



Pittsburgh Regional Transit

PORT AUTHORITY OF ALLEGHENY COUNTY

d/b/a

PITTSBURGH REGIONAL TRANSIT

REQUEST FOR PROPOSALS

for

Transit Ridership Data Analytics

RFP NO. 25-22

Vendor Sourcing Category: PROFESSIONAL SERVICES

Vendor Sourcing Sub-Category:

**Pro. Information Technology/Pro. Joint-Transit-Oriented Development/Pro.
Software Consulting/IT Equipment/Professional Services**

September 2025

**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) 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. Operating a fleet of 700 buses, 80 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.

PRT provides bus service on three exclusive busways: the 4.3-mile South Busway; the 9.1-mile Martin Luther King, Jr. East Busway; and the 5-mile West Busway. PRT operates its light rail transit service, known as "the T", on a 26-mile rail system.

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

1.1 Introduction

PRT intends to enter into an Agreement, which will provide Transit Ridership Data Analytics (TRDA) for Automated Passenger Counter (APC) data processing and analytics of ridership reporting. (Contract Services). PRT requires a modern, cloud-based solution that will maintain all critical functionality while providing enhanced reporting capabilities, data visualization, and improved user experience. Our fleet includes approximately 700 buses, 80 light rail vehicles and two inclined planes: the Monongahela Incline and the Duquesne Incline.. The Agreement will be for a three (3) year period with the option to extend the term of the Agreement up to an additional two (2) one-year terms at the sole discretion of PRT.

FOR YOUR INFORMATION: PRT has introduced "ebusiness" 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 RFP'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.

This RFP, including supporting documents, contains all of the information necessary to prepare and submit a Proposal. Proposers are advised to completely review this RFP and explicitly follow the instructions herein regarding the submission of a Proposal. Each Proposal shall comply with the requirements of this RFP as stated herein and all applicable federal, state and local laws.

1.2 Definitions

Throughout this RFP, the following definitions shall apply:

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 RFP.

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

Agreement: means the contract between PRT and Contractor to perform the Contract Services as set forth in the RFP.

APC: Automatic Passenger Counter

API: Application Programming Interface

Approval: The written approval by PRT of a plan, procedure, action, document, design, or any parts thereof, undertaken by the Contractor in accordance with the requirements of the Contract Documents.

BAFO: Best and Final Offer.

Change Order: A written order issued by PRT to the Contractor, delineating changes in the Scope or Agreement, and establishing the basis of payment and time adjustments.

COTS: Commercial Off The Shelf.

CDR: Conceptual Design Review

Contractor/Vendor/Supplier/Firm: These terms may be used as one in the same and represent the Proposer selected by PRT to perform the Contract Services as set forth in the Agreement.

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

Disadvantage Business Enterprise (DBE): means Disadvantaged Business Enterprise as defined in 49 C.F.R., Part 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs".

DR: Disaster Recovery.

Diverse Business (DB): means a diverse business as defined in 74 Pa. C.S. § 303, as may be amended.

Ebusiness: 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. Ebusiness can be accessed through <http://ebusiness.ridePRT.org>

ECR: Engineering Change Request.

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

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

Government: means the Government of the United States of America

ICD: Interface Control Documentation.

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 RFP 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.

LAN: Local Area Network.

NTD: National Transit Database – The FTA’s repository of data about the financial, operating and asset conditions of American transit systems. <https://www.transit.dot.gov/ntd>.

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

PDR: Preliminary Design Review.

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

Project Manager: means the individual proposed by a Proposer, and who will be responsible for the Contractor, to not only oversee the performance of the Contract Services by the Contractor, but also, who will have specific and detailed knowledge regarding PRT’s programs and contracts, and who will have overall responsibility for participating in, overseeing the strategy for, and performing the analysis of, PRT’s programs, plans, contracts and negotiations. The Project Manager will be PRT’s direct contact, within the Contractor, regarding the performance of the Contract Services.

Proposal: means a written submission, in response to the RFP, by a Proposer for the Contract Services.

Proposer: means the individual, firm, partnership, corporation, joint venture or other entity which submits a proposal to PRT, in response to the RFP, seeking to be selected as the Contractor.

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.

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 RFP and the requirements of the scope of services.

RFP: means this specific solicitation document for the procurement of products or services.

Scope of Services: Sections 4 of the RFP and as finalized, through negotiations, and incorporated into the Agreement.

Service: The Contract Services.

SDA: Service Development Associate – a member of PRT’s team that performs manual counts during random ride checks to validate against APC results.

SLA: Service Level Agreement.

SaaS: Software as a Service.

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.

TRDA: Transit Ridership Data Analytics.

WCAG (Website Content Accessibility Guidelines): Version 2.1 meeting “AA” criteria; guidelines defining how to make Web content more accessible to people with disabilities.

WLAN: Wireless Local Area Network.

Work: All designs, engineering, manufacturing, deliveries, operations, systems, materials, equipment and labor necessary to properly and timely provide and supply the fare collection systems, spare parts, special tools and equipment, training, documents and all other items of work required by the Contract Documents. See Contract Services.

1.3 Proposal Submission Schedule

An Information Meeting for interested parties will be held on the date and time as set forth in the Advertisement. Questions generated at the Information Meeting will be answered, if necessary, in writing by PRT. Prospective Proposers are reminded that any changes to the RFP shall be by addendum only and nothing stated at the Information Meeting shall change or qualify, in any way, any of the provisions of the RFP 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 above designated time. The RFP and any subsequent written addendum serve as the sole basis upon which Proposers may submit proposals.

Electronic proposals in PDF version shall be submitted as indicated in the Advertisement and must be both received and time stamped by a representative of the Procurement Department at or before the time for submission of proposals set forth in the Advertisement. Proposals received or time stamped by a representative of the Procurement Department after the advertised time for the submission of proposals shall be non-responsive and therefore ineligible for award and will be returned to the Proposer. 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 RFP as Exclusive Basis for Proposal

The RFP 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, terms and conditions for this proposal process and performance of Contract Services. The RFP and any subsequent written addendum shall serve as the sole basis upon which Proposers may submit Proposals. Proposers are advised to completely review the RFP and explicitly follow the instructions herein regarding the submission of a Proposal and the Scope of Services.

Each Proposal shall comply with the requirements of the RFP as stated herein and all applicable federal, state and local laws and shall be executed by a director, officer, and other individual (with appropriate proof of signatory authority) legally authorized to bind the Proposer to a contract. Any information or understanding, verbal or written, which is not contained either in the RFP, or in subsequent written addenda to the RFP, shall not be considered by a Proposer in submitting its Proposal.

PRT reserves the right to amend the RFP at any time. Any amendments to, or interpretations of, the RFP, shall be described in written addenda. Each addendum will be available for this RFP through ebusiness for all parties. All proposers are responsible for checking ebusiness for any addenda or notifications. Failure of any prospective Proposer to receive the addendum shall not relieve the Proposer from any obligation under its Proposal as submitted or under any requirement of the RFP, as amended by an addendum. All addenda issued shall become part of the RFP.

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.

If assistance is required to identify and include Disadvantaged Business Enterprises (DBEs) or Diverse Businesses (DBs) participation, Proposers should contact PRT's Disadvantaged Business Enterprises and Diverse Business Program Office at (412) 566-5342 or by e-mail at DBEProgram@ridePRT.org.

For any procedural questions concerning this RFP, Proposers should contact PRT's Professional Services Contract Specialist, Mrs. Deborah Norkevicus, at (412) 566-5514 or email dnorkevicus@ridePRT.org or PRT's Procurement Manager, Mr. Keith Bayles, at kbayles@ridePRT.org.

- **It is preferred that any question be in writing (email) and sent to both Deborah Norkevicus and Keith Bayles.**

Only written questions or communications for the RFP 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 ebusiness. Only written responses provided as 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 RFP must be submitted as follows:

Via mail or fax:

Office of the Director of the Procurement Department
Pittsburgh Regional Transit
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527
Attention: Deborah Norkevicus, Professional Services Contract Specialist
Fax No.: (412) 566-5514
E-mail: dnorkevicus@ridePRT.org
Attention: Keith Bayles, Procurement Manager
Email: kbayles@ridePRT.org

All such questions or communications and requests must be submitted by Proposers and received by PRT no later than ten (10) calendar days before the due date for Proposals. Questions received after that time may not receive any acknowledgement or response from PRT. If it should appear to a prospective Proposer that the performance of the Contract Services, or any matter relating to the RFP, is vague, ambiguous or not sufficiently described or explained in the RFP or the Scope of Services, 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 within ten (10) calendar days.

