



Pittsburgh Regional Transit

PORT AUTHORITY OF ALLEGHENY COUNTY

d/b/a

PITTSBURGH REGIONAL TRANSIT

REQUEST FOR INFORMATION

for

Enterprise Resource Planning (ERP) Replacement

Consideration Phase

RFI NO. 26-34

**MISC – Miscellaneous; PROF – Professional Services; PSITS – Pro
Information Technology; PSSC – Pro Software Consulting**

July 2026

**Pittsburgh Regional Transit
345 Sixth Avenue, Third Floor
Pittsburgh, Pennsylvania 15222-2527
Main Phone Number: (412) 566-5500**

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1.0 General Information

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT), founded in 1964 and having approximately 2,600 employees, provides a network of fixed route public transportation services to persons traveling within a 745-square mile area, including the City of Pittsburgh and all of Allegheny County, providing more than 62 million rides a year. Operating a fleet of 692 buses, 75 light rail vehicles, and the Monongahela Incline, and by sponsoring ACCESS (the nation's largest paratransit program of its kind for senior citizens and persons with disabilities), PRT is one of the largest and most diversified public transit agencies in the United States.

In addition, PRT owns and operates four (4) bus operating divisions, a major bus overhaul facility, a light rail vehicle maintenance facility, a light rail transportation control center, a dedicated training facility, and a major service facility that supports maintenance of PRT facilities, properties, Park and Ride lots, rights-of-way, and non-revenue vehicles.

For more information, please visit: [About PRT](#)

Vision: Be the Allegheny region's transportation mode of choice by delivering an innovative network that is clean, sustainable, and equitable; a network that enables individuals, businesses and economies to thrive.

Mission: Advance the Allegheny region in investing in our communities and connecting people in a safe, equitable, and reliable manner.

1.1 Introduction

Pittsburgh Regional Transit is currently on PeopleSoft 9.20, Tools Releases: Human Resources – 8.61.13 & Finance – 8.59.11 and desires to evaluate other software options, including but not limited to consideration for upgrades to the current PeopleSoft product(s) including cloud options.

Currently, the PeopleSoft system supports Human Resource Management System (HRMS), Payroll, Financials, and some budgeting and inventory activities. The goal is to consider options such as:

- 1) Move to a new comprehensive Enterprise Resource Planning (ERP) system (preferred) or a combination of systems that best supports PRT's current and future operational activities;

OR

- 2) Move to cloud-based version of PeopleSoft or PeopleSoft Fusion product;

OR

- 3) Continue to utilize the current PeopleSoft on-premises product with enhancements.

This process will include a review of the current status, challenges and needs of PRT, performing an analysis to see if the cost of a new ERP system is a viable solution while considering cost savings, potential benefits from increased software operating

efficiencies, business process improvements, and faster data response times. The cost of running the legacy PeopleSoft system will be compared to the potential costs of a new ERP solution, including but not necessarily limited to implementation, software licensing, interfaces, security, and the overall cost of ownership and any additional costs for maintenance / staffing consultant support. PRT has not yet decided if it will be implementing a new ERP solution.

FOR YOUR INFORMATION: PRT has introduced "E-Business" at its website, <http://ebusiness.ridePRT.org>, the smartest, fastest, easiest, and most efficient way to deliver and receive information regarding solicitations. **All Proposers must register electronically in order to be notified of PRT solicitations and to obtain copies of RFI's, subsequent addenda and other related information.** Complete the bidder registration application with close attention to identifying the Vendor Sourcing Category and Vendor Sourcing Sub-Category to describe your organization's interests.

1.2 Definitions

ADA: means the federal Americans with Disabilities Act, as may be amended, for Public Transportation systems.

Addendum or Addenda: means an amendment made by PRT, in writing, to the RFI.

Advertisement: means the public announcement requesting Proposals for the Agreement.

Contract Services: means the Scope of Services as defined in the RFI and as finalized, through negotiations, and incorporated into the Agreement.

