answers to Questions
-

The following signature acknowledges the receipt of this Transmittal Memorandum #3. Please include this sheet with your Proposal.

Signature

Name of Company

Date

Sign above and return signature page only in Appendices Section of RFP Response:

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

Attention: Deb Norkevicius

PITTSBURGH REGIONAL TRANSIT

Workforce Analysis Services
Request for Proposal No. 26-23
May 14, 2026
Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on May 14, 2026 at 1:30PM. A copy of the sign-in sheet of attendees is attached.

Deb Norkevicus, Professional Services Contract Specialist, opened the meeting for PRT. The other PRT attendees making presentations were: Donminika Brown, Inez Colon, Peter Schenk, and Renelda Colvin.

Ms. Norkevicus 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, **June 2, 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 Deb Norkevicus at (412) 566-5514. Questions concerning clarifications should be submitted in writing to the attention of Ms. Norkevicus of the Procurement Department and may be faxed to (412) 566-5359 or e-mailed to dnorkevicus@ridePRT.org. PRT will not respond to questions received, other than procedural, after May 22, 2026.
- Ms. Colvin addressed the SB 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) 566-5257 or by email DBEprogram@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. Norkevicius 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 26-23 Workforce Analysis Services.
- Donminika Brown, CFO, provided a general overview of the scope of services that PRT is seeking via this RFP. Section 4.0 of the RFP on pages 25 through 27 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 May 22, 2026.
 - Proposals are due at the PRT by 2:00 PM June 2, 2026.
 - Interviews are tentatively scheduled for June 17 & 18, 2026.
 - The RFP is tentatively scheduled for approval at the July 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:

The meeting was adjourned at 2:11 PM.

Deborah Norkevicius

Deb Norkevicius
Professional Services Contract Specialist

attachment(s)

cc: Project File

TO: All Holders of Request for Proposal No. 26-23
Workforce Analysis Services

DATE: May 21, 2026

SUBJECT: Answers to Questions Posed by Interested Parties

The information provided herein below is for informational purposes only. Any changes to the RFP will be by written addendum only and nothing stated in the following material shall be construed as a change or qualification, in any way, to the provisions of the RFP.

QUESTION #1:

Will the attendance sheet be available for review?

RESPONSE #1:

Yes. Please see the attachment.

QUESTION #2:

Are there blackout dates (labor negotiations, budget cycle milestones, Board meetings) that should shape interview timing and final presentation scheduling?

RESPONSE #2:

Not at this time. We are tentatively scheduled for June 17 & 18, 2026, if interviews are necessary

QUESTION #3:

As with most public accounting firms, we do not provide our financial statements. We are able to provide a copy of our peer review report. Will that suffice?

RESPONSE #3:

Per Section 2.7.1 of the RFP, "The Proposer will be required to present, in sufficient detail to PRT, financial records for PRT to review the financial condition of the Proposer, in order for Proposer to be considered eligible for award of the Agreement with PRT for the required services." A peer review will not suffice.

QUESTION #4:

Is there flexibility in the % of work allowed to be performed by a subcontractor? Our understanding from the information meeting was that 90% of the work must be performed by the main contractor. In light of the RFP's diverse business participation requirements. Given the nature of the work and simply from a fairness perspective, it will be difficult to only allocate 10% of the work to our subcontractor. Is there flexibility in this percentage?

RESPONSE #4:

The contractor needs to be able to complete a minimum of 75% of the work within the Scope of Services. A maximum of 25% may be subcontracted out.

Deborah Norkevicius

Deborah Norkevicius
Professional Services Contract Specialist

cc: Project File

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

INFORMATION MEETING

SUBJECT: Workforce Analysis Services
Request for Proposal No. 26-23

DATE: May 14, 2026

TIME: 1:30 PM

ATTENDANCE

Representative	Company	Mailing Address	Phone No./Fax No.	E-Mail Address	Check Here if PRT/ PA UCP Certified DBE
Deborah Norkevicius	PRT		412-566-5514	dnorkevicius@ridePRT.org	
Donminika Brown	PRT				
Peter Schenk	PRT				
Inez Colon	PRT				
Renelda Colvin	PRT			RColvin@ridePRT.org	
Mallory McBride	Marine Tiger Technologies			mmcbride@marinetiger.com	
Marian Brown	OneSource Consulting			mbrown@onesourcesbc.com	
Anna Pelesh	OneSource Consulting			apelesh@onesourcesbc.com	
Kristen Brown	BDO			ksbrown@bdo.com	

