

PITTSBURGH REGIONAL TRANSIT

TRANSMITTAL MEMORANDUM No. 2

SUBJECT: Request for Information No. 26-34
Enterprise Resource Planning (ERP) Replacement Consideration Phase
DATE: August 10, 2026

Please find enclosed the following:

- Transmittal No. 2, Q&A
 - Microsoft Teams Meeting Login Information
 - PRT Key Metrics
 - Due Date Extension
-

The following signature acknowledges the receipt of this Transmittal Memorandum 2.

Signature

Name of Company

Date

As a reminder, please include and submit these as part of your Proposal Response rather than prior to the due date – these documents do not need submitted separately.

Sign above and return signature page only promptly upon receipt to:

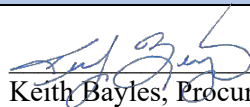
Pittsburgh Regional Transit
Procurement Department
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527

Attention: Keith Bayles

PITTSBURGH REGIONAL TRANSIT

Enterprise Resource Planning (ERP) Replacement Consideration Phase Request for Proposal No. 26-34 Transmittal Memorandum 2

QUESTION			RESPONSE
No.	Section		
1	2.1.1	The requirements state that responses should be no more than 20 pages long and that we need to have all pages numbered starting with 1. It appears as though the page numbering needs to begin on the cover page and that the 20-page page limit includes the cover page, letter of transmittal, table of contents, and response sections 1-5. Can you please confirm if this is true and if not, where should page number 1 begin/what is included in the 20-page page limit?	Yes, all pages are to be numbered starting with the title page. Items not included in the twenty (20) page limit include the Title Page, Letter of Transmittal, Table of Contents, and items in the Appendix (required exhibits, EULAs, SLAs, etc.). The twenty (20) page limit is for the information found in sections one (1) through five (5).
2		Given the level of detail requested in the RFI, will PRT please grant a two-week extension?	Yes, PRT will grant a two (2) week extension. Please refer to Addendum 2 (associated with this Transmittal No. 2 and Q&A) for revised dates.
3	2.6	The Exhibit 6 document is titled as Exhibit 1. Can PRT please confirm that the document titled Exhibit 1 is actually the Exhibit 6 document referenced in the RFI?	Section 2.6 shall be rewritten per the following: PRT aims to determine a comprehensive market cost covering all components and aspects of a replacement ERP system. Please reference Exhibit 1. Exhibit 1 = Budgetary Estimate
4	1.1	Introduction 1.1, People Tools versions; Could PRT please tell us what PUM release each of the applications are currently on?	This will be answered in a following Addendum.
5		Would PRT consider a best-of-breed, standalone Benefits Administration solution that integrates with the selected ERP/HCM platform, rather than requiring Benefits Administration to reside within the ERP suite? Given the specialized requirements of benefits administration...would PRT be open to evaluating the advantages of a dedicated Benefits Administration platform as part of a combination-of-systems approach?	Yes, PRT would be open to evaluating a dedicated Benefits Administration platform as part of a combination-of-systems approach.


 Keith Bayles, Procurement Manager

ADDENDUM No. 2

August 10, 2026

REQUEST FOR PROPOSAL NO. 26-34

Enterprise Resource Planning (ERP) Replacement Consideration Phase

The following Amendments to the above Request for Information 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. The solicitation due date has been extended by two (2) weeks, therefore RFI responses shall be due per the following:

Date: September 15, 2026

Time: 3:00pm ET

2. The Information Meeting sign-in information and walkthrough are as follows:

Join by Microsoft Team

- a. Meeting ID: 210 707 495 197 577
- b. Passcode: yp2Z5mZ2

Dial in by Phone

- c. [+1 412-927-0245,,734460229#](tel:+14129270245734460229) United States, McKeesport

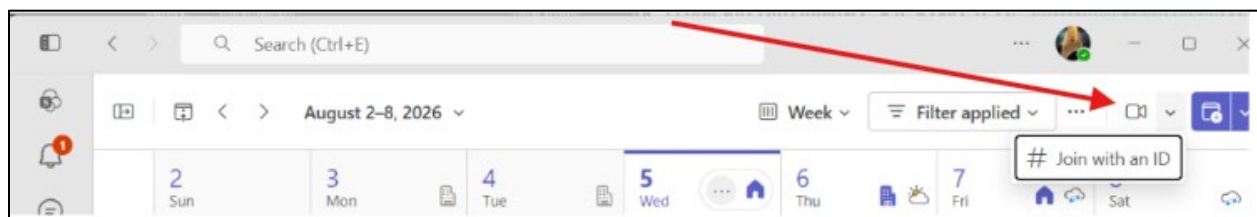
[Find a local number](#)

Phone conference ID: 734 460 229#

- d. As a reminder, the Information Meeting will be held Friday, August 14, 2026, beginning at 10:30am ET.