E-Business: means utilization of PRT's web technology to transmit between PRT and vendors, proposers, and contractors' information for everything from procurement to contract management in the fastest, easiest and most efficient form. E-Business can be accessed through <http://ebusiness.ridePRT.org>

Evaluation Committee: PRT's staff appointed to evaluate, rank, and recommend all Proposals submitted in accordance with the criteria and methods contained in this RFI.

FTA: means Federal Transit Administration, United States Department of Transportation.

Government: means the Government of the United States of America

Joint Venture: means an association of two or more businesses to carry out a single business enterprise for profit for which they combine their property, capital, efforts, skills and knowledge for the purpose of proposing on an RFI and executing an agreement as a single business entity.

Key Personnel: means the Contractor's personnel named whom have been specifically identified and approved to function in a key capacity in managing and providing the Contract Services as set forth in the Agreement.

Notice to Proceed (NTP): means the written notice issued by PRT to Contractor directing the Contractor to proceed with the Work.

Project: means the PRT project for which the Services are required.

Project Manager: means the individual proposed by a Proposer, and who will be responsible for the Contractor, to be PRT's direct contact, within the Contractor, regarding the performance of the Contract Services.

Proposal: means a written submission, in response to the RFI, by a Proposer.

Proposer: means the individual, firm, partnership, corporation, joint venture or other entity which submits a proposal to PRT, in response to the RFI. Proposer and Respondent shall have the same meaning and are interchangeable.

PRT: means Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, 345 Sixth Avenue, Third Floor, Pittsburgh, Pennsylvania 15222-2527, acting by and through its authorized officers, representatives, and agents.

Respondent: means the individual, firm, partnership, corporation, joint venture or other entity which submits a proposal to PRT, in response to the RFI. Respondent and Proposer shall have the same meaning and are interchangeable.

Responsible: Having integrity and reliability as well as the financial and technical capacity to perform the Services.

Responsive: means the Proposal fully conforms in all respects to the RFI and the requirements of the scope of services.

RFI: means this specific solicitation document for the investigation of the market.

Scope of Services: means requests and requirements of this solicitation.

State: The Commonwealth of Pennsylvania.

Subcontractor: An individual, firm, partnership, corporation, joint venture or any combination thereof having a direct contract with the Contractor or another Subcontractor to perform a part or parts of the Work including the supply of design services or installation services.

Supplier: means any individual, partnership, firm, corporation, joint venture or any combination thereof, who provides material, products, equipment or systems, but not labor or services, to the Contractor by virtue of an agreement with the Contractor.

1.3 Proposal Submission Schedule

An Information Meeting for interested parties will be held on the date and time as set forth below and in the Advertisement. During the Information Meeting, the PRT Project Manager (PM) will summarize the goals of the RFI and offer other pertinent information. Questions may be addressed, and answers may be given, but it is understood these answers are tentative, and only written answers via an official PRT Transmittal and/or Addendum shall be binding. Nothing stated at the Information Meeting shall change or qualify, in any way, any of the provisions of the RFI and shall not be binding on PRT.

Attendance is recommended but not required at the Information Meeting. However, Information Meetings will not occur at any time other than the below designated time. The

RFI and any subsequent written addendum serve as the sole basis upon which Proposers may submit proposals.

Task	Date	Time
RFI Release	July 27 2026	
RFI Interest/Intention to Participate*	August 10, 2026	12:00 pm EST (Noon)
RFI Information Meeting	August 14 2026	10:30 am
Deadline for Questions	August 21, 2026	12:00 pm EST (Noon)
RFI Due	August 31 2026	3:00 pm EST

** Interested parties are to email the Procurement Officer (Keith Bayles, kbayles@rideprt.org) and signify their intent to participate.*

Electronic proposals in PDF version shall be submitted as indicated in the Advertisement and must be received at or before the time for submission of proposals set forth in the Advertisement. Proposals received after the advertised time for the submission of proposals shall be non-responsive. Each Proposer shall be solely responsible for assuring that its proposal is timely received and time stamped in accordance with the requirements herein.

1.4 RFI as Exclusive Basis for Proposal

The RFI represents, in writing to all Proposers, the most comprehensive and definitive statement that PRT is able to make at this time as to the requirements.

