



**Regional Transit Authority
Of Southeast Michigan**

**Enterprise Resource
Planning System RFP**

Issued: March 13, 2026

Proposals Due: March 31, 2026

REQUEST FOR PROPOSALS 2026-004

Enterprise Resource Planning System RFP

Issue Date:	March 13, 2026
Vendor Question Deadline:	March 19, 2026, by 5:00 PM EDT
Response to Questions:	March 24, 2026, by 5:00 PM EDT
Proposals Due:	March 31, 2026, by 5:00 PM EDT
Vendor Selection Announcement:	April 20, 2026

Procurement Contact:

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DESCRIPTION

The Regional Transit Authority of Southeast Michigan (RTA) is soliciting proposals from qualified vendors to provide an integrated, cloud-based Enterprise Resource Planning (ERP) system.

SUBMISSION INSTRUCTIONS

- Proposals must be submitted via BidNet Direct by the deadline indicated above.
- Questions must be submitted in writing to Rebecca Donnelly-Lasecki via email (rdlasecki@rtamichigan.org) by the specified deadline.
- Late and/or incomplete submissions will not be considered.

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1. Overview

The Regional Transit Authority of Southeast Michigan (RTA) is soliciting proposals from qualified vendors to provide an integrated, cloud-based Enterprise Resource Planning (ERP) system. This procurement represents RTA's first enterprise-wide financial management system.

The RTA plans, funds, coordinates, and accelerates regional transit services, projects, and programs in Southeast Michigan, comprising all of Macomb, Oakland, Washtenaw, and Wayne counties, including the City of Detroit. Within these roles, RTA is responsible for planning regional transit, developing and implementing new services, allocating federal and State funding to transit service operators, and securing new regional funding sources for public transit.

In addition, in 2024, RTA took ownership of the QLINE, which operates a fleet of streetcars on 3.3 miles of Woodward Avenue between New Center and Downtown in Detroit, providing a convenient transit option since 2017.

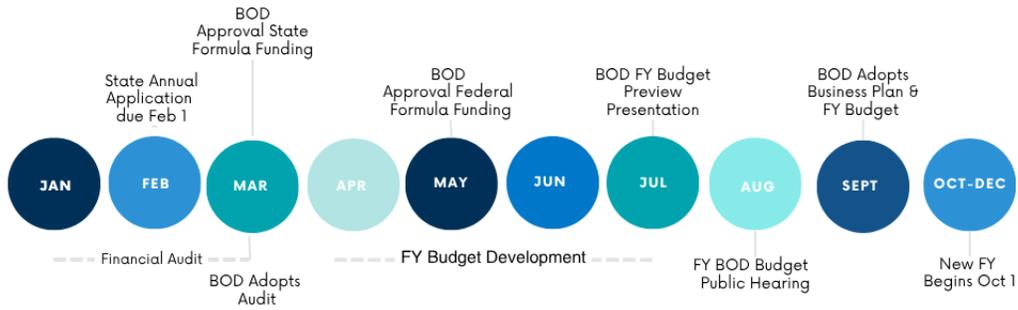
The RTA is maturing its administrative and financial operations as it grows its regional transit responsibilities. Since its formation, RTA has relied on contracted financial accounting support and small-business financial tools such as QuickBooks for core accounting and Bill.com for accounts payable processing. These systems have served the RTA's early needs, but are no longer adequate to manage a growing financial portfolio of complex federal and state funds.

As these programs expand, so does the need for a modern cloud-based Enterprise Resource Planning system that supports strong internal controls, real-time reporting, automated workflows, and compliance with federal grant requirements.

Fiscal Year and Budget Cycle

The RTA's fiscal year runs from October 1 to September 30, in line with the federal government's and the State of Michigan's fiscal year. RTA's budget cycle aligns with the Michigan Department of Transportation Office of Passenger Transportation (OPT) annual state application as outlined below. By February 1, Michigan transit agencies must submit operational budget requests for the following fiscal year to obtain State and federal funds for public transit and intercity bus services.

