

PITTSBURGH REGIONAL TRANSIT
TRANSMITTAL MEMORANDUM No. 3

SUBJECT: Request for Proposal No. 26-18
Small Business Enterprise (SBE) Consultant

DATE: August 25, 2026

Please find enclosed the following:

- RFP26-18 Transmittal No. 3
- RFP26-18 Information Meeting Minutes
- RFP26-18 Information Meeting Slide Deck
- RFP26-18 Information Meeting Attendance
- RFP26-16 Q&A

The following signature acknowledges the receipt of this Transmittal Memorandum 3.

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 (kbayles@rideprt.org); (CC Samantha Tirk (stirk@rideprt.org)).

PITTSBURGH REGIONAL TRANSIT

Small Business Enterprise Consultant Services Request for Proposal No. 26-18 August 25, 2026 Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on August 24, 2026 at 11:00am ET (10:54am ET). A copy of the sign-in sheet of attendees is attached.

Keith Bayles, Procurement Manager, opened the meeting for PRT. The other PRT attendees making presentations was Sue Broadus, Director of Small Business Enterprises. Keith discussed the following:

- Electronic proposals must be both received and timestamped by PRT's eBusiness website at or before **2:00 p.m.**, prevailing time, **September 28, 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 Keith Bayles at kbayles@rideprt.org. PRT will not respond to questions received, other than procedural, after August 31, 2026 no later than 12:00pm ET (Noon) prevailing time.
- Ms. Broadus addressed the DB 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.
- If assistance is required in utilizing DBs, or how to become a certified DB, Proposers should contact Keith Bayles by email at kbayles@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.
- Keith provided a brief overview of the ebusiness procedures for registration and informed attendees of the attachment of Exhibit 9, ebusiness Submitting a Proposal guide. 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 26-18
- Sue Broadus provided a general overview of the scope of services that PRT is seeking via this RFP. Section 4.0 of the RFP on pages 27 and 28 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 August 31, 2026 by 12:00pm ET (Noon).
 - Proposals are due at the PRT by 2:00 PM September 8, 2026.
 - Interviews are tentatively scheduled for the second half of September (if applicable).
 - The RFP is tentatively scheduled for approval at the November 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:

QUESTION 1: Just to confirm, for the DB requirement, it sounds like if we are a DB prime, that does not count towards the goal, and we would still need to either A) obtain a DB sub or B) perform GFE in relation to trying to obtain a DB sub. Is this correct, or is the DB requirement waived if we are a DB prime?

RESPONSE 1: At this point in time, we are treating every proposer, whether or not you are a DBE or non-DBE, to the same requirements. So, if we require a non-diverse business proposer to identify subcontracting opportunities for diverse business participation,...the diverse business proposer would also need to follow those same government guidelines [and] requirements.

QUESTION 2: Are you looking for the work to be performed on site or can it be performed remotely?

RESPONSE 2: This work could be performed remotely.

QUESTION 3: Can you discuss how work will be assigned? And just to expand on that, I'm wondering if when the contract is awarded, will it be like a series of task orders that you'll use the hourly rates and a proposal to determine a specific task or something?

RESPONSE 3: Yeah that's the general idea. It's going to be work order based and pretty much exactly like you stated that whenever the department has a need for a particular thing,...a particular task or job...that they need you to do, we'll issue you a work order. And what it does is outline our basic scope and our basic requirements, provides it to you as the successful proposer, and then you help develop the scope, you develop the costing, and submit it [back to the project manager of PRT]. Once everything is approved, then we'll be able to issue the payment for that particular work order.

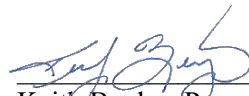
QUESTION 4: Will a copy of this PPT be uploaded to the vendor portal?

RESPONSE 4: Yes this will be uploaded to the site via a transmittal.

QUESTION 5: Do you recognize DBE certifications from other states?

RESPONSE 5: At this point in time, we require all DBEs to be certified here with the PAUCP because the interstate process is such a simple process and we follow the same government regulations and guidelines. If you are located out of state, it would be a very much simplified process for you to just apply for interstate, assuming that you've completed your reevaluation process within that home state.

The meeting was adjourned at 11:30am (11:28am).



