

LEGAL ADVERTISEMENT
Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit
REQUEST FOR PROPOSAL NO. 24-01

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

TEMPORARY TECHNICAL AND CLERICAL SUPPORT SERVICES

The proposed work consists of establishing agreements with a pool of qualified firms to provide categories of (1) Temporary Technical; and (2) Temporary Clerical Support Services for PRT on an as-needed basis. The Temporary Technical Support Services include: technical writing, accounting/auditing, contracts/purchasing, workers' compensation, interviewing/recruiting, technical training, additional technical positions that require specific education, experience and/or certification. The Temporary Clerical Support Services include: secretarial, administrative, clerical, receptionist, customer service representative, marketing representative, mail courier, additional clerical positions that require specific education, experience, and/or certification. While it is currently the PRT's intention to enter into agreements with a pool of (5) five firms for each category, this number may be adjusted up or down, at PRT's sole discretion, based upon the number of proposals received and PRT's evaluation of same in relation to its Temporary and Technical and Clerical Support Services needs in each of the categories.

The Agreement will be for a (3) three-year period with the option to extend the term of the Agreement up to (2) two additional one-year periods at the sole discretion of PRT. A copy of the Request for Proposal (RFP) will be available on or after August 15, 2024 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 category of **PSTTC – Pro Temp Tech and Clerical** 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 John Young at (412) 566-5216 or via email at Jyoung@rideprt.org. A Pre-Proposal Conference for interested parties will be held at 9:30 a.m., eastern time, August 28, 2024, via Microsoft Teams video conference and/or conference call to answer any questions regarding this RFP.

To join by Microsoft Team video conference:

- bit.ly/Pre-ProposalConference24-01

To join by Microsoft Teams call-in number:

- 412-927-0245 United States, Pittsburgh (Toll)
- Conference ID: 295 720 392#

Electronic proposals must be received, and time stamped through PRT's Ebusiness website at or before 2:00 p.m., eastern time, September 27, 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. Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, in compliance with 74 Pa.C.S. § 303, as may be amended, also requires that certified Diverse Businesses, (DBs) have the maximum opportunity to compete for, and perform contracts and subcontract for, the Contract Services. In this regard, all Proposers, and the Contractor, shall make good faith efforts, in accordance with 74 Pa.C.S. § 303, to ensure that DBs 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.