PRT reserves the right to amend the RFI at any time. Any amendments to, or interpretations of, the RFI, shall be described in written addenda. Each addendum will be available for this RFI through E-Business for all parties. All proposers are responsible for checking E-Business for any addenda or notifications.

Each Proposer shall acknowledge the receipt of each addendum in its Proposal. Failure to acknowledge receipt of an addendum in a Proposal may, at PRT's sole option, disqualify the Proposal.

Only written questions or communications for the RFI will be considered for possible response. No telephone solicitations will be honored. If any questions or communications submitted necessitate a response by PRT, an addendum will be posted on E-Business. Only written responses provided as an addendum shall be official, and all other forms of communications with any director, officer, employee, or agent of PRT shall not be binding upon PRT. All questions relating to the RFI must be submitted via email to:

Office of the Director of the Procurement Department
Pittsburgh Regional Transit
Attention: Keith Bayles, Procurement Manager
E-mail: kbayles@ridePRT.org

All such questions, communications, and requests must be submitted no later than the Cut-off Questions. Questions received after that time may not receive any

acknowledgement or response from PRT. If it should appear to a prospective Proposer that any matter relating to the RFI is vague, ambiguous, or not sufficiently described or explained in the RFI documents, or that federal, state or local law, ordinance, rule, regulation or other standard or requirement, then the Proposer shall submit a written request for clarification to PRT.

1.5 Modifications, Deviations and Irregularities

PRT reserves the right to waive any minor irregularities in any proposal submitted in response to the RFI and/or to reject all proposals, in its sole discretion.

1.6 Adverse Interest Law

Any future solicitations that may result from this RFI will be subject to the Commonwealth of Pennsylvania Adverse Interest Law, 71 P.S. §776.1, et. seq., as may be amended. It is incumbent upon potential Proposers to perform their own determinations on this matter prior to submitting a proposal.

1.7 Pennsylvania's Right-to-Know Law

All Proposals and other supplemental information submitted in response to this RFI will become public records, as defined by Pennsylvania's Right-to-Know Law, 65 Pa. Con. Stat. s. 67.101, et seq., as may be amended (Law), and PRT is subject to the Law. Subject to specific exemptions under the Law, PRT is statutorily obligated to, and indeed will, make available all records deemed public in nature by the Law in response to a properly submitted Right-to-Know request. ***As such, do not submit confidential information in your RFI response.***

2.0 Proposal Requirements

2.1 General Requirements

2.1.1 Submission Guidelines

Response shall be submitted electronically in PDF version through the PRT's E-Business system. Please refer to Exhibit 9 – Submitting a Proposal E-Business, for further instructions on how to submit proposals.

- 1) **Letter of Transmittal:** This Letter of Transmittal shall be no greater than two (2) pages in length and shall contain the following:
 - a) Statement as to the name, title, address, telephone, fax number(s) and e-mail address of the director, officer or other individual (**Proposer may be requested to submit appropriate proof of signatory authority**). The Letter of Transmittal shall be signed by such director, officer or other individual.
 - b) Statement as to the name, title, address, telephone, and e-mail address of the individual to be contacted in the event that the Proposer is selected for an interview.
 - c) Statement acknowledging receipt of each and every Addendum, by Addendum number and date, that PRT may issue to the RFI.

- d) Statement acknowledging that any information provided with or otherwise attached to the Proposal that the Proposer may deem confidential or proprietary in nature may be subject to disclosure under Pennsylvania's Right-to-Know Law. The Proposer shall include the following acknowledgment and release in its Letter of Transmittal:

“(Name of Proposer) acknowledges the requirements and potential applicability of the statutory requirements set forth in PENNSYLVANIA'S RIGHT-TO-KNOW LAW, 65 P.S. §§ 67.101 et seq., as may be amended. Accordingly, if the attached Proposal or any other material provided to PRT pursuant to this RFI process contains any reference to material being confidential, proprietary or restricted, in any manner, this Letter of Transmittal officially advises PRT and acknowledges that the stated limitations on such identified material are hereby rescinded and are null and void, to the extent that PRT determines that it is required to disclose such materials pursuant to a valid request for such information.”

See section 1.7 of this Solicitation.