1.5 Modifications, Deviations and Irregularities

Any individual, firm, partnership, corporation, LLC, joint venture or other entity able to meet the requirements of the RFP is invited to submit a Proposal in response to the RFP. Proposers will be bound by the provisions contained in the RFP, unless a waiver or deviation is formally issued via written addendum by PRT.

As part of the process leading to the selection, if any, of the Contractor, PRT may request additions, modifications or clarifications to the proposal. PRT will rely upon the information submitted in a Proposal if the Agreement is awarded.

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

1.6 Conditions, Exceptions, Reservations or Understandings

Proposals' stating conditions, exceptions, reservations or understandings (hereinafter in this paragraph "deviations") relating to the RFP, including but not limited to proposed deviations to the RFP Sample Agreement, may be rejected by PRT, in its sole discretion. Any and all deviations must be explicitly, fully and separately stated in a Proposal, setting forth, at a minimum, the specific reasons for each deviation so that it can be fully considered and, if appropriate, evaluated by PRT. PROPOSED DEVIATIONS MUST BE SET FORTH IN THE PROPOSAL AT THE TIME OF SUBMISSION IN

ORDER TO RECEIVE CONSIDERATION. Any deviation found by PRT to be acceptable will be evaluated in accordance with the appropriate evaluation criteria and procedures. The submission of deviations may result in the Proposer receiving a less favorable evaluation than without the deviation.

1.7 Modification or Withdrawal of Proposals

A modification of a Proposal already received by PRT will be accepted by PRT only if the modification is submitted by a director, officer or other individual (with appropriate proof of signatory authority) legally authorized to bind the Proposer and received by PRT prior to the due date set forth in the Advertisement for the receipt of Proposals or as made with a requested Best and Final Offer (BAFO). All modifications shall be made in writing and submitted in the same form and manner as the original Proposal.

Prior to the due date for Proposals as set forth in the Advertisement, a Proposer may withdraw a Proposal already received by PRT by submitting, in the same manner as the original Proposal to PRT, a written request for withdrawal from a director, officer or other individual (with appropriate proof of signatory authority) legally authorized to bind the Proposer. By submitting a Proposal, and not properly withdrawing it prior to the due date for Proposals, a Proposer agrees that it shall keep its Proposal open and shall not withdraw its Proposal for 180 calendar days.

This provision may not be utilized by a Proposer as a means to submit a late Proposal and, as such, does not alter PRT's right, in its sole discretion, to reject a Proposal.

1.8 Form of Contract

The sample Agreement, which will be used with some modifications specific to the Contract Services if the Agreement is awarded, is attached hereto as EXHIBIT 1. Proposers should review the sample Agreement, which includes various requirements for the Contract Services, and shall include any of its comments on the sample Agreement as part of its Proposal.

1.9 Contractor Responsibility for Subcontractors

The Contractor shall be responsible for management, direction, design integration, scheduling, control, review and approval of all subcontract work and services. Moreover, the Contractor shall be responsible for assuring that all subcontract work is in conformance with the Agreement, PRT's policies, standards and criteria, and all applicable laws. All subcontracts will be subject to the review and approval of PRT. Subcontracts shall include all relevant agreement provisions identified in the Agreement.

1.10 Adverse Interest Law

This RFP is subject to the Commonwealth of Pennsylvania Adverse Interest Law, 71 P.S. §776.1, et. seq., as may be amended. This may have implications on future procurements. It is incumbent upon potential Proposers to perform their own determinations on this matter prior to submitting a proposal.

1.11 Pennsylvania's Right-to-Know Law

Upon formalization of an Agreement with a Proposer, all Proposals and other supplemental information submitted in response to this RFP 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.

2.0 Proposal Requirements

2.1 General Requirements

No later than the due date and time for Proposals set forth in the Advertisement, each Proposer shall submit a letter of transmittal, and a separate PDF version Proposal. The Proposal shall be written in English and shall contain all of the documents required to be submitted by the RFP and no other documents. The same requirements shall apply to any BAFOs which may be requested and submitted.

Proposals will only be accepted from a Proposer and not directly from any proposed subcontractor. Therefore, a Proposer shall work in close cooperation with its proposed subcontractors.

The Proposer shall be a comprehensive, accurate and effective presentation of the information required by Section 2.1.1.

2.1.1 Letter of Transmittal/Proposal Requirements

Proposals should be submitted with two major components:

- 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**) with authority to bind the Proposer in contractual matters. 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 as to the address and legal form of the Proposer. If the Proposer is a corporation, the Proposer shall identify its state of incorporation. If a joint venture is being proposed, provide the above information for all participating firms.
 - d) Statement that includes the following: “This Proposal, and any BAFO, shall remain in effect for and not be withdrawn for 180 calendar days after the due date for the Proposal or the BAFO.”
 - e) Statement acknowledging receipt of each and every Addendum, by Addendum number and date, that PRT may issue to the RFP.

- f) 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 RFP 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.”

- 2) **Proposal Requirements:** The Proposal should be a comprehensive, accurate and effective presentation. Attachments such as brochures, promotional literature, or other superfluous information, shall not be included.
 - a) One original of the Proposal hand signed shall be submitted electronically in PDF version through the PRT's eBusiness system. Please refer to Exhibit 9 – Submitting a Proposal eBusiness, for further instructions how to submit proposals.
 - b) The Proposal shall also include an Appendix, which shall be at the end of the proposal document. The Appendix shall only contain material which is explicitly requested to be included in the Appendix.
 - c) No more than **thirty (30) pages**, each numbered at the bottom, shall be contained within the proposal.
 - i) If Proposers response is greater than thirty (30) pages, that information may not be counted toward scoring – this page limit is designed to value the time required for all involved.
 - d) The page limit shall not include the Appendix material or Resumes. Proposals containing more than the stated number of pages may be rejected by PRT.
 - e) The font size for all material prepared in response to this RFP shall not be less than 10 pt.
 - f) The Proposal should be contained on 8-1/2" x 11" letter size.
 - g) 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:	Containing RFP title, Proposer's name, and Solicitation Contact (Name, Title, Email).
Letter of Transmittal:	Letter previously described.
Table of Contents:	
Section 1	Overview of Proposer
Section 2	Experience Record
Section 3	Project Work Plan
Section 4	Project Organization and Management Plan
Section 5	Summary of Cost(s)
Appendix	The Appendix which shall only contain the materials that are required by the RFP to be included in the Appendix.

2.1.2 Disadvantaged Business Enterprise (DBE) /Diverse Business (DB) Participation

The Proposer/Contractor agrees to ensure that Disadvantaged Business Enterprises (each a “DBE”), as defined in 49 C.F.R., Part 26, as applicable, and Diverse Businesses (each a “DB”), as defined in 74 Pa.C.S. § 303, have the maximum opportunity to participate in the performance of contracts and subcontracts provided under, or for, this Agreement. In this regard, Proposer/Contractor shall take all necessary and reasonable steps to ensure that DBEs and DBs have the maximum opportunity to compete for, and perform contracts and subcontracts, for the Contract Services and shall document its good faith efforts to solicit subcontracts from DBEs and/or DBs. It is important to not only identify DBEs/DBs, but to explain how they will be integrated into the proposed work plan.

2.1.2.1 Disadvantaged Business Enterprise (DBE) Participation

Because some of the Contract Services may be federally funded, PRT will evaluate each work order for the Contract Services prior to issuance to determine whether to establish a DBE goal. As such, inclusion of DBE participation will be considered in the proposal evaluation process. DBEs are particularly invited to submit Proposals to perform the Contract Services outlined in the RFP, either as the Proposer or part of a joint venture.

DBEs identified by Proposer in its proposal must be certified under the Pennsylvania Unified Certification Program (PAUCP) to be eligible towards any established DBE goal. DBEs that are currently certified under the PAUCP can be found at the PAUCP’s website at <https://paucp.dbesystems.com>. Proposers are encouraged to consider the utilization of DBE firms that are currently certified with the PAUCP.

If the DBE being proposed for participation is not currently identified as being certified in the PAUCP database, or its certification has expired, Proposer shall immediately contact the DBE representative identified in Section 1.4 of the RFP for assistance in verifying the status of any pending certification or advancing the DBE certification process for this DBE firm.

Note that the requirements imposed by the Federal Transit Administration with respect to DBE participation may differ from other federal or state laws or regulations.

2.1.2.2 Diverse Business (DB) Participation

DBs are particularly invited to submit Proposals to perform the Contract Services outlined in the RFP, either as a Proposer or part of a joint venture.

It is the policy of PRT that DBs shall have the maximum opportunity to participate in the performance of contracts and subcontracts, and the Proposers and the Contractor agree:

- i) To make a good faith effort to ensure that DBs have the maximum opportunity to participate in the performance of the Agreement; and
- ii) Failure of a Proposer to carry out the above requirements shall cause the Proposer to be non-responsive and ineligible for award. Also, following the award of the Agreement, if the Contractor fails to carry out the above requirements, the Contractor shall be in breach of the Agreement which may result in termination of the Agreement by PRT or such other remedy as PRT deems appropriate or as otherwise provided by law and/or in the Agreement.

