

jPITTSBURGH REGIONAL TRANSIT

ADDENDUM NO. 2

dated June 25, 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 25, 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: Is the Port Authority seeking to migrate any completion data for training completed prior to the go-live date of your new platform? If so, could you provide an estimate of the number of records that need to be migrated as part of a potential engagement?

RESPONSE #1: Yes, all historical data needs to be migrated over.

QUESTION #2: How many total number of active licenses are required?

RESPONSE #2: All 2600+ employees need to be able to access it at any point in time, however approximately 400 – 500 will regularly access it.

QUESTION #3: In Addendum No. 1, Question #4 states that over 2,000 employees are expected to use the system annually, while Question #10 states that 2,700 learners will require LMS access. Since a definitive user count will support an easier comparison of pricing proposals, will PRT please clarify the user count vendors should use for pricing and implementation planning?

RESPONSE #3: 2,700 Learners will require LMS access.

QUESTION #4: Does the user count include any persons who will be allowed to self-register or will PRT register all employees, contractors, and other non-employees?

Response #4: PRT will create accounts for all employees. Employees will register for courses on their own.

Question #5: Section 2.1.2 and other portions of the RFP state that, effective October 3, 2025, pursuant to USDOT's amendment to 49 CFR Part 26, DBE contract goals do not apply and DBE participation is not counted toward DBE goals on federally funded projects until the applicable Unified Certification Program reevaluation process has been completed. The RFP also states that DB participation requirements apply only where required by the State on non-federally funded projects, and Section 3.2 states that DB Utilization will be evaluated where required on non-federally funded state projects. However, the revised Exhibit 8 Proposal Evaluation Rating Sheet continues to include "DBE/DB Utilization" as a scored evaluation criterion with a weighted multiplier of 4. Please clarify whether this solicitation is considered federally funded, state funded, locally funded, or a combination thereof for purposes of DBE/DB participation requirements and evaluation. Additionally, please clarify whether DBE and/or DB participation will be evaluated for this solicitation and, if so, identify the applicable participation requirements, evaluation methodology, proposal documentation requirements, and any participation goals or targets. If no DBE or DB participation requirements apply to this procurement, please clarify how the "DBE/DB Utilization" scoring category in Exhibit 8 will be evaluated.

Response #5: This is a non-federally funded procurement funded with PRT operating funds and is being administered as a state-funded project. Therefore, the federal DBE provisions associated with the October 3, 2025 USDOT amendment to 49 CFR Part 26 does not apply to this solicitation.

As stated during the Information Meeting and in Section 2.1.2 of the RFP, proposed Diverse Business (DB) participation is part of the evaluation process for this procurement. The DBE/DB Utilization criteria included in Exhibit 8 remains applicable.

There is no established DB participation goal. However, proposers are required to identify subcontracting opportunities for the utilization of properly certified DB firms. If no DB participation is proposed, proposers must submit their Good Faith Effort documentation in accordance with Section 2.1.2 of the RFP. The documentation will be reviewed by the Office of Small Business Engagement as part of the proposal evaluation process. All proposed DB firms must meet the certification requirements identified in Section 2.1.2 of the RFP and must provide the required certification documentation with the proposal for submission.

Question #6: Are the interviews/presentations set to be held virtually or in-person? What might be the potential dates?

Response #6: The shortlisted Vendors will be given the choice of a Teams Interview and in person.

Question #7: What is the breakdown of your employee count (Full-time, Part-time, and Seasonal employees)?

Response #7: This information is not relevant to the RFP and will not be provided. PRT has stated the number of logins that will be active.

Question #8: Does this bid require yes/no responses or narrative responses?

Response #8:

QUESTION #9: Would the organization like to see multiple implementation options (i.e. Standard Implementation Practices, Premium/ Turnkey Implementation, etc.

RESPONSE #9:

QUESTION #10: What information needs to be integrated both imports/exports? Would this need to be an API or SFTP transfer? (General)

RESPONSE #10: Either a web services API or a flat file via SFTP is fine.
Information needed is: Employee Name, Employee ID, position, supervisor, courses take, date taken and course results.

QUESTION #11: Do you conduct training for any learners that aren't employees? If so, how many external learners? (Learn)

RESPONSE #11: We need access for a small number of contractors or auditors and can use a generic account login.