- e) The Proposal should be a comprehensive, accurate and effective presentation.
- f) Response shall be submitted electronically in PDF version through the PRT's E-Business system.

Response is to be ONE PDF file – do not submit multiple, separate PDF files.

- g) The Proposal may also include an Appendix, which shall be at the end of the proposal document. Documents in Appendices must reference the appropriate section(s) they support.
- h) No more than **20 pages**, each numbered at the bottom, shall be contained within the proposal.
- i) The page limit shall not include the Appendix material. Proposals containing more than the stated number of pages may be rejected by PRT.
- j) The font size for all material prepared in response to this RFI shall not be less than 12 pt.
- k) The Proposal should be contained on 8-1/2" x 11" letter size.
- l) Pages should be numbered consecutively (beginning with Page 1) throughout the entire proposal and organized in the following fashion using identifying page separators for each section of the electronic copy:

Cover:	RFI Title, Proposers Name, Contact Information (Name, Title, Phone, Email)
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Letter of Transmittal	Letter previously described.
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Section 1	Supplier Experience and Expertise
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Section 2	Product and Solution Overview
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Section 4	General Information (Software, Deliverables, Company approach to cloud-based environments)
Section 5	Pricing Model
Appendix	Appendix (Required Exhibits, End-User License Agreements (EULA's) Service Level Agreements (SLA's), other documentation PRT would be required to sign to use product or solution.

2.2 Supplier Experience and Expertise

Provide a concise description of your firm including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations and size and overall number of personnel by discipline. If you are a reseller of the recommended product(s), how long you have been a certified reseller of the product (please list for each product being recommended).

Please describe your company's experience in developing and implementing both on-prem and cloud-based ERP solutions, especially for companies similar in size and industry to Pittsburgh Regional Transit.

Provide three (3) client references for similar projects, either in progress or completed, in the past three (3) years where the client is of similar size to PRT and using similar software (see table on pages 12 - 14). Include the client's name, contact information, project description, and outcomes achieved. For each client, please provide the initial and final cost (if there were variances) and what caused the variances (scope creep / omissions / errors by either provider or client).

Outline the certifications and qualifications representative of the team members who would be involved in this project.

Example: We will provide a Project Manager with no less than five (5) years' experience with certifications in SAP, Oracle, and Workday. Our lead technician will also have no less than eight (8) years' experience and certifications in Oracle.

2.3 Product and Solution Overview

Describe your core ERP solution offerings and their key features relevant to modules as provided in the scope section.

- 1) Highlight any unique features, technologies, or customization options that differentiate your solution from competitors.
- 2) Detail the technology stack, platforms, databases, and APIs your solution utilizes.
- 3) Explain your solution's scalability and ability to accommodate future growth and evolving business needs.

2.4 Technical Requirements, Capabilities, and Methodology:

Does your solution support integration with applications with which PRT interacts or wishes to keep as part of the ERP implementation (i.e. Current Pension, Euna Budget)? If so, please elaborate on your experience and approach to such integrations.

- 1) How does your solution address data security, and compliance requirements (e.g., HIPAA, SCORM, SCIM Provisioning, SSO, Multi-Factor Authentication - MFA, etc.)?
- 2) Is your solution able to work with Okta (SAML2.0 and/or OIDC)?
- 3) What reporting and analytics capabilities does your solution offer?
- 4) Describe your solution's mobile access features and functionalities (e.g., iOS/Android, barcode scanners, tablets, ruggedized equipment).
- 5) Describe your solutions test environments, including how changes or implementations are completed, if it's a duplicate (i.e. mirror image) of production, if one or more test environments are available, etc.
- 6) Explain how your solution can successfully integrate with government compliance requirements for PRT (city and state compliance requirements, drug and alcohol, PennDOT, etc.).
- 7) Implementation and Support:
 - a) What is your project management methodology during implementation and what tools will you provide to support this effort (i.e. Methodology: Light Agile, Waterfall, Strict Agile Tools: Excel spreadsheet, SmartSheet, MS Project, Jira, Confluence, SharePoint folders, etc.).
 - b) What DMV / DOT / DOH interactions have you had for driver's licensing, violation checks, and other requirements?
- 8) Provide an example plan that shows how PRT will migrate the two separate PeopleSoft systems, Finance and Supply Chain Management (FSCM) and Human Capital Management (HCM), in a phased approach to the proposed solutions.
 - a) For example, If HCM is migrated first, describe when and how temporary interfaces and procedures are created, tested, documented for the FSCM system and related 3rd party systems.
- 9) Briefly outline your typical implementation methodology, approximate timeline, and high-level estimate for implementation costs for a project of this nature.
 - a) Describe your approach to user training and onboarding.
 - b) Describe your approach for data conversion and retention (i.e., how much to bring over).
 - c) Detail the support services you offer, including post-launch maintenance, troubleshooting, and service level agreements (SLAs). What is the approximate annual cost for support services after the initial "go-live" support.