Budget Cycle Overview



Cybersecurity / Public Transit Agency Safety Plan Compliance

RTA operates under the Federal Transit Administration’s Public Transportation Agency Safety Plan (PTASP) (see [49 CFR part 673](#)), implemented by the agency’s Chief Safety Officer, which uses the [FTA’s Safety Management Systems](#) to identify and mitigate risks across all transit operations. Vendors must demonstrate that their services, systems, and personnel support RTA’s safety objectives and do not introduce new operational or cybersecurity risks.

Implementation Timing

RTA intends to implement the ERP system's financial modules in alignment with the start of its fiscal year, which begins on October 1. Coordinating system go-live with the new fiscal cycle will reduce the need for parallel-system reporting, minimize disruption to ongoing operations, and support a clean transition from legacy tools to the modern platform. This timing also strengthens audit readiness and ensures that annual budgeting, grant management, and financial reporting processes launch in the new system from day one of the fiscal year.

End Users

RTA estimates the total number of users at **15-20**

Role	Purpose	# Users
System Administrators	One primary and one backup	2
Full Access (Super Users)	System-wide access, but with less security than an administrator	3-4
Limited Access to Edit/Full Read-Only	Function or department- specific access, with narrow security	2-3
Limited Access	Function or department- specific access, with narrow security	6
Read-Only Access	Authorized external parties, ex. Auditors, strategic partners	2

2. Objectives

The objectives of this procurement are to:

1. Go-live with financial modules by the start of the fiscal year on October 1, 2026.
2. Modernize RTA's financial, procurement, and administrative processes through a scalable cloud-based ERP.
3. Improve compliance with federal, state, and local funding requirements.
4. Strengthen audit readiness and grant tracking.
5. Reduce manual processes and eliminate redundant data entry.
6. Improve accuracy, transparency, and timeliness of financial reporting.
7. Establish standardized workflows for budgeting, procurement, HR, and payroll functions.
8. Ensure continuity of operations with a secure and reliable SaaS platform.
9. Provide staff and executive leadership with real-time financial insight to support better decision-making.
10. Build a long-term technology environment that can scale with the Authority's growth.

3. Qualifications

To be considered for this contract, a vendor must meet the following basic requirements. Proposals may be rejected if a vendor does not meet them.

- Minimum five years of experience delivering cloud-based ERP solutions for public-sector or nonprofit clients.
- Demonstrated success implementing ERP systems for agencies with federal grants and related compliance requirements.
- Demonstrated capability to deliver secure SaaS ERP solutions, including SOC 2 Type II or ISO 27001 certification.
- Strong cybersecurity program including encryption, multifactor authentication, incident response.

- Evidence of financial stability, including audited financial statements or equivalent documentation.
- Company background that describes ownership, corporate structure, years in business, and primary areas of expertise.
- Experience configuring general ledger, budgeting, grants management, procurement, and payroll modules.
- Demonstrated ability to integrate with third-party systems such as banking platforms, payment systems.
- Clear documentation of system uptime commitments, SLAs, and disaster recovery processes.

4. Scope of Services

The Contractor will provide a comprehensive, cloud-based ERP system and the professional services required to implement it. The scope of services includes all activities necessary to configure, migrate, integrate, test, train, and support the ERP solution in alignment with RTA’s business processes and fiscal year requirements. The solution should be right-sized for the Authority, avoiding unnecessary complexity.

Task A – Technical & Functional Requirements

Vendors should clearly state whether each requirement is Standard, Configurable, or Custom.

Technical Requirements

- Cloud-based, browser-based user interface
- Secure user access and role-based permissions
- Integration capabilities (e.g., banking, credit card, apps)
- Compliance with applicable FTA data and cybersecurity requirements (SOC 2 Type II or ISO 27001 certification), including how the system maintains recoverable logs compliant with 2 CFR 200.