3. Visual instructions walkthrough:

- e. If joining by MS Teams already installed on your machine, click on the calendar, and once there, locate the camera icon in the top right; click the down arrow and #Join with an ID will appear – click that button.



4. On the next window, type in the Meeting ID and Passcode provided in this Addendum No. 2.

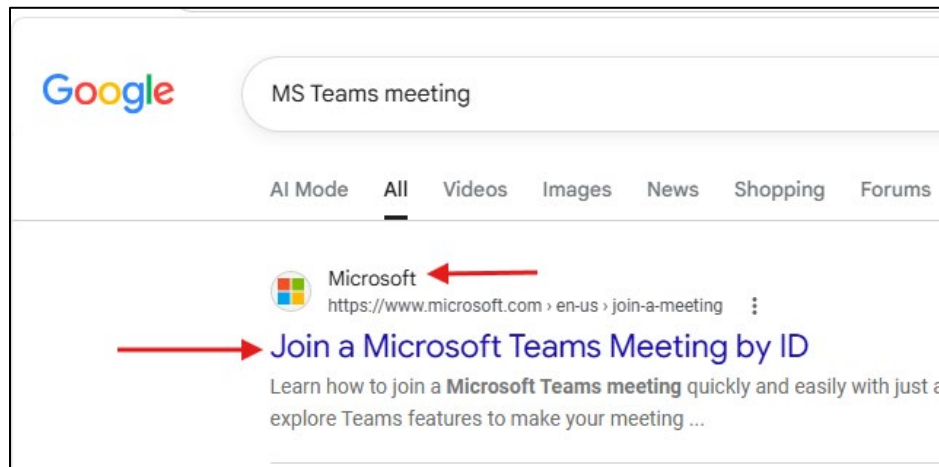
Join a meeting with an ID ✕

Meeting ID ⓘ

Meeting passcode

Join Meeting

5. If MS Teams is not on your machine, go to any browser and type “MS Teams meeting” and the result should be from Microsoft; click this link and a similar window will appear, allowing you to join the meeting.



End of Addendum 2.

Table 1: PRT Key Metrics

Category	Description	Metric
Revenue	Operating Budget for FY 2025	\$542,360,621
	PRT Capital Budget - FY 2025	\$161,959,003
	Total Funding	\$343,742,170
	Fare Revenue	\$45,827,981
Companies / Legal Entities	No. of PRT Companies	1
Locations	No. of geographic PRT locations	5
Unions	Unions supporting PRT employees	4
Standard Worker (Full-time)	An employee with a planned annualized work time of at least 1200 hours (e.g., > 23 hours/week)	2,600
Standard Worker (Part-time)	An employee with a planned annualized work time of less than 1200 hours and who performs (e.g., < 23 hours/week)	0
Short-Term Seasonal Worker	A worker hired to work for a total of no more than thirteen (13) weeks in a 12-month period	0
TOTAL EMPLOYEES		2,600
TOTAL NON-EMPLOYEES (Contractors invoiced as an accounting line-item through finance per contract agreements)		0

Continued next page.

Table 2: User/System Demographics
(current application estimate – may be restructured with new ERP)

Count Description	Metric
HCM superusers (HR)	52
Payroll superusers (PR)	5
FSCM superusers (Financials)	21
Inventory/Materials Management superusers	25
Quality/Fleet superusers	6
Employee Development (Training) superusers	11
FSCM Bidder/Supplier users (leverages PeopleSoft eBusiness)	
- Total Registered	2,170
- Active user (accounts used out of total registered above)	500
Manager Self-Service Users	365
Employee Self-Service Users (including contractors)	2,650
Learning Management Users (including contractors)	2,650
Query Tool Users (reporting)	88
# of Interfaces Developed	41
HR	23
Finance	13
Inventory	5
Learning Management (potential if it remains a separate system)	1

PRT Unique Business Processes

PRT has implemented customized applications to enable PRT unique business processes. It is PRT's desire to replace these custom applications with delivered functionality as much as possible into a single integrated system unless cost savings by incorporating multiple systems still allows integration at a lesser cost without increasing maintenance costs and complexity.

PRT Custom Bolt-Ons & Outside Manual Processes

PRT created a custom Career Management System to manage candidate tracking for prospective employees and a PeopleSoft application to support Pension Management.