What is the duration of the initial “go-live” support before the annual support contract begins.

- d) Describe your pricing model (e.g., subscription-based, per-user, etc.) and any associated costs (e.g., implementation, customization, “go-live”, post support, test environments, etc.).

2.5 General Information

Provide what software you are recommending and their average costs. In addition, please provide a separate estimate for average implementation costs, what firm(s) you have partnered with for implementation, and the time required to implement. *(PRT understands this is an approximation based on your past experiences and not the best negotiated price).*

Provide a list of the deliverables you will provide and key milestones for the project.

Describe your company’s approach to data in a cloud-based environment and provide what tools are required to import and export data.

As PRT MUST retain ownership of all data, describe how your firm will return any copy(ies) of PRT data or document the expungement of PRT data, and the associated timelines.

2.6 Pricing Model

PRT aims to determine a comprehensive market cost covering all components and aspects of a replacement ERP system. Please reference Exhibit 6.

3.0 Clarifications and Addenda

A defined window will be provided for all suppliers to submit clarification questions in writing by email to the Procurement Officer. Clarification emails shall put the solicitation number and title in the subject line along with inquiry (e.g. RFI26-xx - ERP Replacement ~ Question). After the questions deadline, no new questions will be accepted unless an internal issue or ambiguity is discovered that affects fairness; any late answer provided will be shared with all Suppliers via a Transmittal, Addendum, or both.

If late material clarifications significantly impact Suppliers’ solicitation, the deadline may be extended at the sole discretion of PRT for all Supplier(s) via an addendum.

Questions and the subsequent answer will be responded to within the e-Sourcing Portal and viewable by all Supplier participants.

There will be no verbal clarification provided one-to-one with any suppliers.

All substantive clarifications or changes to requirements, scope, timelines, evaluation approach or formats must be issued as a formal written amendment (addendum) to the RFI.

Suppliers are required to acknowledge the receipt of all amendment(s) to the solicitation on the designated form to be submitted with their responses. Failure to do so may, at the Contracting

Officer's discretion, jeopardize the offeror's right for further participation in the solicitation process by PRT.

4.0 Scope and Goals

4.1 Scope

The supplier should be qualified to offer cloud-based options, and/or on-prem streamlined products that support the existing functional areas below. When presenting cloud-based options, the supplier should be prepared to provide the pros and cons for a cloud-based solution. Focus should be on product(s) that meet existing functional needs and can grow with PRT's future vision to support PRT ERP activities.

4.2 Goals

The goal for this RFI solicitation is to allow PRT to gather the proper information from the market on available ERP software options. No contract will be awarded as a result of this solicitation. This RFI includes specific questions and high-level expectations to satisfy the unique needs of PRT. A firm or organization's response to the RFI, or lack thereof, will have no impact on the review or evaluation of responses to any future solicitations.