Functional Requirements

Financial Management	Standard	Configurable	Custom
• General Ledger			
• Accounts Payable			
• Accounts Receivable			
• Budgeting and budget tracking			
• Fixed asset tracking and management			

• Grant and project accounting (federal/state/local)			
• Audit-ready financial reporting			
Procurement & Inventory	Standard	Configurable	Custom
• Purchase Requisitions and Purchase Orders			
• Vendor management			
• Inventory tracking (parts, supplies, etc.)			
• Contract Management (document generation, e-signature, archive)			
Reporting & Analytics	Standard	Configurable	Custom
• Purchase Requisitions and Purchase Orders			
• Vendor management			
• Inventory tracking (parts, supplies, etc.)			
• Contract Management			

Task B – Project Planning & Implementation Management

The Vendor will:

- Provide a defined Implementation Plan that includes phases, milestones, data needs, testing requirements, and go-live readiness steps to support 10/1/2026 go-live readiness.
- Establish a governance structure with RTA leadership, staff, and the external financial firm.

Task C – System Design & Data Migration

The Vendor shall:

System Design

- Develop a business process, review capturing findings, agreed-upon workflows, and any gaps needing configuration.
- Establish appropriate user role(s), segregation of duties, and permissions with strong internal controls.
- Work with RTA and its external financial team to validate business rules, chart of accounts structure, and workflow approvals.
- Assess RTA's existing data sources, including QuickBooks, Bill.com, spreadsheets, and historical financial documents.

Data Migration

- Develop a data migration plan outlining data fields, mapping, cleansing, and validation steps.
- Migrate required financial, procurement, vendor, budget, and grant data.
- Validate migrated data with RTA staff and external financial consultants.
- Ensure audit trail integrity during and after migration.

Task D – Training and Ongoing Support

The Vendor shall:

- Deliver a training plan tailored for:
 - System administrators
 - End users
 - RTA leadership and management
 - The external financial consulting firm
- Provide training materials and user-friendly manuals.
- Offer hands-on workshops that ensure staff can operate essential functions independently.
- Support RTA’s development of internal users.
- Documented approach for post-go---live support, stabilization, and continuous improvement.
- Help desk structure, service hours, and escalation procedures.

5. Key Deliverables

The vendor will provide the following key deliverables:

- **Implementation Methodology & Plan**, including timeline, milestones, roles, dependencies, and critical path.
- **Training Plan & Resources**, including end users and system admins.
- **Pricing**, for ERP software licenses or subscriptions based on the estimated number of users and ongoing support.

6. Evaluation Approach & Criteria

Two-Stage Evaluation

RTA will use a two-stage evaluation process.

Stage 1: Technical & Cost Proposal

Written proposals will be scored to determine which vendors will receive live demonstration invitations.

Stage 2: Live Demonstrations

Final award will be based primarily on live demonstrations and hands-on validation of the solution against RTA's technical and functional requirements, RFP Tasks, and implementation capabilities.

Evaluation Committee

Following the receipt of all proposals, an RTA-designated evaluation committee will evaluate each proposal. All proposals that meet the requirements of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the RTA determines, at its sole discretion, that the noncompliance is not substantial.

The RTA reserves the right to request additional information to amplify, clarify, or support proposals. The RTA also reserves the right, at its discretion, to conduct interviews or site visits with any or all bidders regarding the proposals received in response to this RFP. Failure to participate in an oral presentation, site visit, or interview, if requested by the RTA, may be grounds for rejection of a bidder's proposal.

Prospective contractors will be notified by the RTA of the date and time for any pre-award presentation, live demonstration, site visit, or interview, if requested.