Keith Bayles, Procurement Manager

attachment(s)

- Information Meeting Slides
- Information Meeting Attendance.

cc: Project File



Pre-Proposal Conference

RFP No. 26-18

Small Business Enterprise Consultant Services

August 19, 2026

Introductions

Procurement

- Keith Bayles, Procurement Manager kbayles@rideprt.org

Department

- AJ Conway, Deputy Chief Advocacy & Engagement, Human Resources
- Sue Broadus, Director of the Office of Small Business Engagement

DB

- Sue Broadus, Director of the Office of Small Business Engagement

General Information

eBusiness

- If you are not registered in eBusiness, please do so as soon as possible.
 - Go to eBusiness.rideprt.org for a User Guide and Registration.
 - Reference Exhibit 9 – Guide for Submitting Proposals.
- Verify your account, including access, username(s), email(s), and password.
- If you are not registered with eBusiness, please contact me via email.

General Information

Solicitation

- **All questions must be in writing and emailed directly to the Procurement Officer.**
 - Keith Bayles, kbayles@rideprt.org
 - Communications with any other PRT representative may lead to disqualification.
 - Please format RFP 26-18 Small Business Enterprise Consultant ~ Question
- **Solicitation responses must be submitted electronically through eBusiness.**
 - Physical, facsimile, and/or telephonic responses will not be considered.
 - Site: <https://ebusiness.rideprt.org>
 - eBusiness may not be responsive to mobile devices – PC or laptop is recommended.

General Information

- Evaluations are scheduled after receipt of proposal responses; can take some time dependent on number of proposal responses received, complexity, other factors.
- Responses are in evaluation until award, at which point a Notice of Award will be provided to all Proposers.
- Exceptions to Sample Agreement terms must be submitted at the time of proposal response to be considered.
 - Non-Negotiable Terms
 - Termination for Convenience. As a public agency that receives federal funds, PRT will not negotiate the Termination for Convenience.
 - Governing Law.

RFP 26-18 Schedule

- Cutoff for Questions:

- Date: August 31, 2026
- Time: 12:00pm ET (Noon)

- Due Date:

- Date: September 8, 2026
- Time: 2:00pm ET

- Tentative Interviews:

- Date: September 2026

- Commencement:

- December 2026



RFP 26-18 Project Info – Scope of Services

PRT intends to enter into an Agreement for Small Business Enterprise (SBE) Consultant Services to assist the Small Business Engagement Department of PRT.

- The Term of the Agreement
 - Initial term of three (3) years
 - Two (2) one-year extension options

RFP 26-18 Project Info

- Services will be performed on an as-needed basis.
 - Assisting with Federal Disadvantaged Business Enterprise (DBE) Semi-Annual Reports
 - Assisting with State Annual Diverse Business (DB) Participation Reports
 - Assisting in establishing goals and methodology for the FY 27-29 and FY30-32 Triennial Goals
 - Reviewing and Updating the DBE Program Plan
 - Assist with corrective actions born of audit results
 - Keeping abreast of regulations and laws that may impact DBE and DB requirements

RFP 26-18 – Important Sections

Section 2.0 – Proposal Requirements

- **Proposal structure as outlined in the solicitation documents is expected to be followed.**
 - I will cover important proposal sections after the DB discussion.
- **Proposal shall be no more than 50 pages**
 - Title page, TOC, appendices do not count toward page limits.
 - Superfluous information shall not be included.

RFP 26-18 – Important Sections

- **Section 2.1.2 – Diverse Business (DB) Subcontractor Participation**
 - Proposed DB utilization is taken into consideration in the proposal evaluations as indicated in Exhibit 8.
 - While there is no established goal on this specific RFP, proposers are required to identify subcontracting opportunities for the utilization of DB firms who are properly certified. If you are a DB proposer, you will still be required to identify subcontracting opportunities for the utilization of DBs.

RFP 26-18 – Important Sections

- Diverse Businesses (DBs) are firms that have been certified by an acceptable third-party certifying organization as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Service-Disabled Veteran Business Enterprise (SDVBE), and Veteran Business Enterprise (VBE).

RFP 26-18 – Important Sections

Acceptable third-party certifying organizations include:

- National Minority Supplier Development Council;
- Women's Business Development Enterprise National Council;
- U.S. Small Business Administration;
- Department of Veterans Affairs; and
- Pennsylvania Unified Certification Program.

RFP 26-18 – Important Sections

- Please note that until the evaluation of the PA UCP DBE certified firms is completed, the proposed DB firms will need to provide proof of certification with one of the other four acceptable agencies other than the PA UCP to count towards DB participation. However, DBE firms that have completed their reevaluation can provide proof of certification by providing a copy of their reevaluation approval letter.