2.1.2.3 Requirements for DBE/DB Participation

- i) The Proposer shall submit with its Proposal, the following:
 - (1) Name and address of DB (DBE) firms that will participate in the Contract;
 - (i) A description of the work that each DB (DBE) will perform; and
 - (ii) The anticipated percentage of participation for each DB (DBE) firm.
 - (2) The Proposer shall perform upon the request of PRT, the following:
 - (3) In order to demonstrate that good faith efforts were made by the Proposer to secure DB (DBE) participation, the Proposer shall submit the following information to PRT when requested:
 - (4) The names, addresses and telephone numbers of DBs (DBEs) that were contacted;
 - (5) A description of the information provided to DBs (DBEs) regarding Contract Services to be performed; and
 - (6) A statement of why additional agreements with DBs (DBEs) were not reached.
 - (7) The Proposer shall make a good faith effort to assist the DBs (DBEs) contacted that need assistance in obtaining lines of credit and insurance.
- ii) The Proposer/Contractor shall make a good faith effort to replace a DB (DBE) subcontractor with another DB (DBE). The good faith effort shall be directed at

finding another DB (DBE) to perform, at least, the same amount of work for the Agreement as the DB (DBE) that was terminated.

- iii) The Contractor shall make a good faith effort to provide DB (DBE) subcontractors with the opportunity to perform work added to the Agreement.
- iv) The Contractor shall be required to make a good faith effort to identify additional opportunities for DB (DBE) participation, if work, which the Contractor originally intended to have performed by a DB (DBE), is reduced or eliminated as a result of an Agreement change.
- v) The Proposer/Contractor shall meet with PRT at PRT's request to discuss the DB plan (or if applicable, DBE plan). The purpose of the meeting is to consider whether the DB (DBE) commitment of the Proposer/Contractor is in compliance with the Agreement. At the meeting, the Proposer/Contractor will have an opportunity to present information pertinent to its compliance with the applicable requirements.

2.2 Overview of Proposer

This section shall contain the following information, unless otherwise specifically noted. Proposer shall include the required information in this section in the "Overview of Proposer" section of its Proposal.

2.2.1 Description of Proposer

A concise description of the Proposer 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 the Proposer is a joint venture, the Proposer shall furnish this information for each entity forming the joint venture and clearly indicate the reason for the joint venture as it directly applies to this Project. Proposer shall also provide a general overview description of its proposed subcontractors.

2.2.2 Agent

A requirement of the Agreement is that the Contractor shall maintain, during the duration of the Agreement, an agent in Allegheny County, Pennsylvania authorized to accept notice and service of process on behalf of the Contractor and the Proposer shall so acknowledge and agree.

2.2.3 Contractor/Subcontractor Percentage of Work

The Proposer shall provide, in its Proposal, a statement as to the percentage of work that will be performed by the Proposer. The Proposer shall identify all of its proposed subcontractors in its Proposal, and must identify a) the tasks they will perform, b) the percentage of the work to be performed by each subcontractor, c) their qualifications to perform the work, and d) the reason the tasks are to be subcontracted.

2.2.4 Joint Venture

If the Proposer is a Joint Venture, the Proposer shall include a copy of any written contract or agreement, which exists between the entities forming the joint venture in the Appendix.

2.2.5 Personnel and Operations Policies

A statement of the Proposer's personnel and operations policies relative to:

- 1) Classifications of personnel normally billed directly to client including wage ranges (or rates) by discipline. If rates by discipline are used for billing purposes, provide an explanation as to the basis by which the rates are established.
- 2) Expenses normally billed directly to the client such as per diem rates, mileage rates, computer, reproduction and communication charges.
- 3) Current overhead rate (if billings are made on a cost basis) including its components and identification of the most recently performed external and annual audit report.
- 4) If the Proposer utilizes an option in addition to, or other than, an hourly fee structure, Proposer shall note what personnel or operations policies will not be affected by the alternative fee structure (such as mileage rates, reproductions costs, etc.)

2.2.6 Local Office

It is **highly desirable** that the Contractor has and maintains an office in Allegheny County, Pennsylvania, or has a regional office or principal office from which the work will be performed within a 50-mile radius of downtown Pittsburgh, Pennsylvania during the duration of the Agreement, to maintain close communication with PRT. If the Proposer does not have such an office or anticipates performance of any portion of the Contract Services at a location other than within Allegheny County, the Proposer shall specifically identify those elements of the Contract Services to be performed elsewhere as well as explain where they will be performed and demonstrate and explain how communications will effectively be made and coordination will be maintained in a cost effective manner.

2.3 Experience Record

This section shall contain the following information, unless otherwise specifically noted. Proposer shall include the required information in this section in the “Experience Record” section of its Proposal.

Proposer shall provide complete, concise and accurate descriptions of the Proposer's and its subcontractors experience in providing services similar to those as outlined in Section 4 of this RFP, the Scope of Services.

Particular emphasis should be placed on those projects and services performed by Proposer's and its proposed subcontractors' offices, employees and staff to be assigned to the Project. The Proposer's actual role on the identified projects, or in performing the services, shall be clearly described. The Proposer's and its proposed subcontractors' qualifications and ability to perform all identified Contract Services should be clearly discussed.

The Experience Record should include three (3) references of relevant work directly applicable to the Contract Services, and should be contract specific and include the following:

- 1) Contact name, contract title, address, telephone number and e-mail address of the client's project manager or contracting officer;
- 2) The status of the contract or services and of the Proposer's or its proposed subcontractors' work on the contract or services;
- 3) The Proposer's and its proposed subcontractors' specific involvement in the contract or services;
- 4) The Proposer's or its proposed subcontractors' project manager and staff on the identified projects that will be used, by Proposer or its proposed subcontractors, to support or perform the Contract Services; and
- 5) The contract value of the identified projects and the Proposer's or its proposed subcontractors' percentage of the work for the projects.

PRT may contact any or all firms listed in Section 2.3 regarding the quality of work, timeliness of work and general overall services provided by Proposer. PRT furthermore reserves the right to contact other clients of Proposer not listed in the Proposal for additional information on the Proposer's past experience and performance.

If the Proposer is a joint venture, furnish the above information for each entity forming the joint venture and specifically note any contract previously worked on by each entity forming the joint venture as a team, providing client references and telephone numbers.

2.4 Project Work Plan

This section shall contain the following information, unless otherwise specifically noted. Proposer shall include the required information in this section in the "Project Work Plan" section of its Proposal.

2.4.1 Methodology

Proposer shall identify its plan and methodology for the performance of the tasks identified under Section 4. The Work Plan should include a detailed description of the methodology for accomplishing required work tasks and their interrelationships.

Any substantive and/or procedural innovations used by the Proposer on similar projects that are applicable or can be tailored to the Contract Services should also be identified.

The work tasks to be wholly or partially performed by subcontractors, particularly DBE/DB subcontractors, should be identified in the Work Plan.

If the Proposer is a joint venture, please describe the work tasks to be performed by each firm.

2.4.2 Flow Chart

This Work Plan shall include a flow chart which explains the sequencing and interrelationships of the work tasks graphically for all work tasks on the Project. The Work Plan flow chart shall be keyed to time and the work tasks outlined in Section 4.

2.4.3 RESERVED.

2.4.4 RESERVED.

2.5 Project Organization and Management Plan

This section shall contain the following information, unless otherwise specifically noted. Proposer shall include the required information in this section in the “Project Organization and Management Plan” section of its Proposal.

2.5.1 Description of Organization and Management Plan

A detailed description of the Proposer's Organization and Management Plan which shall be established to perform the Contract Services as outlined in the RFP. The Organization and Management Plan shall clearly identify the Proposer's proposed Project Manager and key personnel associated with each work task and for the entire period covered by the Agreement. The plan shall also describe the involvement of proposed DBE/DB firms and all other subcontractors in the Project.

If the Proposer is a joint venture, the company or firm affiliation of each staff member must be identified.

2.5.2 Project Organizational Chart/Resumes

A Project Organizational Chart shall be furnished which graphically depicts the above Project Organization and Management Plan. The proposed Project Manager and all other key personnel identified for this Project shall be identified on the Project Organizational Chart and further on an individual Staff Résumé form, a copy of which follows as EXHIBIT 5 (identifies minimum information required on Staff Résumé for each proposed individual).