4.3 Current PRT Applications:

Public Sector PeopleSoft Application(s) – 9.20 Tools Releases: HR – 8.61.13 & Finance – 8.59.11

HR / Benefits / Payroll / T&L / Performance / Compensation		
No.	Activity Area	- <i>Existing</i> - <i>Part of Scope</i> - <i>Future</i>
1	PeopleSoft HRMS	Existing
2	eProfile	Existing
3	Performance Management Warehouse	Existing
4	PeopleSoft eBenefits	Existing
5	Benefits Administration	Existing
6	Payroll	Existing
7	ePay	Existing
8	Pension	Existing

HR / Benefits / Payroll / T&L / Performance / Compensation (Continued)

No.	Activity Area	- Existing - Part of Scope - Future
9	Time & Labor	Existing
10	HCM Portal Pack	Existing
11	eCompensation	Implementation In Progress
12	Wage Progression	Implementation in Progress

Financials – same PeopleSoft Version / Release/ Pack as above

No.	Activity Area	- Existing - Part of Scope
1	Accounts Payable & Accounts Receivables	Existing
2	Asset Management	Existing
3	Billing	Existing
4	Budgets	Existing
5	Cash Management	Existing
6	Community Portal	Existing
7	Contracts	Existing
8	EPM Portal Pack	Existing
9	Financials Portal Pack	Existing
10	Purchasing	Existing
11	eProcurement	Existing
12	eSettlements	Existing
13	Scorecard	Existing
14	Strategic Sourcing (eBusiness)	Existing
15	Grants	Existing
16	Lease Administration	Existing

Financials – same PeopleSoft Version / Release/ Pack as above (Continued)		
No.	Activity Area	- Existing - Part of Scope
17	Inventory	Existing
18	Supplier Contract Management	Existing
19	Supply Chain Portal Pack	Existing
20	eSupplier Connection	Existing
21	Program Management	Existing
22	Planning & Budgeting	Existing
23	Project Costing	Existing
24	Project Portfolio Management	Existing
25	General Ledger	Existing
26	Business Objects Starter Kit	Existing

Budgeting		
1	Questica Software Program	Recent implementation 2025

5.0 Confidentiality and Compliance

5.1 Confidentiality Statement

It is the expectation of PRT that all information shared with suppliers to allow for accurate feedback will be kept in strictest confidence by each supplier as the process progresses.

In addition, all information submitted in response to this RFI by the supplier will equally be treated with confidentiality by PRT. However, suppliers are strongly discouraged from submitting sensitive information that is not essential for demonstrating capabilities; unless statutorily exempt from disclosure, such records are subject to disclosure if requested.

5.2 Compliance

All suppliers shall adhere to and comply with PRT standards throughout the solicitation process. Failure to comply with PRT may result in the supplier not being permitted to continue in the solicitation processes. If non-compliance is identified, the supplier in violation will be formally notified in writing via email, and PRT shall require acknowledgement and response back via email.

6.0 Review Committee

PRT will establish a Review Committee for the RFI composed of core stakeholders. The Review Committee will review each response, conduct meetings, and assist in the development of future solicitations, if any, that may develop from this RFI.

6.1 PRT Review Procedures

Responses will be reviewed for complete conformance with the instructions and requirements of the RFI. Proposals that do not comply with the referenced instructions and requirements and do not include the required information may be rejected as insufficient and will not be further considered. PRT reserves the right to request a respondent to provide any missing information and make corrections.

The following will be the steps for reviewing and evaluating the Proposals:

- 1) Responses will not be publicly opened. All responses and evaluations will be kept confidential throughout the review process.
- 2) After the preliminary review, responsive and responsible Respondents may be requested by PRT to respond, in writing, to certain questions. Each such Respondent may also be invited for a private interview, discussion, and/or demonstration with PRT to discuss answers to written or oral questions, to assure responsiveness and to discuss its Response.
- 3) In the event that any such Response contains conditions, exceptions, reservations or understandings to any requirements, said conditions, exceptions, reservations or understandings may be discussed during these meetings. PRT, however, shall have the right to reject any and all conditions, exceptions, reservations and/or understandings.

6.2 Next Steps

Responses to this RFI will be reviewed to determine market interest and capabilities. Based on the information gathered, PRT may issue subsequent RFI(s) based on responses received.

7.0 Cancellation of Procurement

PRT reserves the right to cancel the procurement and not award the Agreement for any reason whatsoever, at any time, before the Agreement is fully executed and approved on behalf of PRT.

8.0 RFI Exhibits

EXHIBIT 1: ***Summary of Costs***

EXHIBIT 2: ***E-Business Submitting a Proposal***