RFP 26-18 – Important Sections

- **Section 2.1.2 – DBE/DB Subcontractor Participation**
 - All proposed DBs must be PA certified with the Pennsylvania Department of General Services (DGS) 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.
 - Inclusion of DB participation will be a part of the evaluation process.

RFP 26-18 – Important Sections

If there is no DB participation, the proposer will provide their good faith effort documentation that will be reviewed by the PRT Office of Small Business Engagement (SBE) as part of the proposal review process. Good faith documentation will include the following for each DB contacted:

- DB firm name, contact information, contact person, date of contact, and type of contact (email, phone call)
- Description of the scope of work that was provided to the DB along with the date it was provided
- Documentation of the response received from the DB

RFP 26-18 – Important Sections

If there is no DB participation, the proposer will provide their good faith effort documentation that will be reviewed by the PRT Office of Small Business Engagement (SBE) as part of the proposal review process.

Good faith documentation continued:

- Dates of follow-up discussions
- Explanation for why commitment with a DB was not made (if applicable)
- If pricing is a factor for the selection of a non-DB(s) rather than a DB(s), provide quotes for both firms that show scope of work, price, quote date, and date and time the quote was received

RFP 26-18 – Important Sections

- What does not constitute as a good faith effort
- If assistance is required with identifying DBs to utilize, how to become a certified DB, or any other questions relating to DB participation, proposers should contact Keith Bayles (kbayles@rideprt.org) to coordinate with PRT's Small Business Engagement Office

RFP 26-18 – Important Sections

- **Section 2.2 – Overview of the Proposer and Subconsultants**
(Section 1 of Proposal Response)
 - Provide brief overview of firm and sub-firms and how this team is uniquely qualified to provide a solution.
- **Section 2.2.3 – Subcontractor/subconsultant percent performance:**
 - Proposer shall conduct no less than 75% of the work with subs performing a maximum of 25%.
 - Proposer shall state percent of work for each sub.

RFP 26-18 – Important Sections

- **Section 2.3 – Experience Record**
(Section 2 of Proposal Response)
 - **Provide relevant experience of Proposer and subconsultant/subcontractors within the last five (5) years.**
 - **For each project:**
 - **Responsibilities.**
 - **Contract time.**

RFP 26-18 – Important Sections

- **Section 2.4 – Workplan and Methodology**
(Section 3 of Proposal Response)
- **Provide overview of each task with associated hours and personnel.**
 - **Subcontractor/subconsultants are also to be included in this overview.**

RFP 26-18 – Important Sections

- **Section 2.5 – Project Organization and Management Plan**
(Section 4 of Proposal Response)
 - **Provide Project Manager and Key Personnel and associated tasks.**
 - **Provide primary and secondary project team.**
 - **Describe proposed DB and other subconsultants/subcontractors and their role(s).**
 - **Provide organizational chart inclusive of company and role.**

RFP 26-18 – Important Sections

- **Section 2.6 – Summary of Costs**
(Section 5 of Proposal Response)
 - Provide a single lump sum amount for the project in eBusiness.
 - This is to satisfy the computer program – evaluations will be conducted via committee based on total response and costing.
 - Provide fully burdened hourly labor costs, subcontractor costs as distinct separate costs (i.e., outside of the prime contractor cost to be added to prime contractor cost), and any expenses.