QUESTION #12: Do you have a need for importing historical certifications & licenses? Will you need this ongoing from external sources? (Learn)

RESPONSE #12: **No, only course completions/training records are required.**

QUESTION #13: Our company does not require a DBE to fulfill the scope of work, implementation, or anything as it pertains to the RFP. What would the Transit Authority recommend we do to fulfill this requirement or can this requirement be waived/ marked as optional?

RESPONSE #13: There is no established DB participation goal for this solicitation. However, if no DB participation is proposed, the proposer must submit Good Faith

Efforts documentation. Self-performing the work alone does not satisfy the Good Faith Effort requirement.

QUESTION #14: Would the Authority like to see pricing on Exhibit 6 only? Or should we also submit pricing in the Vendor's format?

RESPONSE #14: The pricing on Exhibit 6 is a standard form that PRT is suggesting. Vendor can supply their own pricing and breakouts along as they have all necessary information included.

QUESTION #15: Our dedicated implementation and account resources are allocated post-contracting and are subject to change based on availability and alignment with your project needs. Please confirm if Pittsburgh Regional Transit will accept detailed role descriptions for the vendor and partner team resources in place of detailed individual resumes.

RESPONSE #15: PRT will accept detailed role descriptions for the vendor and partner teams along as it complies with the pages limits outlined in the RFP. However, all the information requested on the resume form included in the RFP is required to be provided.

QUESTION #16: Have you seen any vendor demos prior to this RFP release? If so, which ones?

RESPONSE #16: PRT has not seen any vendor demos prior to this RFP release.

QUESTION #17: You note a go-live of 90 days post contract award - is there any flexibility with this timeline? Can you explain what is driving that date?

RESPONSE #17:

QUESTION #18: What is your budget for the annual recurring fees as well as one-time implementation in Year 1? What is your overall budget for the entire contract term?

RESPONSE #18: This question was answered in TM #1 Question 15. While there is a budget, PRT is asking the vendor to provide their own costs for services as this will also be rated. This would include within the pricing any annual fees associated with this contract.

QUESTION #19: What are you currently spending per year for your current solution?

RESPONSE #19: PRT does not release this information.

QUESTION #20: How will your user population interact with the system (i.e. one-time training, recurring training, optional/mandatory, etc.)?

RESPONSE #20: Learners will interact with the LMS for all training needs, including Instructor-Led, e-learning, compliance, and professional development.

QUESTION #21: What type of training do you plan to offer in this system?

RESPONSE #21: Please see Section 4.4, 4.5 and 4.10 of the Scope of Services within the RFP documents.

QUESTION #22: Which components accurately represent how your organization is primarily structured? (Geography, Line of Business, Function)

RESPONSE #22:

QUESTION #23: Do you require differentiated branding of the LMS based on business unit, or user population external versus internal ? If so, how many?

RESPONSE #23 Optional differentiated branding for 3 business areas.

QUESTION #24: Will you allow users to self-register for an account? Explain the scenarios.

RESPONSE #24: No.

QUESTION #25: Do you need to pre-load inactive user accounts for historical reference/data? If so, how many?

RESPONSE #25 No.

QUESTION #26: Do you have any users whose data will come from other systems (contractors, external users, etc.)? Will this data need to be fed into the LMS or be manually created by administrators?

RESPONSE #26: No.

QUESTION #27: Which HRIS and/or other systems will you be pulling user data from to load user accounts into the LMS?

RESPONSE #27: PeopleSoft HCM

QUESTION #28: If automated, how frequently would you like to update user data in the LMS? (Daily via an inbound data feed, real time via web services/API, or ad-hoc manually).

RESPONSE #28: Daily

QUESTION #29: From which systems would you like to load historical training completion/transcript data? Approximately how many total completion records to-date do you plan to load? If required, how many years' worth of data would you need to load?

RESPONSE #29 The data would be loaded from PeopleSoft HCM. We need data loaded for all active employees, currently approximately 2600. The entire training record for each employee would need to be loaded, so the years of data would vary.

QUESTION #30: How many training materials (web based training, ILT, vILT, documents) will you be migrating/loading to the new LMS for go-live? Will they be shared among courses ? Will they require Document versioning?

RESPONSE #30: Approximately 30 e-learning courses will be loaded. Versioning is optional.

QUESTION #31: Please describe any outbound data feeds or specific integration requirements to exchange data between the LMS and other systems. Include the type of data (specific fields, if possible), destination system, frequency, etc. for these external systems.

