Regional Transit Authority for Southeast Michigan
RFP 2026-004: Enterprise Resource Planning System

Addendum #1

This Addendum, dated March 24, 2026, is being issued to address questions submitted by potential vendors in reference to RFP 2026-004. We received eleven (11) questions from four (4) vendors. Questions have been combined and/or edited for clarity. No further questions will be answered after this Addendum.

RTA appreciates your interest in this opportunity and hopes that this Q&A provides the necessary clarity to support competitive proposals. Please ensure that all submissions are made via the BidNet portal by the deadline of Tuesday, March 31, 2026, at 5:00 p.m. EDT.

Questions and Answers:

1. **Would the RTA consider extending the proposal submission deadline an additional week or two? Additional time would help us better evaluate the requirements and put together a more complete, tailored response aligned with your goals.**
   Extension is not possible with our desire to implement by 10/1

2. **The RFP mentions that you have data in Excel spreadsheets that you may want converted to your new ERP. Could you help us understand what data is contained in these Excel sheets? For example, is it Fixed Assets information, journal entry activity, etc.**
   Fixed assets

3. **Your RFP mentions integration with credit cards in its technical/functional requirements section. Are you taking credit card payments today? If so, what are you accepting payments for now? What does your payment volume look like today in terms of dollar volume and number of transactions per month/year?**
   We utilize credit cards to pay RTA expenses. We do currently directly collect any passenger fares and we do not accept (or have a current need for) credit card payment.

4. **Is it possible to get a trial balance?**
   Our current chart of accounts has approximately 200 GL accounts and grants/programs and GASB 34 adjustments are tracked using classes in QBO.

5. **Approximately how many AP invoices are processed annually?**
   Approximately 5,000

6. **Approximately how many AR invoices are billed annually? What forms of payment are currently accepted for AR invoices? Cash? Check? