

# LEGAL ADVERTISEMENT

## Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit

### REQUEST FOR PROPOSAL NO. 23-08

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) is requesting proposals for the performance of the following service (Contract Services):

#### EMPLOYEE BENEFITS WEBSITE SERVICES

The work under the proposed Agreement consists of developing, maintaining, hosting and administering an external web page for employee access to general information and links regarding their healthcare and other benefits. The purpose of the platform is to keep employees informed and engaged in their benefits. The Agreement will be for a three (3) -year period with the option to extend the term of the Agreement up to 2 additional years at the sole discretion of PRT. A copy of the Request for Proposal (RFP) will be available on or after December 19, 2023 and can be obtained by registering at the PRT's ebusiness website:

<http://ebusiness.ridePRT.org>

and following the directions listed on the website. Please note that Proposers must register under the ebusiness categories of **PSBSPA – Pro Benefit/Wage/Pension, PSITS – Pro-Information Technology, PSSC – Pro Software Consulting** for this RFP. Proposers may also register in other categories for any future RFPs issued by PRT.

If you have specific questions regarding this RFP, please contact Ms. Deb Norkevicus at (412) 566-5514 or via email [DNorkevicus@ridePRT.org](mailto:DNorkevicus@ridePRT.org).

An Information Meeting for interested parties will be held at 1:30 p.m., prevailing time, January 9, 2024 via Microsoft Teams video conference and/or conference call to answer any questions regarding this RFP.

**To join by Microsoft Team video conference:**

• <https://bit.ly/47UKaxw>

**To join by Microsoft Teams call-in number:**

• 412-927-0245, United States, Pittsburgh (Toll)

• Conference ID: 288 053 235#

Electronic proposals must be both received, and time stamped by a representative of the Procurement Department through PRT's Ebusiness website at or before 2:00 p.m., prevailing time, **January 29, 2024**, at <http://ebusiness.ridePRT.org>.

Proposals received or time stamped by a Procurement Department representative through PRT's Ebusiness website after the advertised time for the submission of proposals shall be non-responsive and therefore ineligible for award. Each Proposer shall be solely responsible for assuring that its proposal is timely received and time stamped in accordance with the requirements herein. This Contract Services may be funded, in part, by, and subject to certain requirements of, the County of Allegheny and the Commonwealth of Pennsylvania, and the Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT). The proposal process and the performance of the requested services will be in accordance with guidelines and regulations of the FTA Third Party Contracting Guidelines, FTA Circular 4220.1F, as amended, and all applicable federal, state, and local laws and regulations. Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, in compliance with 49 C.F.R., Part 26, as amended, implements positive affirmative action procedures to ensure that all Disadvantaged Business Enterprises ("DBEs") have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with federal funds, if any, provided under or for the proposed Agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 C.F.R., Part 26, to ensure that DBEs have the maximum opportunity to compete for, and perform contracts and subcontracts for, the Contract Services. Further, proposers and the Contractor shall not discriminate on the basis of race, color, religion, creed, age, disability, national origin, sex, sexual origin, gender identity or status as a parent in the award and performance of contracts or subcontracts for these Contract Services.

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit reserves the right to reject any or all proposals.