Stage 1: Proposals will be evaluated based on the following criteria:

Criteria	Points	Description
Technical & Functional Requirements	40	Ability to deliver required modules and features Cybersecurity and compliance capabilities
Implementation Approach	30	Quality and practicality of the implementation methodology and plan, and integration approach
Experience & References	20	Public sector, transit agency experience Quality of references demonstrating successful implementations; project team
Price Proposal	10	Licensing & Transition Costs

Stage 2: Live Demonstrations

RTA will evaluate vendors based on live demonstration, performance, and whether the cloud platform meets functional, technical, and cybersecurity requirements. Performance in each of the following areas will be scored on a five (5)-point rating scale (1 = Poor; 5 = Excellent):

- Real-world scenarios (ex. processing a transaction or running a report)
- Configurability scalability
- Ease of use for end users
- System responsiveness while navigating
- Data handling and security
- Vendor experience

7. Evaluation Process & Proposal Requirements

All proposals must be submitted via BidNet no later than March 31, 2026 at 5:00 p.m. EDT. The RTA will not accept any proposals submitted after that deadline. The RTA will not extend the submission deadline due to technical issues or outages. The RTA recommends that bidders submit their proposals at least one business day prior to the deadline.

To be considered for this opportunity, all proposals must be submitted via [BidNet](#) by the deadline as stated above, and must include:

- An organizational overview, including team members assigned to the account, qualifications and certifications.

- Technical and functional requirements
- Implementation Methodology and transition plan, expected timelines, and milestones
- Examples of similar government- or transportation-based entity engagements, including references.
- A legible (12-point font) copy of the vendor's proposed Software as a Service (SaaS) complete contract terms and conditions.
- All required forms completed and signed – see Appendix B.

8. Cost Proposal

Vendor will submit a proposal with a breakdown of costs by task, including key personnel included in the fixed fee and/or implementation costs, and will also provide fee structures and costs for any work that may be mutually identified as outside the contract scope.

Transition/Implementation Costs: one-time services for implementation, data migration, integrations, training, change management, and go-live support.

Subscription Licensing: list modules, user types, unit prices, and annual totals

Fixed Fee for Services: Provide a fixed price for the first years of the contract:

Period	Monthly Fixed Fee	Implementation Costs	Total Annual Cost
Year 1 (Fixed, with implementation costs)	\$	\$	\$
Year 2 (Fixed)	\$	\$	\$
Year 3 (Fixed)	\$	\$	\$
Total			

Fees for all renewal periods are expected to adjust annually, either restricted to the percentage change in the CPI-U for the preceding 12 months or five percent (5%) per year, whichever is lower.

Hourly Rates for Key Personnel: List hourly rates for key personnel to be used if additional services beyond the fixed-fee or optional services are required:

Role/Title	Hourly Rate	Notes (optional)
[Specify Role]	\$	
[Specify Role]	\$	

[Specify Role]	\$	
[Specify Role]	\$	
[Specify Role]	\$	

Hourly rates are only applicable for unanticipated services outside of the fixed-fee or optional services scope. These rates are subject to CPI-U adjustments annually, not to exceed 5%

All proposed rate changes must be submitted to RTA in writing at least 30 days in advance and are subject to RTA review and written approval. The RTA reserves the right to audit and validate any requested increases and to reject any that are unsupported or inconsistent with contract terms.

9. Freedom of Information Act

All portions of a proposal submitted in response to this Request for Proposals and any resulting award are subject to disclosure as required under Michigan’s Freedom of Information Act (“FOIA”), MCL 15.321, et. seq. However, some information may be exempt from disclosure. Under MCL 18.1261(13)(b), records containing “a trade secret as defined under section 2 of the Uniform Trade Secrets Act, 1998 PA 448, MCL 445.1902,” are exempt from disclosure under FOIA. In addition, “financial or proprietary information” submitted with a proposal is exempt from disclosure under FOIA. A proposer’s failure to comply with this Section is grounds for rejecting the proposal as non-responsive. Each proposal must include a completed “Confidential Treatment Form” (“CT Form”), found in Appendix B. Completion and submission of the CT Form is required regardless of whether the proposer seeks confidential treatment of information. Failure to submit a completed CT Form may be cause for disqualification from the procurement process.

10. Regulatory Compliance

The Regional Transit Authority of Southeast Michigan (RTA) receives federal funding from the Federal Transit Administration (FTA). As a condition of this funding, RTA must comply with all applicable federal laws and regulations governing third-party contracts. This includes required federal clauses based on FTA Circular 4220.1G, 2 CFR Part 200, and the RTA Procurement Policy.