Proposer shall identify a primary team and a secondary team for this project, permitting PRT to evaluate each member of the proposed project prior to the kickoff. If any member of the primary team is required to depart the project, that role is to be filled by the complementary member from the secondary team. At any point if the secondary team member must depart the project, the Proposer is to provide the resume and other credentialing for PRT's acceptance and approval. Proposer shall not

Each Staff Résumé form shall be complete, concise and accurate, featuring all relevant job experience over the past 10 years. The Proposer may provide more than one Résumé per page in its Proposal. The Proposer shall include the required Résumés in this section in the Appendix. Résumés shall not exceed a total of 20 pages. Key Personnel Guarantee

A Key Personnel guarantee letter signed by the Proposer's President, Chief Executive Officer or Chief Operations Officer guaranteeing that the Project Manager and key personnel

identified for this Project shall be assigned to this work, throughout the term of the Agreement, unless their employment is terminated.

If applicable, a Key Personnel guarantee letter signed by the Subcontractor's President, Chief Executive Officer or Chief Operations Officer guaranteeing that the key personnel identified for this Project shall be assigned to this work, throughout the term of the Agreement, unless their employment is terminated.

Proposer and its subcontractor(s) shall identify the key personnel by name and proposed position for this Project in its key personnel guarantee letter. Proposer shall include the required key personnel guarantee letter(s) requested in this section in the Appendix.

2.5.3 Certification/License Requirements

Proposer shall include copies of the licenses of proposed appraisers in the Appendix.

[ENGINEERING / PLANNING RFP only - All work tasks to be performed as part of the Project shall be performed under the direction of a Pennsylvania Registered Professional Engineer, Surveyor or Architect, as appropriate.]

2.6 Summary of Costs

This section shall contain the following information, unless otherwise specifically noted. Proposer shall include the required information in this section in the "Summary of Costs" section of its Proposal.

The Summary of Costs shall be furnished utilizing the sample form(s) which follows as EXHIBIT 6. This Summary of Costs shall be keyed to the required Project work tasks. Work to be wholly or partially performed by subcontractors should be so identified. A separate Summary of Costs is required for all subcontractors.

The Summary of Costs must be developed as follows:

1) Labor

List actual labor hours and cost, or the proposed hourly rate, for each individual or job classification.

2) Fixed Fee

If actual labor costs identified above do not include fixed fee, the Proposer shall identify its proposed fixed fee, not-to-exceed 10 percent of the burdened labor.

3) Expenses

The Proposer shall specifically identify any and all eligible expenses which Proposer anticipates invoicing directly to PRT such as subcontractors, printing, communications, travel, subsistence, etc. The eligibility of expenses for reimbursement by PRT shall be governed by the Agreement and by applicable federal and state regulations. **No markup** is permitted on these expenses. Travel and subsistence reimbursements shall be consistent with PRT practices and shall not exceed those limits determined to be reasonable by PRT.

4) Hourly Rates

Proposer shall identify each of the proposed individuals on the Project, including its subcontractors, and the proposed hourly rate(s) for each individual by name or by category. The name of the firm and the proposed role of the individual on the Project should also be identified. If a fully burdened rate is proposed to be utilized, Proposer should note accordingly.

5) Subcontractors

The Proposer shall list subcontractors and their amounts, which are the totals of costs and fee from their respective summaries of costs. No markup is permitted on subcontractor costs.

In addition to an hourly rate structure, Proposers are encouraged to propose alternate fee structures that will be cost effective to PRT. Alternate billing arrangements may be offered as options for any and all categories of the Contract Services.

If the Proposer is a joint venture, a separate partial Summary of Costs shall be furnished for each entity of the joint venture, as well as the composite Summary of Costs for the joint venture. This partial summary will identify only those labor and expense costs for each entity of the joint venture.

2.7 Appendix

This section shall contain the following information, unless otherwise specifically noted. Proposer shall include the required information in this section in the “Appendix” section of its Proposal.

2.7.1 Financial Information

The Proposer will be required to present, in sufficient detail to PRT, financial records for PRT to review the financial condition of the Proposer, in order for Proposer to be considered eligible for award of the Agreement with PRT for the required services. Any financial information presented shall be prepared in accordance with United States Generally Accepted Accounting Principles (G.A.A.P.).

If the Proposer is a publicly-held firm, the financial information of the Proposer shall be included in its Proposal (separate statements for each entity forming a joint venture).

If the Proposer is a privately-held firm, the Proposer may either provide its financial records with its Proposal (separate statements for each entity forming a joint venture), or it may defer making such financial records available for inspection by PRT until after PRT has informed the Proposer that it has been short-listed for consideration for award of an Agreement.

2.7.1.1 Financial Statements

For either publicly-held or privately-held firms, the financial information to be provided shall include, if available:

i) Independently Audited Financial Statements

Independently audited financial statement (either a certified audit or review) that includes a balance sheet, statement of income and expenses (profit and loss), and

statement of cash flows for the two most recently completed financial years, including notes to the statements;

For privately held companies, if independently audited financial statements are not available, then

ii) Financial Statements Not Independently Audited

If not independently audited, then either:

- a) compilation of financial statements performed by an independent accountant that includes a balance sheet, statement of income and expenses (profit and loss), and statement of cash flows for the two most recently completed financial years. If such statements are not available, then:
- b) an internally prepared financial statement, including a balance sheet and statement of income and expenses (profit and loss) for the two most recently completed financial years, certified as true and correct by the president and chief financial officer of the Proposer, in either case, to include credit references or other financial documentation as may be required in order to portray the financial soundness of the Proposer to PRT's satisfaction.

In addition, the Proposer must certify in writing that there have been no material changes in the company's financial condition or events that could have a material impact on the company's financial condition subsequent to the last audit or date of reporting period on the financial statements. Any such changes in financial condition or subsequent events must be fully disclosed in writing and signed by the president and chief financial officer.

2.7.1.2 Exceptions for Privately-Held Firms

- i) For a privately-held firm which elects to not include its financial records with its Proposal, such Proposer will be required to submit financial records as specified above, within three business days of being requested to do so by PRT.
 - a) In the event that the Proposer does not have any cash flow documentation for preceding years of operation, PRT will accept current bank references (including a bank contact name and contact details) in lieu of a cash flow statement.
 - b) In cases where independently audited financial statements are not presented, then signed copies of the Proposer's Federal Income Tax filings, including all applicable schedules pertinent to the Proposer's filing return, are required to be submitted along with the compilation or internally prepared statements.

2.7.2 Certification of Proposer Regarding Debarment

The "Certification of Proposer Regarding Debarment, Suspension and Other Responsibility Matters" or the "Certification of Proposer Regarding Debarment, Suspension and other

Ineligibility and Voluntary Exclusions”, whichever is appropriate, for the Proposer (EXHIBIT 2). A Proposal which does not include the required Certification may be considered non-responsive and ineligible for award of the Agreement.

2.7.3 Certification Regarding Lobbying

The “Certification Regarding Lobbying” (EXHIBIT 3), and a Disclosure Form, if required, for proposal exceeding \$100,000. A Proposal which does not include the required Certification may be considered non-responsive and ineligible for award of the Agreement.

2.7.4 Proposer/Subcontractor Data Form

Proposer/Subcontractor Data Form “Proposer/Subcontractor Data Form” (EXHIBIT 4) for Proposer and all its subcontractors.

2.7.5 Resumes

See Section 2.5.2 of the RFP.

2.7.6 Key Personnel Guarantee

See Section 2.5.3 of the RFP.

2.7.7 Affirmative Action and Equal Opportunity Policy

The Proposer's corporate Affirmative Action and Equal Opportunity policy statement posting, when required by law. The posting shall be signed and dated and shall also state the original date of adoption of this policy statement.

2.7.8 Insurance Requirements

A statement that includes the following: “The insurance coverage, as required by Exhibit 1 of the sample Agreement, can be obtained and will be carried without reservation or exclusion should (Name of Proposer) be awarded an agreement according to the RFP”.

2.7.9 Joint Venture Requirements

If the Proposer is a joint venture, the Proposer shall include a written statement explaining how the joint venture will fulfill the requirements of the Agreement which explanation shall fully discuss and identify the responsibility of each entity forming the joint venture for performing the Contract Services and providing the insurance required by the Agreement.

2.7.10 User Agreements

2.7.11 Software Agreements

The Proposer must submit the “Certification Regarding User Agreements” (EXHIBIT 10), and any and all applicable documentation, including but not limited to: End User License Agreements (EULAs), Service Level Agreements (SLAs), Master Service Agreements (MSAs), software maintenance and support licenses, subscription agreements, Software as a Service Agreements (SaaS), Cloud (including private, public or community cloud) and/or other hosting Agreements, and/or purchase orders (collectively, the “User Agreements”), if any, that

manufacturer or the Proposer (if separate entities) will require PRT to sign in order to complete the purchase and use the products and/or services requested herein. Failure by the Proposer to submit any and all such User Agreements at the time of Proposal submission will render Proposer's submission non-responsive and ineligible for award. PRT reserves the right to negotiate such User Agreements consistent with the Terms and Conditions and all requirements relating to this solicitation.

