

PITTSBURGH REGIONAL TRANSIT

ADDENDUM NO. 1

dated June 15, 2026

to

REQUEST FOR PROPOSAL NO. 26-07

Learning Management Systems

TO: All Holders of Request for Proposal No. 26-07
Learning Management Systems

DATE: June 15, 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: Exhibit 7 (General Requirements Checklist) references a requirement for the prime contractor to perform 75% of the work. Please confirm whether this is a minimum threshold the prime must meet, and how it applies when the prime is a professional services firm relying on a qualified technology subcontractor for platform delivery and technical implementation services.

RESPONSE #1: The Prime Contractor must perform at a minimum 75% of the work, Subcontractors may perform a maximum of 25% of the work.

QUESTION #2: The Proposal Evaluation Rating Sheet (Exhibit 8) lists Case Studies as a scored criterion, referencing Section 2.4. Section 2.4 of the RFP covers the Project Work Plan. Please clarify where in the proposal case studies should be submitted, and how many case studies are required or preferred.

RESPONSE #2: Please see the revised Exhibit 8 Ratings Sheet with this RFP.

QUESTION #3: Section 2.2.2 requires the prime contractor to maintain an authorized agent in Allegheny County, Pennsylvania. Must this agent be identified and confirmed at the time of proposal submission, or is designation upon contract award acceptable?

RESPONSE #3: A designated agent must be identified in your proposal.

QUESTION #4: Throughout the RFP, the Port Authority kindly provides a description of its operating environment and responsibilities. However, could the Authority indicate the number of users that may be served by the platform? Ideally, an indication of the number of learners that will take one or more courses through this platform over the course of a typical contract year would enable prospective vendors to provide accurate pricing for their services.

RESPONSE #4: We anticipate over 2,000 employees would be using the system annually.

QUESTION #5: What is the Port Authority's intended go-live date for its new platform?

RESPONSE #5: This is dependent on PRT's Board approval, contract negotiations and timeline discussed thereafter.

QUESTION #6: Does the Port Authority plan to deliver any additional training beyond the Professional Development courses contemplated in this RFP? Are you seeking to provide training to contractors or to audiences that may not be Port Authority employees, including potentially the general public?

RESPONSE #6: No.

QUESTION #7: Does the Port Authority have the staff and the capability to maintain and author its own online learning content in SCORM, MP4 and similar formats?

RESPONSE #7: Yes.

QUESTION #8: Genius has a current agreement in place with the Allegheny Intermediate Unit – would PRT be interested in discussing a path to procurement through the existing agreement?

RESPONSE #8: This is not pertinent to the RFP. This is an specific brand. We are open to all Learning Management Systems that fit the RFP criteria.

QUESTION #9: Will these learners be internal (employees) or external (partners, customers, non-employees, etc.) or a mix of both? If a mix a both, please provide a breakdown of each type

RESPONSE #9: Internal, however contractors will also need access to the content. Nearly all will be internal.

QUESTION #10: How many learners will require access to the LMS?

RESPONSE #10: 2700

QUESTION #11: The submission section outline provided in the RFP does not include a location to submit responses for the Scope of Work section. Should vendors provide responses to the Scope of Work requirements, and if so, what section should they be submitted under? If responses to the Scope of Work section are required, will that change the 50 page limit?

RESPONSE #11: This will be answered within the Informational Meeting. All questions and responses will be answered within Transmittals. The RFP submittals are all through Ebusiness.

QUESTION #12: The rating sheet lists "case studies" under section 2.4 of the RFP, but there are no mentions of case studies within the RFP. Can you please confirm if case studies are required, and if so, what section they should be submitted under?

RESPONSE #12: Please see the updated RFP 26-07 Exhibit 8 Sheet with this Transmittal.

QUESTION #13: What are the top three issues you are currently facing that we can help address?

RESPONSE #13: We need a user-friendly, accessible, and updated LMS.

QUESTION #14: Are you currently using an LMS? If so, who is the vendor?

RESPONSE #14: PRT currently uses and has outgrown a small, in-house custom-developed, LMS site

QUESTION #15: What is your budget for this LMS project?

RESPONSE #15: While there is a budget, PRT is asking the vendor to provide their own costs for services as this will also be rated.

QUESTION #16: Are there any language requirements for the content?

RESPONSE #16: No, there are not.

QUESTION #17: What has been your experience with these tools?

RESPONSE #17: We create all e-learning in-house with Articulate and will be continuing to use that software.

QUESTION #18: What external authoring tools are you using currently?

RESPONSE #18: Articulate

QUESTION #19: How many team members are dedicated to this project?

RESPONSE #19: There are 5 members of the Development Department.

QUESTION #20: What is your target date for having the new LMS live and accessible to users?

RESPONSE #20: Please see answer to question #5

QUESTION #21: How many years of historical data need to be migrated? How many courses need to be migrated from your current system on average?

RESPONSE #21: All historical training data needs to be migrated. All past training must be documented, however the past “courses” do not need to be migrated. All courses will be newly added.

QUESTION #22: Who will be responsible for ensuring the LMS is properly implemented? Do you have a dedicated LMS Administrator?

RESPONSE #22: The Development Department will ensure that the LMS is properly implemented, and will have a dedicated LMS Administrator.

QUESTION #23: How many team members will be involved in creating content, and do you have a designated administrator?

RESPONSE #23: Four team members will be involved and we have one designated administrator.

QUESTION #24: Is pre-built content important to you? If so, what topics are you interested in?

RESPONSE #24: Prebuilt content is not important to us.

QUESTION #25: Who will be responsible for creating company-specific content?

RESPONSE #25: The Development Department.

QUESTION # 26: Who will be in charge of the LMS implementation on your team?

RESPONSE # 26: Our LMS administrator.

Deborah Norkevicius

Deb Norkevicius
Professional Services Contract Specialist

cc: Project File

TM 1-Answers to Questions

Final Audit Report

2026-06-15

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