The parties agree that the ERP will be provided under the Vendor’s subscription agreement (SaaS). Notwithstanding the foregoing, the RTA’s Federal Requirements Addendum (including all applicable FTA and 2 CFR Part 200 clauses) is incorporated by reference (see Appendix A) and shall control over any conflicting term in the subscription, online policies, or end-use license agreements (EULAs). Vendor shall flow

down all applicable federal terms to its subcontractors and sub-processors and ensure compliance. Access to Records shall be provided consistent with 2 CFR §200.337. Any term limiting audit access, record retention, data export, or termination for convenience is void to the extent of such conflict. Any contract resulting from this Request for Proposals (RFP) requires compliance with these clauses. The Vendor shall not perform any act, fail to perform any act, or refuse to comply with any request which would cause a violation of the FTA terms and conditions.

The Vendor must also comply with the requirements of [2 CFR § 200.216](#) and [Section 889 of Public Law 115-232](#), and not obligate or expend federal funds received under any contract with RTA to procure, obtain, extend, or renew any contract for covered telecommunications equipment or services, including those produced or provided by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or their affiliates. The Contractor shall ensure this prohibition is flowed down to all subcontractors and shall immediately notify the RTA of any noncompliance.

Proposers are responsible for understanding and complying with these requirements as part of doing business with RTA.

11. Required Forms

The following forms must be completed and submitted with Proposals. All forms are included in Appendix B of this solicitation package.

- A. Proposal Response Form
- B. Representations and Certifications
- C. Receipt of Addenda Form
- D. Deviation Form
- E. Agreement of Services Form
- F. Certificate Non-Collusion Affidavit
- G. Affirmative Action Plan Certification
- H. Debarment and Suspension Form
- I. Certification of Lobbying Form
- J. Confidential Treatment Form (Freedom of Information Act)

APPENDIX A – RTA Federal Requirements Addendum (Professional Services)

This Federal Requirements Addendum (“Addendum”) is incorporated into and forms a part of the agreements entered into by the Regional Transit Authority of Southeast Michigan (“RTA”).

1. Applicability

This Addendum applies to all RTA contracts funded in whole or in part with assistance from the Federal Transit Administration (“FTA”). Contractors and their subcontractors shall comply with all applicable federal laws, regulations, and requirements.

2. Required Federal Clauses

The following clauses are incorporated by reference or full text, as applicable, and shall be flowed down to all subcontractors:

(a) No Government Obligation to Third Parties

The Contractor acknowledges that the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the RTA or any other party pertaining to any matter resulting from the Contract.

(b) Program Fraud and False or Fraudulent Statements

Contractor shall comply with the requirements of the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801–3812) and 49 CFR Part 31. Contractor shall not submit false or fraudulent claims or statements.

(c) Access to Records

Contractor shall provide access to all books, documents, papers, and records related to this Contract to the RTA, the FTA, the U.S. Department of Transportation, and the Comptroller General of the United States for audit and inspection purposes.

(d) Civil Rights Requirements

Contractor shall comply with all applicable civil rights laws, including: (i) Title VI of the Civil Rights Act of 1964; (ii) Equal Employment Opportunity (EEO) requirements; and (iii) Americans with Disabilities Act (ADA).

(e) Disadvantaged Business Enterprises (DBE)

Contractor shall comply with 49 CFR Part 26 and ensure that DBEs have an equal opportunity to participate in the performance of this Contract.

(f) Debarment and Suspension

Contractor certifies that it is not debarred, suspended, or otherwise excluded from participation in federally assisted contracts under 2 CFR Part 180 and 2 CFR Part 1200.

(g) Lobbying Restrictions

If this Contract exceeds \$100,000, Contractor shall comply with 31 U.S.C. § 1352 and submit the required certification regarding lobbying activities.