3.0 Proposal Selection Process

Proposals will be evaluated, negotiated, selected and any award made in accordance with the criteria and procedures described below. The approach and procedures are those which are applicable to a competitively negotiated procurement whereby proposals are evaluated to determine which Proposal, if any, is most advantageous to PRT. Discussions and negotiations may then be carried out with Proposers determined to be reasonably susceptible of being selected for award of the Agreement after which BAFOs may be requested. PRT, however, may select a Proposal for award without any discussions or negotiations or request for any BAFOs. Subject to PRT's right to reject and or all Proposals, the Proposer, if any, will be selected whose Proposal is found to be most advantageous to PRT, based upon consideration of the criteria discussed below.

3.1 Evaluation Committee

PRT will establish an Evaluation Committee for the RFP. The Evaluation Committee will initially determine the responsiveness of each Proposal, evaluate all Proposals, determine the responsibility of each Proposer, score the Proposals, conduct meetings and assist in selecting the Proposer, if any, that may be awarded the Agreement.

3.2 Proposal Evaluation Criteria

The following is the criteria by which Proposals from responsible Proposers will be reviewed and evaluated for purposes of determining which is most advantageous for PRT and to make any selection of a Proposal for potential award of the Agreement. Any exceptions, conditions, reservations or understanding explicitly, fully and separately stated as a Proposal deviation and which does not cause PRT to reject a Proposal will be evaluated according to the evaluation criteria and/or sub criteria which they affect. The criteria to be used in reviewing and evaluating the Proposals and used to establish a score for the Proposals is as follows:

- 1) **DBE/DB Utilization:** Each Proposal will be evaluated based upon the proposed use of DBE/DBs by the Proposer.
- 2) **Experience Record and References:** The following, as well as the other information identified in Subsection 2.3 to be supplied by the Proposer will be used to evaluate each Proposer's experience and qualifications to perform the Contract Services.
 - a) Sufficient financial strength and resources to finance the Contract Services and complete the Agreement in a satisfactory and timely manner as measured by the Proposer's supplied financial statement.
 - b) Evidence that the Proposer has human and physical resources sufficient to perform the Agreement within the time specified.

- c) Evidence of a satisfactory experience, performance and integrity on similar contracts and meeting specifications and warranty provisions.
 - d) Evidence of sufficient capabilities to perform the Agreement which will include the Proposer's size, the Proposer's commitment to further work of this nature, and the Proposer's ability to bring adequate people to staff the Agreement.
- 3) **Project Organization/Management Plan:** The Proposal will be evaluated based on the experience and background of the proposed personnel as well as the other information identified in Section 2.5 to be supplied by the Proposer.
 - 4) **Project Work Plan:** The Proposal will be evaluated based on the Proposer's proposed approach to perform the Agreement, proposed schedule and proposed quality assurance and training plans and project team, as well as the other information identified in Section 2.4 to be supplied by the Proposer.
 - 5) **Summary of Costs:** The Proposal will be evaluated based on the information submitted as part of the Summary of Costs as identified in Section 2.6.
 - 6) **Project Manager:** The Proposal will be evaluated based on the experience and background of the proposed Project Manager(s) as well as the other information identified in Section 2.5 to be supplied by the Proposer.
 - 7) **Key Personnel Staff Resumes:** The Proposal will be evaluated based on the experience and background of the proposed personnel as well as the other information identified in Section 2.5 to be supplied by the Proposer.

The information submitted for each criterion will be scored on a scale of zero to ten. The score for the various criteria will then be multiplied by the weighted factors set forth for the criteria on the Proposal Evaluation Rating Sheet (EXHIBIT 8).

3.3 Evaluation Procedures

Proposals will be reviewed for complete conformance with the instructions and requirements of the RFP. 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 Proposer to provide any missing information and make corrections. Submittal of a Proposal shall signify that the Proposer has accepted the whole of the Agreement, except such conditions, exceptions, reservations and understanding explicitly, fully and separately stated in the Proposal. Such conditions, exceptions, reservations or understanding which do not result in the rejection of a Proposal are subject to evaluation under the criteria set forth in Section 3.2.

PRT will select for award, if any, the highest ranked Proposal from a responsible Proposer, qualified pursuant to the RFP, which does not render the procurement financially infeasible and is determined to be the most advantageous to PRT based upon consideration of the Proposal and the evaluation criteria set forth in Section 3.2.

- 1) The following will be the steps for reviewing and evaluating the Proposals:
 - a) Proposals will not be publicly opened. All Proposals and evaluations will be kept confidential throughout the evaluation, negotiation and selection process, until award, if any, of the Agreement.
 - b) Proposals will be reviewed and evaluated by PRT's Evaluation Committee to determine the responsiveness of a Proposal to the requirements of the RFPs and the responsibility of a Proposer. Any Proposals found not to be responsible, will not be further considered for award of the Agreement. Final determination of the responsiveness of a Proposal will be made upon the basis of the Proposal. Final determination of a Proposer's responsibility will be made on the basis of the Proposal, any information submitted upon PRT's request, information submitted in a BAFO, information resulting from PRT's inquiry of Proposer's references and PRT's knowledge and investigation of the Proposer. PRT's determination in regard to the responsiveness of a Proposal and the responsibility of a Proposer shall be final and binding on the Proposers.
 - c) Each Proposal from a responsible Proposer found to be in compliance with the RFP requirements will be evaluated in accordance with the criteria set forth in Section 3.2.
 - d) Each proposal will be examined by PRT's Evaluation Committee for compliance with the stated requirements in Section 2 and as outlined in the General Requirements (EXHIBIT 7). The evaluation will be undertaken (Preliminary Rating) utilizing the Proposal Evaluation Rating Sheet (EXHIBIT 8).
 - e) After the Preliminary Rating, the responsible Proposers whose Proposals are determined by PRT to still be reasonably susceptible of being selected for award of the Agreement may be requested by PRT to respond, in writing, to certain questions. Each such Proposer may also be invited for a private interview and discussion with PRT to discuss answers to written or oral questions, to assure responsiveness of its Proposal and to discuss its Proposal.
 - (1) In the event that any such Proposal contains conditions, exceptions, reservations or understandings to any requirements of the Agreement, 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. Any Proposer failing to do so may cause PRT to reject such Proposal.
 - f) After any interviews have been completed, each responsible Proposer whose Proposal is determined to still be reasonably susceptible of being selected for

award of the Agreement may be afforded the opportunity to amend its Proposal and make a BAFO. The request for BAFOs, if any, will include:

- (1) Notice that all prior discussions and negotiations are to be included in the BAFO;
- g) Notice of any changes to the RFP;
- h) Notice that this is the opportunity for submission of a BAFO;
- i) A common date and time for submission of written BAFOs;
- j) Notice that if any modification to a BAFO is submitted, it must be received by the date and time specified for the receipt of BAFOs and is subject to the late submissions, modifications and withdrawals of Proposals provisions of the RFP; and
- k) Notice that if a Proposer does not submit a BAFO, PRT may consider its Proposal non-responsive and ineligible for award of the Agreement.

Any modifications to the initial Proposal made by a Proposer in its BAFO shall be expressly modified in its BAFO. BAFOs will be evaluated by PRT according to the procedures, requirements and criteria set forth in Section 3.2 (Final Rating).

PRT will make the appropriate adjustments to the initial scores for each criteria which has been affected by any Proposal modifications made by the BAFOs. PRT will then choose for potential award of the Agreement, the Proposer, if any, whose Proposal PRT finds to be most advantageous to PRT based upon the evaluation criteria.

3.4 Finalization of Agreement

PRT will meet, as necessary, to finalize the proposed Agreement with the responsible Proposer which submits the Proposal which is determined to be most advantageous to PRT based upon the evaluation criteria. In the event that PRT cannot finalize a satisfactory Agreement with the highest rated responsible Proposer, discussions will be terminated with that Proposer and PRT may then proceed with meetings to finalize the proposed Agreement with the next highest rated Proposer. The above process may continue until a satisfactory contractual arrangement with a Proposer has been reached.

Also, a responsible Proposer may be requested to submit a copy of the Proposer's EEO Policy and Program and EEO-1 form for the current and previous year.

3.5 Contract Award

The proposed Agreement resulting from discussions described in Section 3.4 will be ultimately presented to the Chief Executive Officer of PRT for review and recommendation to PRT's Board for approval. PRT's staff is not empowered to enter into a contract without the formal authorization of PRT's Board.