The PeopleSoft Pension Framework has been heavily customized to support calculations. It is PRT's desire that these be further integrated with the core HCM and FSCM systems if feasible and results in lowering administrative costs for PRT.

Table 3: PRT Customized Applications

Applications	Description
Learning Management System	Custom System (in-house developed), will be replaced with a 3 rd party system prior to any new ERP implementation.
Work Order System (Fleet Maintenance Management)	Custom System (in-house developed)
Career Management	Custom System (In-house developed)
Questica by Euna Solutions	External Budgeting System

Technical Architecture Overview

FSCM and HCM leverage PeopleSoft 9.2. Questica is used for budget planning and was recently implemented in 2025.

Learning Management (LMS) is also customized for hosting CBTs and registration for online classes. The in-house developed system will be retired and replaced with a 3rd party system in late 2026 or early 2027. The new ERP will need to interface with the new LMS.

Inventory leverages PeopleSoft, a Work Order System (WOS) that only pulls item description(s) for financials, and a Warranty Management system (WMS). The WOS is at end-of-life so alternative systems are being considered. Expected future interfaces would be: inventory part looks, ordering (from maintenance locations to central stores and fulfilling backorders from central stores with orders to vendors). There are currently challenges between inventory and financials with handling return credits effectively.

Integration Architecture

PRT uses a number of technologies to support integrations with PeopleSoft FSCM, HCM, the custom education and career systems and third-party vendors:

- Direct SQL Server database connections
- SQL Server Integration Services (SSIS)
- PeopleSoft Integration Broker (web APIs/ Service Oriented Architecture (SOA))
Flat file – using Secure File Transfer Protocol

PRT currently uses several direct connections to both HCM and FSCM SQL Server databases for internal web, legacy applications and data analysis projects. This functionality would need to be replicated or replaced with an alternative solution if direct database connections are not supported. Endpoints that could be implemented in SSIS and/or a fully documented set of APIs may be a viable alternative. PRT also uses a Managed File Transfer (MFT) system and SFTP endpoints.

The system must be able to support a manual clocking system (unless an alternative solution is recommended). HASTUS software is leveraged to track operator schedules and time (current user count 2,713.)

Physical Network and Computing Environment

PRT's compute infrastructure consists of Nutanix hyper-converged virtualization hosts for both server (AHV) and virtual desktops (VDI with Omnissa Horizon), Windows and Linux server VMs, SQL Server and Cohesity network storage. Servers and primarily Windows and desktops, laptops and VDI are Windows 11.

Business and Technology Scope

Proposers are requested to propose a comprehensive ERP solution and implementation services that will enable all functional scope criteria defined in this section. Proposers shall specifically identify any functional process or application scope component that is not supported by the proposed ERP solution. The following presents a summary of the functional process areas that are within scope, and for which Proposers must provide a comprehensive solution and associated implementation services.

Continued next page.

HCM & Learning Management Business Process Scope

Talent Architecture

- Competency Framework

Organization Architecture

- Organization & Job Design

Workforce Optimization

- Operational Workforce Planning

Sourcing, Selections &

Deployment

- Talent Sourcing
- Assessment & Selection
- Onboarding
- Mobility

Learning

- Learning Needs Assessment
- Learning Deployment
- Learning Measurement
- Learning Collaboration

Performance, Talent & Leadership

- Objective Setting
- Performance Feedback
- Competency Assessment
- Succession Planning

Total Rewards

- Compensation
- Benefits / Pension Strategy

Engagement & Recognition

- Engagement
- Recognition
- Retention
- Extended Workforce

Time & Payroll

- Time Management
- Payroll Processing
- Payroll Administration
- Tax Processing & Administration

Workforce Services Administration

- Workforce Data Management
- Employee Relations
- Government & Labor Relations
- Professional and Industrial Relations
- Discipline Management
- Grievance Management
- Leave Management
- Absence Management
- Exit Programs

Talent Process Administration

- Talent Deployment
- Learning Administration
- Performance Administration
- Compensation Administration
- Benefits / Pension Administration
- Recognition Administration

Finance & Procurement Business Process Scope

Record to Report

- Chart of Account Management
- General Accounting (1 legal entity)
- Period Close & Consolidation
- Financial Reporting (Internal & External)
- Allocations
- Budget / Commitment Control
- Regulatory Reporting
- Subledger Reconciliation