(h) Buy America

If this Contract involves the procurement of steel, iron, or manufactured goods and exceeds \$150,000, Contractor shall comply with 49 U.S.C. § 5323(j) and 49 CFR Part 661.

(i) Energy Conservation

Contractor shall comply with mandatory standards and policies relating to energy efficiency contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. §§ 6321 et seq.).

(j) Termination Provisions

Termination for convenience and default shall be governed by the terms of the Contract and must comply with applicable federal requirements.

(k) Clean Air and Water Acts

If this Contract exceeds \$150,000, Contractor shall comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.). Violations must be reported to the RTA and the appropriate federal authorities.

(l) Cargo Preference

If this Contract involves ocean transport of goods, Contractor shall comply with 46 U.S.C. § 55305 and 46 CFR Part 381, ensuring that at least 50% of the gross tonnage is transported on U.S.-flag commercial vessels, to the extent such vessels are available.

(m) Fly America

If this Contract involves international air transportation, Contractor shall comply with the Fly America Act (49 U.S.C. § 40118) and ensure that U.S.-flag air carriers are used for travel funded by federal dollars, except as permitted under applicable exceptions.

(n) Davis-Bacon Act

For construction contracts exceeding \$2,000, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. §§ 3141–3148) and ensure that laborers and mechanics are paid prevailing wages as determined by the U.S. Department of Labor.

(o) Contract Work Hours and Safety Standards Act

For contracts exceeding \$100,000 that involve the employment of laborers or mechanics, Contractor shall comply with 40 U.S.C. §§ 3701–3708, including provisions related to overtime compensation and safe working conditions.

(p) Bonding Requirements

For construction contracts exceeding \$250,000, Contractor shall furnish performance and payment bonds in accordance with 49 CFR Part 18 and applicable state and federal requirements.

(q) Seismic Safety

For contracts involving new building construction or additions, Contractor shall comply with seismic safety standards as required by 42 U.S.C. § 7701 et seq. and 49 CFR Part 41.

(r) Transit Employee Protective Arrangements

For transit operations contracts, Contractor shall comply with employee protection provisions as required under 49 U.S.C. § 5333(b), including arrangements approved by the U.S. Department of Labor.

(s) Charter Service and School Bus Restrictions

Contractor shall comply with 49 CFR Part 604 and 49 CFR Part 605, which restrict the use of federally funded equipment and services for charter service and school bus operations, except as permitted under applicable exceptions.

(t) Drug and Alcohol Testing

For safety-sensitive transit operations, Contractor shall comply with 49 CFR Part 655 and implement a drug and alcohol testing program consistent with the requirements of the FTA.

(u) Patent Rights and Data Rights

For research and development contracts, Contractor shall comply with applicable federal requirements regarding rights in data and inventions, including 37 CFR Part 401 and 49 CFR Part 18.

(v) Intelligent Transportation Systems (ITS) Architecture Compliance

For contracts involving ITS projects, Contractor shall ensure compliance with the National ITS Architecture and standards pursuant to 23 CFR Part 940.

(w) Safe Operation of Motor Vehicles

Contractor shall implement policies to prohibit distracted driving, including texting while driving, in accordance with Executive Order 13513 and U.S. DOT guidance.

(x) Telecommunications Restrictions

Contractor shall comply with Section 889 of the National Defense Authorization Act (Pub. L. 115-232), prohibiting the use of certain telecommunications and video surveillance equipment from specified Chinese entities.

(y) Veterans Employment Preference

Contractor shall provide a hiring preference to veterans as required under 49 U.S.C. § 5325(k), and shall include this requirement in all applicable subcontracts.

(z) Notification to FTA of Legal Matters

Contractor shall promptly notify the FTA and RTA of any legal matters arising from this Contract, including litigation, investigations, or settlements involving federal funds.

(aa) Dispute Resolution

For contracts exceeding \$150,000, Contractor shall comply with applicable dispute resolution procedures, including arbitration or mediation if specified in the Contract.

APPENDIX B – Required Forms