3.6 Failure to Execute a Contract

Failure of the Proposer to whom the Agreement is awarded to promptly execute the Agreement shall be cause for cancellation of the award. The Proposer, by submitting a Proposal, agrees to, and shall, reimburse PRT for all damages arising from said default.

3.7 Acceptance / Rejection of Proposers

PRT reserves the right to reject any or all Proposals. PRT also reserves the right to make an award to a Proposer whose Proposal it judges to be most advantageous to PRT, without conducting any written or oral discussions with any Proposer or the solicitation of any BAFOs. PRT reserves the right to consider any specific Proposal which is conditional or not prepared in accordance with the instructions or requirements of this RFP to be non-responsive. PRT reserves the right to waive any defects, or minor informalities or irregularities in any Proposal which, in PRT's sole discretion, has not materially affected the Proposal.

3.8 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.

3.9 PRT Protest Procedures

Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of the Agreement may file a protest with PRT. The procedures for submitting such protests are available at PRT's website at www.ridePRT.org by following the links "Company Info & Projects", "Doing Business", "Procurement", "Purchasing Information," and "Bid Protest Procedures."

4.0 Scope of Services

4.1 Project Overview

Pittsburgh Regional Transit (PRT) is seeking proposals from qualified vendors for Transit Ridership Data Analytics (TRDA) for Automated Passenger Counter (APC) data processing and analytics of ridership reporting. PRT requires a modern, cloud-based solution that will maintain all critical functionality while providing enhanced reporting capabilities, data visualization, and improved user experience. Our fleet includes approximately 700 buses, 80 light rail vehicles and two inclined planes: the Monongahela Incline and the Duquesne Incline.

4.1.1 Project Goals

The primary goals of this project are to:

- 1) Implement a modern, Saas (cloud-based) APC data processing and reporting solution.
- 2) Provide a solution for real-time and historical transit ridership reporting.
- 3) Utilize APC data from bus and rail vehicles.
- 4) Provide analysis and calculations including, but not limited to:

- a) Calculation of annual passenger miles by mode.
 - b) Generate average daily passenger miles and average annual ridership by average weekday, average Saturday, average Sunday/holiday (Thanksgiving, Christmas, New Year's Day, Memorial Day, 4th of July, Labor Day)
 - c) Calculation of total passenger miles, ridership, revenue vehicle miles, and revenue vehicle hours for both fixed guideways and high-occupancy vehicle (HOV) lanes. These metrics must be compiled monthly for accurate reconciliation and run annually and reconciled with monthly totals.
 - d) PRT is currently involved in a pilot study with the NTD to capture weekly totals. Current pilot requirements are a sum of weekday and a separate sum of weekend ridership, revenue vehicle miles and revenue vehicle hours for both bus and rail. The NTD "week" runs from Monday through Sunday
- 5) Enhance data visualization and reporting capabilities.
 - 6) Improve system utility and accessibility for PRT staff.
 - 7) Ensure seamless integration with existing PRT systems.
 - 8) Establish a stable, scalable platform that can evolve with future transit needs.
 - 9) Minimize service disruption during implementation.
 - 10) Provide a mobile app user interface for entering manual ridechecks from Service Development Associates (SDAs).
 - 11) Provide a solution for historical data preservation and access.

Proposers are encouraged to provide solutions to reduce costs and/or waste, reuse existing structures where practical, and include creative solutions that would enhance capabilities beyond the base requirements.

4.1.2 PRT Staff and Roles

PRT shall provide a Project Manager and assign staff for successful implementation, including:

- 1) Project Manager: Primary point of contact for the Contractor.
- 2) Technical Lead: Oversees technical aspects and system integration.
- 3) Business Analyst: Ensures system meets business requirements.
- 4) Quality Assurance/Testing Lead: Coordinates testing activities.
- 5) Training Coordinator: Works with Contractor on training development.
- 6) Data Migration Specialist: Coordinates migration of historical data.

4.1.3 Project Stakeholders

PRT has assembled a comprehensive team of cross-functional stakeholders involved in ridership data analytics, including but not limited to:

- 1) Scheduling Department: Uses APC data for service planning and monitoring.
- 2) Planning Department: Relies on APC data for route development and optimization.
- 3) Executive Leadership: Requires reporting for decision-making and oversight.
- 4) Data and Information Analytics: Supports system technical requirements and integration.
- 5) Transportation Technology: Supports Clever Devices system and APC integration.
- 6) Finance: Utilizes Ridership data for FTA/NTD reporting and financial budget projections.
- 7) Operations: Relies on accurate ridership data for coordination of efforts in conjunction with Scheduling and Planning.
- 8) Maintenance: Relies on accurate ridership data for coordination of efforts in conjunction with Scheduling and Planning.
- 9) Federal Transit Administration (FTA): Recipient of data and reports generated from APC data as part of the National Transit Database (NTD).
- 10) Regional funding partners: Require access to ridership data and reports.

4.1.4 Schedules/Delivery

Within five (5) business days of the Notice to Proceed, the Contractor shall provide PRT with a proposed schedule for the project, which schedule shall be subject to the review and approval of PRT (the “Schedule”). The Schedule shall include, at a minimum, dates for design review(s), approval cycle, testing, training, acceptance, and warranty periods. The Contractor shall identify the proposed critical path on the Schedule.

In the event the Work or portion thereof is not completed within the time frame set forth in the Schedule damages will be sustained by PRT. Specific terms regarding liquidated damages are set forth in the Agreement. The implementation schedule must ensure full system functionality and acceptance.

Key milestones dates are provided below; these are **tentative** and may be adjusted depending on the needs of PRT or prior or subsequent dates.

- 1) RFP Release: Week of September 8, 2025
- 2) Proposal Submission Deadline: October 8, 2025.
- 3) Proposer Selection and Contract Award: October 29 through November 20.
- 4) Notice to Proceed (NTP) January 27, 2026
- 5) Project Kickoff: January – February 2026

- 6) System Design and Configuration: February 2026
- 7) System Integration Testing: February – March 2026
- 8) Pilot Testing: March 2026
- 9) Final System Acceptance: March 2026
- 10) Data Migration: March 2026
- 11) Training: April – May 2026
- 12) Parallel Operations Period: March-June 2026
- 13) System Go-Live: No later than July 1, 2026

4.1.5 Transit Ridership System Requirements

The TRDA must meet the following core requirements:

- 1) Process and analyze APC data collected from PRT's existing onboard APC hardware.
- 2) Generate comprehensive ridership reports for service planning and FTA reporting.
- 3) Provide data visualization tools for trend analysis and service evaluation.
- 4) Support automated collection methods.
- 5) Allow for schedule data import and integration.
- 6) Provide secure, role-based access to system functions.
- 7) Enable data export in multiple formats for additional analysis.
- 8) Support archival and retrieval of historical data.
- 9) Provide cloud-based access with appropriate security protocols.
- 10) Maintain data integrity and accuracy throughout processing.

4.1.6 APC Data Collection

The system must:

- 1) Interface with PRT's existing onboard APC hardware.
- 2) Support comparison of manual ridership numbers from SDA counts collection to validate APC data.
- 3) Process boarding and alighting data by stop location.
- 4) Associate APC data with route, block, and trip information.
- 5) Apply data validation rules to ensure quality and flag suspect data for review and correction.

- 6) At a minimum, support data integration across PRT buses, and if possible, data integration for rail and incline.
- 7) Process Clever Devices Vehicle State Files and Dilax Citisense raw files.

4.1.7 User Interface Requirements

The system must provide:

- 1) Intuitive, web-based user interface accessible by authorized PRT staff via authentication requirements as included in 4.1.11.
- 2) Role-based access controls and permissions.
- 3) Dashboard views customized to different user roles.
- 4) Configuration options for reports and data visualization.
- 5) Search and filter capabilities for accessing specific data.
- 6) Help documentation and context-sensitive assistance.
- 7) Accessibility features compliant with WCAG 2.1 AA standards.

4.1.8 System Architecture Requirements

The architecture of the system must:

- 1) Provide secure cloud-hosted infrastructure.
- 2) Ensure data backup and disaster recovery capabilities.
- 3) Support automated data processing workflows.
- 4) Implement appropriate data retention policies.
- 5) Provide API access to raw data for integration with other PRT systems.
- 6) Maintain system performance with growing data volumes.
- 7) Include monitoring and alerting for system health.
- 8) Comply with authentication methods as referenced in 4.1.11.

4.1.9 Reporting System

The reporting system must:

- 1) Generate standard ridership reports by route, stop, time period, garage, and other parameters, such as, distinguishing between front door, rear door, and total on/off.
- 2) Provide customizable report templates.
- 3) Support scheduled report generation and distribution.
- 4) Include data visualization capabilities (charts, graphs, maps).