Procurement to Pay

- Supplier Portal
- Source to Contract
- Requisition to Purchase Order

Treasury

- Bank Management
- Treasury Accounting
- Risk Management
- Cash Management
- Investment Management
- Treasury Reporting
-

Project Accounting

- Program Management
- Planning & Design
- Delivery & Close-Out
- Final Program Audit
- Award
- Reporting / Performance Measurement
- Supplier Master Data Management
- Item Master Data Management
- Receiving
- Electronic Invoice Entry / Integration

Acquire to Retire

- Fixed Asset Accounting

Lease Accounting

- Lessor & Lessee Lease Processing
- Governmental Accounting Standards Board (GASB) 87,94, and 96
- Close Activities: Occupancy Accrual

Invoice Processing

- Corporate P-Card Management
- Process Payments
- Manage Supplier Inquiries / Disputes
- Payment Reconciliation
- Disadvantaged Business Entity (DBE) Certification Tracking Collections & Aging
- Customer Inquiries & Disputes and Deduction

Travel & Expense

Management (currently not using but part of scope)

- Create & Submit Expense Report
- Audit & Approve Expense Report
- Reimburse Expense Report



Inventory & Materials Management Business Process Scope

Inventory

- Daily picks
- Inventory Orders
- Email notifications to specific groups
- Track replaceable parts (CORE parts) through the system
- Track repairable parts
- Inventory Sheet creation
- Parts charge by bus (future)
- Support Annual Warehouse and Daily/Weekly as well as Adhoc Inventory
- Tracking of inventory part #s on-hand per location
- Ability to identify safety-related products that may have a shelf-life and notify when shelf-life has matured
- Ability to print item labels to be affixed to an item supplied

Materials & Warehouse

Processes

- Purchasing
- Receiving
- Put away
- Restocking / Replenishment / Stock orders
- Stock turn-over ratio reporting to state reporting
- Returns management
- Stock turn-over ratio reporting to state reporting

- Returns management
- Issue an Express Item out of Inventory
- Create Pick documents for materials flow
- Depletion and replenishment of inventory maintenance
- Order reserve and release of 144TC (in inventory) – BU 144RC (Rail) and 144 SU (supplies)
- Parts obsolescence identification when buses retire or parts are no longer used
- Parts grouping by Kit for orders
- Ability to mass upload vendor parts
- Create new part items in inventory
- Print bar code labels
- Create bar code assignments for parts that can be scanned for inventory process
- Track parts to a specific budget
- Track serialized parts
- Support part replenishment and integration with Procurement
- Provide dashboard reporting and a data entry screen for part attributes

- Ability to receive items against a Purchase Order and record in the Inventory System for financials payment against the PO
- Ability to run an Automated Cancellation Process
- Integrate returns that are appropriately credited in financials (want automation instead of manual)

Bus Down Tracking

- Track down bus work and part/repair activities
- Maintenance and part pick (daily & Adhoc – future)
- Automated Schedule Processing

Work Orders

- A fully functioning system that can speak to the rest of the ERP system
- Ability to attach parts to a workorder or a bus and have accounting reflect that a return and credit has been made
- Ability to run nightly batch processes to generate hourly pick overviews of parts
- Ability to run a report that lists all possible units of measure and their conversion

ERP Solution Scope of Service

PRT considering the purchase and implementation of a modern ERP solution that will replace existing PeopleSoft functionality and integrate with existing third-party tools and technologies utilized by PRT. PRT expects the proposed ERP Solution to provide the following:

- a. A holistic, leading class ERP solution, which could include one or multiple enterprise applications to support PRT's business needs for at least the next 5 years with periodic solicitations to renew licensing commitments.
- b. Timely updates to allow PRT to incorporate changes to local, state and federal regulations, other statutory changes, and functionality enhancements with minimal impact to PRT business operations.
- c. All functionality currently provided by PRT's existing PeopleSoft ERP system and incorporate the future functionality desired for future growth.
- d. All functionality and processes defined in the Business & Technology Scope section of this document.
- e. Configurable workflows to support all business functions, streamline and automate business processes, and track required approvals for business transactions.
- f. User-configurable dashboards, reports, and analytics to enhance user experiences, simplify work operations, and provide information to business users to support business decisions. Access to data with 3rd party tools and PRT's data warehouse is a must.
- g. Automatic user provisioning (SCIM) and integration with PRT's identity management system via SAML2.0 or OIDC to provide authentication and single sign-on.

The proposed solution shall define all applications, technologies, hardware, and third-party or ancillary tools included to meet the defined scope and requirements. All components of the proposed solution shall also be included in the estimated cost.

End of Matrix