Joshua Wagner	Marine Tiger Technologies			jwagner@marinetiger.com	
Deb Blevins	Marine Tiger Technologies			DBlevins@marinetiger.com	
Samantha Thomas	BDO			SThomas@bdo.com	

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Workforce Analysis Services

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Deborah Norkevicius
Professional Services Contract Specialist

cc: Project File



Pittsburgh Regional Transit



INFORMATIONAL MEETING

REQUEST FOR PROPOSALS NO. 26-23

May 14, 2026 1:30PM

INTRODUCTIONS

- **Deborah Norkevicius**
 - Professional Services Contract Specialist
 - Provide an eBusiness Overview
 - Provide a general overview of the RFP requirements
- **Renelda Colvin**
 - DBE / DB Contract Compliance Specialist
 - Will address the DBE / DB requirements
- **Donminika Brown**
 - Chief Financial 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:

Dnorkevics@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 **Deb Norkevicus** at:

DNorkevicus@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 OPERN - RFP 20-08

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	Payment Terms:	60 DAYS
Phone	412/566-5188	My Bids:	0
Email:	cterrill@portauthority.org	Edits to Submitted Bids	Allowed
Online Discussion:	Discuss Event in Forum	Multiple Bids	Allowed
Live Chat Help:			

- 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](#)

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:

Deb Norkevicius (Contract Specialist) at
DNorkevicius@rideprt.org



General Overview of RFP Requirements

GENERAL INFORMATION

- **PRT is requesting proposals for:**
 - Workforce Analysis Services
- **It is the intent to enter into an Agreement(s)**
 - An agreement
- **Term of the Agreement:**
 - All services will be performed on an as needed, project specific, work order basis
 - 1 year period with the option to extend up to an additional 1 year.
- **Termination for Convenience:**
 - As a public agency that receives federal funds, PRT will not negotiate the Termination for Convenience.

GENERAL INFORMATION

- **Proposals must be submitted electronically through PRT's eBusiness system**
 - By 2:00 p.m., prevailing time, June 2, 2026
 - Instructions have been provided in Exhibit 9 of the RFP
- **Questions must be received in writing no later than 10 days before Proposals are due.**
 - Cut off date is May 22, 2026
 - Procedural, please contact, Deb Norkevicius
 - Clarifications and questions to the RFP
 - **MUST BE IN WRITING**
 - Email DNorkevicius@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.
- All proposed DBs must be PA certified with the Pennsylvania Department of General Services Small Diverse Business Program as an MBE, WBE, SDVBE or VBE at the time of proposal submission. The searchable directory of PA certified DBs is located at www.dgs.internet.state.pa.us/suppliersearch. Please note that you will need to provide written documentation of each DB's certification with your proposal.
- If assistance is required in obtaining DB/DBEs:

	Sue Broadus	Renelda Colvin	
PHONE	(412) 566-5257	(412) 566-5342	
EMAIL	SBE@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

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

RFP REF SECTION	RATING CRITERIA	WEIGHTED MULTIPLIER
2.1.2	DB/DBE Utilization	5
2.3	Experience Record	6
2.5	Project Work Plan	6
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:	36

TENTATIVE DATES

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

P Pittsburgh
R Regional
T Transit

- | | |
|--|--------------------|
| • Last day for questions | May 22, 2026 |
| • Proposal due at or before 2:00pm | June 2, 2026 |
| • Interviews | June 17 & 18, 2026 |
| • Presentation for Board Consideration | July 30, 2026 |
| • Commencement of Services | August 20, 2026 |

SECTION 4 SCOPE OF SERVICES

Overview of the Scope of Services

Presented by

Donminika Brown, CFO

QUESTIONS AND ANSWER SESSION

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