- 5) Allow export of reports in multiple formats (PDF, Excel, CSV) and be accessible via SQL queries.
- 6) Support NTD reporting requirements.
- 7) Provide on-demand access to historical data.

4.1.10 Installation and Implementation

The Contractor shall be responsible for

- 1) System configuration and setup.
- 2) Data migration from current APC reporting system (Clever RideCheck Plus).
- 3) Integration with existing PRT systems.
- 4) Testing and validation of all system components.
- 5) User training and documentation for front end and back-end usage.
- 6) Go-live support and transition assistance.
- 7) Post-implementation support and issue resolution.

4.1.11 Integration with Existing Systems

The system must integrate with:

- 1) PRT's existing onboard APC hardware.
- 2) Schedule data from PRT's scheduling system (Giro HASTUS).
- 3) PRT's WLAN network for data transfer.
- 4) CAD/AVL system for location data correlation (Clever Devices).
- 5) GIS system for spatial analysis and mapping (ArcGIS (Esri)).
- 6) Authentication must be done with SAML2.0 or OIDC for single sign-on and multi-factor (MFA) authentication using Okta.
- 7) Must use standard System for Cross-domain Identity Management (SCIM provisioning) for automation of user account creation, updating and deletion using Microsoft Entra or Active Directory groups.

4.1.12 Data Ownership and Access Rights

PRT shall retain complete ownership and control of all data processed, stored, or generated by the system. The Contractor shall provide a Data License Agreement that ensures:

- 1) PRT maintains exclusive ownership of all ridership data, processed data, reports, and derivative data products.

- 2) PRT has unrestricted access to all data in native formats at any time during and after the contract period.
- 3) PRT has the right to extract, export, and migrate all data without restriction or additional cost.
- 4) No data shall be used by the Contractor for any purpose other than providing services to PRT without explicit written consent.
- 5) Data portability is guaranteed, with the Contractor providing all necessary tools, formats, and assistance for data migration.
- 6) PRT has the right to authorize third-party access to the data for analysis, reporting, or integration purposes.
- 7) All data remains the property of PRT upon contract termination, with the Contractor required to return or securely destroy all copies as directed by PRT.
- 8) The Contractor cannot claim any proprietary rights to PRT's data or impose restrictions on PRT's use of its own data.

4.2 Project Management

The Contractor shall submit a comprehensive Project Management Plan that details project organization including scheduling, risk, safety, quality, and change management.

4.2.1 Master Issues List

The Contractor shall prepare and continually maintain an electronic Master Issue List (MIL) to identify Project issues for review and resolution. MIL items shall be identified and updated at weekly Project coordination meetings, monthly progress review meetings, and on an ad-hoc basis. At a minimum, the MIL shall track the following attributes for each entry:

- 1) Document all identified issues, concerns, and questions.
- 2) Track issue status, priority, and responsible parties.
- 3) Record resolution actions and timelines.
- 4) Be accessible to the PRT project team.
- 5) Be reviewed at regular project meetings.
- 6) Include reporting capabilities for management updates.

4.2.2 Risk Register

The Contractor shall maintain an electronic Risk Register (RR) that:

- 1) Identifies potential risks to project success.
- 2) Assesses likelihood and impact of each risk.

- 3) Develops mitigation strategies for high-priority risks.
- 4) Assigns ownership of risk mitigation actions.
- 5) Is reviewed and updated quarterly throughout the project.
- 6) Includes contingency planning for critical risks.

Other attributes that may be required by PRT. Action items shall not be assigned to PRT without PRT's knowledge and consent.

4.2.3 Change Management and Control

The Contractor shall implement and maintain a change control process that encompasses the entire system, including all Contractor and subcontractor supplied equipment and software.

The Contractor shall develop a change control process and procedures that include provisions for PRT review and approval of all changes. Hardware and software changes and updates to approved documents, drawings, and data, shall include documentation describing the reasons for and effects of the change and shall be submitted to PRT for review and approval.

Upon approval of the Engineering Change Request, (ECR) the Contractor shall install the proposed software change in PRT test facility to undergo verification of new features and fixes, as well as Regression Testing. Upon successful verification, PRT shall authorize the Contractor to deploy the software change according to an approved deployment plan.

The Contractor shall provide comprehensive software release notes for each ECR.

Comprehensive Software Release Notes, at a minimum, shall contain:

- 1) All requested changes to project scope, schedule, or deliverables.
- 2) Assesses impact of proposed changes on project timeline, resources, and cost.
- 3) Provides a formal review and approval process for changes.
- 4) Communicates approved changes to all stakeholders.
- 5) Updates project documentation to reflect approved changes.
- 6) Maintains traceability between requirements and implemented changes.

4.2.3.1 Change Request Process

- 1) Change requests may be initiated by PRT or the Contractor.
- 2) Each change request must be documented on a Change Request Form (see appendix).
- 3) Change requests must include justification, impact analysis, and implementation plan.
- 4) PRT will review and approve/reject change requests within ten (10) business days.

- 5) Approved changes will be incorporated into the project plan.
- 6) Implementation of approved changes will be tracked through completion.

4.2.4 Transition and Cutover Plan

The Contractor shall submit a Transition and Cutover Plan (the “T & C Plan”) for review and approval by PRT. At a minimum, the T & C Plan shall describe the approach and strategy to successfully transition from the existing system to the new system.

The Contractor shall develop a Transition and Cutover Plan that:

- 1) Details the strategy for migrating from current system to new system.
- 2) Identifies all tasks required for successful cutover.
- 3) Establishes timeline and dependencies for cutover activities.
- 4) Defines roles and responsibilities during transition.
- 5) Includes contingency and rollback procedures.
- 6) Minimizes disruption to PRT operations.
- 7) Ensures continuity of APC data collection and reporting.
- 8) Addresses historical data preservation and access.

4.2.5 Required Submittals

The Contractor shall provide:

- 1) Project Management Plan.
- 2) Project Schedule with milestones and critical path.
- 3) Weekly Status Reports.
- 4) Monthly Executive Summary Reports.
- 5) Risk Register (updated monthly).
- 6) Master Issues List (updated weekly).
- 7) Change Management Plan.
- 8) Transition and Cutover Plan.
- 9) Final Project Completion Report.

4.3 Required Documentation

4.3.1 General Requirements

Documentation shall exactly reflect the configuration of hardware and software supplied. Required documentation shall include system architecture, user manuals, administrator guides, data

dictionary, API documentation, integration specifications, training materials, maintenance procedures, security documentation, and disaster recovery procedures.

Specifically, documentation shall:

- 1) Be written in clear, concise English using industry-standard terminology.
- 2) Be provided in electronic format (searchable PDF and editable formats).
- 3) Include version control information and revision history.
- 4) Be organized logically with appropriate table of contents and cross-references.
- 5) Include diagrams, screenshots, and illustrations where appropriate.
- 6) Be updated throughout the project to reflect the system as implemented.
- 7) Be accessible to users with disabilities.
- 8) Be subject to PRT review and approval.

The Contractor shall design the system to be compliant with relevant standards, laws, and regulations. The system shall comply with:

- 1) FTA reporting requirements for APC data.
- 2) NIST security standards for cloud-based systems.
- 3) PRT Information Security policies and standards.
- 4) Applicable federal, state, and local regulations.
- 5) Industry best practices for data management and privacy.

4.3.2 Documentation Plan, Review Process & Rights

The Contractor shall provide a Documentation Plan within ten (10) days of project kickoff that lists all required documentation. The plan shall include a schedule for two formal design reviews: Conceptual Design Review (CDR) combined with the Preliminary Design Review (PDR), and Final Design Review (FDR).

Design review packages shall be submitted 21 days prior to each review meeting. PRT shall provide comments 7 days before meetings.

4.3.2.1 Conceptual Design Review

The objective of the Conceptual Design Review (CDR) is to acquaint PRT with the Contractor's intended system design, resolve any open items related to external system interfaces, and provide the basis for proceeding with Preliminary Design Review (PDR).

The CDR package shall be submitted 30 days after NTP, representing approximately 30% completion of the design. It shall include:

- 1) System architecture overview.

- 2) Major components and interfaces.
- 3) Preliminary database design.
- 4) User interface concepts.
- 5) Integration approach.
- 6) Proposed technology stack.
- 7) Security framework.
- 8) Implementation approach and timeline.

4.3.2.2 Preliminary Design Review

The purpose of the PDR is to review the progress of the system design and evaluate compliance of the completed design and work in progress with the requirements of these specifications.

The PDR package shall be submitted within 30 days after NTP, representing approximately 40% completion of the design. It shall include:

- 1) Detailed system design specifications.
- 2) Database schema and data dictionary.
- 3) User interface design mockups.
- 4) Report templates and examples.
- 5) Integration specifications.
- 6) Data migration plan.
- 7) Testing approach.
- 8) Updated implementation schedule.