RESPONSE #31:

QUESTION #32: Will this be replacing an existing outbound data feed into the given destination system or will this be a new process?

RESPONSE # 32

QUESTION #33: Will you require migrating any active/open or future ILT or vILT learner registrations into the new LMS? If so, how many? Please list all sources of your ILT/vILTs.

RESPONSE #33 No.

QUESTION #34: Do you have any external content providers that you need to integrate with the LMS (Skillsoft, LinkedIn, etc.)? If so, which ones? Do you want completions for those external courses to be tracked in the LMS?

RESPONSE #34 No.

QUESTION #35: Are you looking for the vendor to provide a COTS content library offering with the LMS? If so, what type of training are you looking for that offering to include?

RESPONSE #35 No.

QUESTION #36: Do you require various mobile devices (i.e. tablets, phones, and laptops) have the ability to access the LMS? If yes, would this mobile access be via a mobile application or via a supported internet browser?

RESPONSE #36 Yes, application or browser-based.

QUESTION #37: Does your organization require a testing environment for data loads before going into production?

RESPONSE #37 No.

QUESTION #38: Are you planning to implement eCommerce functionality with the new LMS (ability for users to purchase/pay for training)? Please describe your use-cases/scenarios for eCommerce workflows.

RESPONSE #38 No.

QUESTION #39: Will the learners/users taking training in this LMS self-register for an account or do you have a system from which you'd like to pull user account data for your target audience or will your administrators be manually bulk loading/creating these accounts?

RESPONSE #39 Users accounts should be created from PeopleSoft HCM upon hire.

QUESTION #40: Will any external user groups have data that will not come from a previously utilized LMS? Will this data need to be fed into the LMS or be manually created by administrators?

RESPONSE #40 Historical data will be pulled from PeopleSoft HCM.

QUESTION #41: Please describe any outbound data feeds or specific integration requirements to exchange data between the LMS and other systems. Include the type of data (specific fields, if possible), destination system, frequency, etc. for these external systems.

RESPONSE #41:

QUESTION #42: Would you be amenable to using vendor paperwork for the provision of the services as a contractual foundation?

RESPONSE #42

QUESTION #43: Will there be an opportunity for the respective Legal teams to negotiate the agreement terms, in good faith, at the shortlist or vendor selection stage?

RESPONSE #43: The Sample Agreement is within the RFP documents. Any proposed changes must be submitted at the time of the submission of your Proposal to be given any consideration.

QUESTION #44: In Section 2.2.2, please explain the reasons why the agent would need to be located in the county? Would this be to provide on-site visits? Can you elaborate on this requirement?

RESPONSE #44: Per Section 2.2.2 of the RFP, the agent must be someone who is authorized to accept notice and service of process on behalf of your organization.

QUESTION #45: Does the signed memorandum have to be mailed? Can we e-sign and submit with our proposal?

RESPONSE #45: Yes, you may e-sign and submit with your proposal.

QUESTIONS #46: To clarify, for a subcontractor to count towards this RFP's DBE requirements, they must be a PENNSYLVANIA certified DBE, correct? Or will be federally certified DBE count?

RESPONSE #46: Since this is a state-funded procurement, proposed DB firms must be certified by the Pennsylvania Department of General Services (DGS) Small Diverse Business Program as an MBE, WBE, SDVBE, or VBE at the time of proposal submission. In addition, until the evaluation of the PA UCP DBE-certified firms is complete, proposed DB firms must provide certification from one of the acceptable third-party certifying organizations identified in Section 2.1.2 of the RFP.

QUESTION #47: Does the agent have to be a registered agent or can it be a company employee located in the County?

RESPONSE #47: Per Section 2.2.2 of the RFP, the agent must be someone who is authorized to accept notice and service of process on behalf of your organization. As long as the agent selected can do this, they are acceptable.

QUESTION #48: Under Section 2.5.3, regarding Key Personnel Guarantee letter, is a signed letter mandatory? Would this result in disqualification if we can't provide one?

RESPONSE #48: A signed Key Personnel Guarantee letter is required to be submitted with your proposal.

QUESTION #49: Other than Peoplesoft, does the system have to integrate with anything else?

RESPONSE #49: No.

Deborah Norkevicius

Deb Norkevicius
Professional Services Contract Specialist

cc: Project File