RFP 26-18 – Important Sections

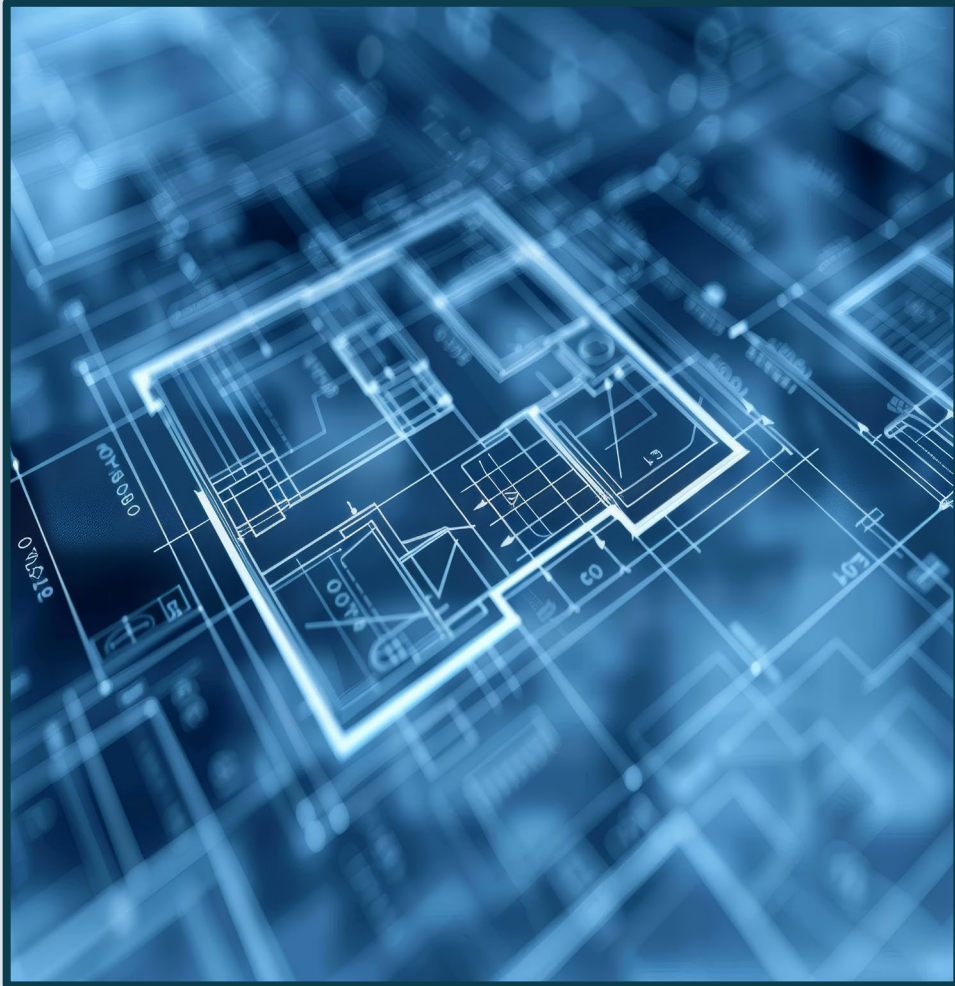
- **Section 2.7 – Appendices**
 - **Financial Information for most recent two (2) years.**
 - **Provide Certifications/Licenses.**
 - **Resumes (Reference Exhibit 5).**
 - **Provide Key Personnel Guarantee.**
 - **Insurance Coverage Statement (Reference Exhibit 1 for limits).**

RFP 26-18 – Important Sections

- Section 3.0 – Evaluation Criteria

Reference Section	Rating Criteria and Page Count	Weighted Multiplier
2.1.2	DBE/DB Utilization	4
2.3	Experience Record & Staff Qualifications	6
2.5	Project Work Plan	4
2.5.2 & 2.5.3	Project Organization & Management Plan	5
2.5.2	Project Manager/Staff Resumes (Appendix, not counted)	6
2.6	Summary of Costs (Not counted)	8
Total Weighted Score		33

RFP 26-18 – Scope of Services



Project overview presented by

- **Sue Broadus, Director of Small Business Engagement**

RFP 26-16 – Conclusion



**Open Session for
Questions**

Meeting title	Request for Proposals (RFP) 26-18 - Small Business Enterprise (SBE) Consultant Services Information Meeting
Attended participants	15
Start time	8/24/26, 10:54:31 AM
End time	8/24/26, 11:28:08 AM
Meeting duration	33m 37s
Average attendance time	25m 51s

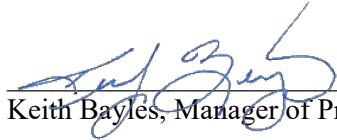
Name	Representing	Email
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Bayles, Keith A	PRT	KBayles@RidePRT.org
Broadus, Sue M	PRT	SBroadus@rideprt.org
Simpson, Kathryn M	PRT	KSimpson@rideprt.org
Hilton, Yvonne S	PRT	YHilton@rideprt.org
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PITTSBURGH REGIONAL TRANSIT

**Small Business Enterprise (SBE) Consulting Services
Request for Proposal No. 26-18
Transmittal Memorandum 3**

Below are questions and answers received pertaining to RFP No. 26-18.

QUESTION			RESPONSE
No.	Section		
1		Regarding the DB GFE requirement, is there a certain percentage or threshold that is considered sufficient for outreach efforts? Does the level of DB outreach depend on the scope of work we are seeking to sub out and the availability of DBs to perform the work?	PRT does not have a percentage established for this contract, however, per the RFP documents, the meeting minutes, and slide deck released via this addendum, the Prime contractor/consultant is to complete no less than 75% of the work with up to 25% of the work being subcontracted. Evaluations will be based on the percentage of work provided to subcontractors/subconsultants


Keith Bayles, Manager of Procurement