4.3.2.3 Final Design Review Submittal

The FDR package shall be submitted within 45 days of PDR approval, representing 100% completion of the detailed design. It shall include:

- 1) Complete system design documentation.
- 2) Final database design and schema.
- 3) User interface design specifications.
- 4) System configuration details.
- 5) Integration specifications and test results.
- 6) Security implementation details.

- 7) Performance metrics and testing results.
- 8) Implementation plan and schedule.

4.3.2.4 General Approval and Ownership Rights

PRT shall retain full approval rights and ownership over all APC Ridership Data Project documentation, specifications, project communications, correspondence, and any other communications regardless of their classification as COTS (Commercial-Off-The-Shelf), standard, modified, or custom documentation or communication as further set forth herein. For COTS components, standard vendor documentation shall be provided with supplemental documentation for PRT-specific configurations.

4.3.2.5 Required Submittals

The Contractor shall provide:

Submittal No.	Milestone	Timeline	Percent Complete	Payment Milestone
1	Documentation Plan	NTP + 10 Days	10%	20%
2	Conceptual Design Review (CDR)	Immediately following Documentation Plan		
3	Preliminary Design Review (PDR)	Immediately following CDR; NTP + 30 Days for Completion	50%	30%
4	CDR/PDR Review Period	Approximately 10 Days		
5	Final Design Review (FDR) and Approval	45 Days after CDR/PDR Approval	90%	30%
6	Upon Signed Acceptance by PRT		100%	20%
Approximate Total Time:		NTP + 95 Days		

4.4 System Integration Requirements

4.4.1 Integration General Requirements

The system shall integrate with existing PRT systems using industry-standard interfaces and protocols, with comprehensive documentation of all integration points

4.4.2 Data Integration with PRT WLAN

The system shall support secure data transfer over PRT's WLAN infrastructure with encryption, authentication, and monitoring.

4.4.3 APC Integration with CAD/AVL

The CAD/AVL system shall be the primary log-on/log-off system for bus operators. The system shall correlate APC data with vehicle location data and support mapping of passenger activity.

4.5 Technical Specifications

4.5.1 TRDA System General Requirements

The system shall process data from existing APC hardware, provide cloud-based analytics, include validation processes, support FTA and NTD reporting, and provide visualization tools.

4.5.1.1 Location

The system shall operate in a cloud environment, accessible via web browser with secure remote access and disaster recovery capabilities.

4.5.1.2 Implementation

Implementation shall follow the approved plan, include comprehensive testing, provide for parallel operation during transition, and minimize disruption.

4.5.1.3 System Architecture

The architecture shall utilize modern cloud technologies, support scalability, include redundancy, provide secure data storage, and support maintenance without service interruption.

4.5.1.4 Data Processing Requirements

The system shall process boarding/alighting data, associate passenger activity with routes/trips, apply validation rules, calculate key metrics, and generate standardized reports

4.5.1.5 User Interface Requirements

The interface shall be intuitive, support role-based access, include customizable dashboards, provide visualization tools, and be responsive across devices.

4.5.2 Data Collection Methods

The system shall support automated data collection, manual entry, data import, validation processes, and maintain audit trails.

4.5.3 APC Data Processing and Logic

The system shall store transaction data securely, apply configurable business rules, support validation workflows, and maintain audit trails.

4.5.4 Data Security

The system shall implement role-based access controls, encryption, secure authentication, audit logging, and comply with PRT security policies.

4.5.5 Data Transfer Services

The system shall support automated data uploads/downloads, include validation checks, handle large data volumes, and maintain data integrity throughout the transfer process.

4.5.6 Back-Office Services

The back-office system shall be cloud-based with 24/7 availability, support remote administration, and provide interface to legacy systems.

4.5.7 Report Service Requirements

The reporting service shall generate standard reports, support custom development, include visualization capabilities, and support NTD reporting requirements.

4.6 Testing

4.6.1 Testing General Requirements

The Contractor shall develop and execute a Testing Plan to ensure the successful implementation of the proposed out-of-the-box software solution. The plan shall address the following components:

1) Testing Phases

- a) Configuration Testing.
- b) Data Migration Testing.
- c) Integration Testing (if applicable).
- d) User Acceptance Testing (UAT).
- e) System Verification in Production Environment.

2) Testing Environments

The Contractor shall identify and utilize appropriate environments for each phase, including development, testing/staging, and production.

3) Test Scenarios and Cases

The Contractor shall provide sample test cases and scenarios aligned with Pittsburgh Regional Transit's business workflows.

4) Acceptance Criteria

Each phase of testing shall include defined success criteria, mutually agreed upon prior to execution.

5) Issue Resolution Process

The Contractor shall document all test findings, track issues, and provide resolution timelines. A defect tracking process must be established and shared with the agency.

6) Test Plan Documentation

A Master Test Plan document shall be submitted for agency review and approval prior to commencement of testing.

4.7 Training Requirements

4.7.1 General Requirements

The Contractor shall develop and deliver comprehensive training customized for different user roles, including both classroom and hands-on components.

4.7.2 Training Program Approval

The Contractor shall submit training plans for approval and assign qualified instructors with system expertise.

4.7.3 Training Plan

The plan shall identify all courses, target audiences, schedule, materials, and evaluation mechanisms.

4.7.4 Training Courses

The Contractor shall provide courses covering:

- 1) System Administration.
- 2) Report Development.
- 3) Data Analysis.
- 4) User Training.
- 5) Technical Support.

4.7.5 Training Materials

Materials shall include manuals, quick references, workbooks, online help, videos, and electronic copies of all materials.

4.7.6 Training Audience

Training shall be provided for system administrators, report developers, data analysts, general users, technical support staff, and train-the-trainer participants.

4.8 Warranty Provisions

4.8.1 Warranty

The Contractor shall warrant that the system conforms to all requirements, is free from defects, performs according to specifications, and complies with regulations.

4.8.2 Warranty Period

The warranty shall begin upon Final System Acceptance, continue for at least one year, and cover all components, software, and customizations.

4.8.3 Contractor's Representative

The Contractor shall designate a warranty representative and ensure availability during PRT's operating hours

4.9 Prohibited Terms

PRT's status as an Instrumentality of the Commonwealth imposes certain restrictions on its contracting activities that a private entity does not face. Many standard clauses typically found in commercial contracts cannot be readily accepted by PRT as these restrictions are based on the Second-Class County Port Authority Act of 1956, codes, state rules, or other applicable case or statutory law. Please carefully review the provisions addressing exceptions to any of the conditions set out in the Request for Proposal (RFP) or Sample Agreement as set forth in Sections 1.5 and 1.6 of the RFP. In addition, the following provisions, without limitation, are some of the most common provisions that PRT cannot readily accept when negotiating an agreement or contract. Any attempt to include such language may result in the Proposal being deemed non-responsive by PRT.

- 1) **Indemnification and/or hold harmless.** No language shall be inserted that requires PRT to indemnify or hold harmless the contractor, its agents, employees, or subcontractors.
- 2) **Limitation of Liability.** There shall be no language added imposing a monetary cap on liability.
- 3) **Governing Law and Forum.** There shall be no term that requires the governing law to be any but that of the Commonwealth of Pennsylvania and/or that the venue be anything but the Allegheny County Court of Common Pleas.
- 4) **Confidentiality.** There shall be no language in any confidentiality obligation requiring anything contrary to PRT's obligations under the Commonwealth of Pennsylvania's the Right-to-Know Law, (65 P.S. § 67.101 et. seq.) and applicable law interpreting the same.
- 5) **Attorney Fees.** There shall be no language requiring PRT to pay the prevailing party's attorney fees.
- 6) **Taxes.** There shall be no terms requiring PRT to pay any federal, state, or local taxes for which it is exempt under applicable law.
- 7) **Termination for Convenience.** There shall be no language that prohibits PRT from terminating the agreement for convenience.

- 8) **Sovereign Immunity.** There shall be no language for PRT to waive its sovereign immunity.

EXHIBIT 1: Sample Agreement

EXHIBIT 2: Certification of Proposer Regarding Debarment, Suspension and Other Responsibility Matters” or the “Certification of Proposer Regarding Debarment, Suspension and other Ineligibility and Voluntary Exclusions”

EXHIBIT 3: Certificate Regarding Lobbying Form

EXHIBIT 4: Proposer/Subcontractor Data Form

EXHIBIT 5: Staff Resume Form

EXHIBIT 6: Summary of Costs

EXHIBIT 7: General Requirements

EXHIBIT 8: Proposal Evaluation Rating Sheet

EXHIBIT 9: Ebusiness Submitting a Proposal

EXHIBIT 10: Certification Regarding User Agreements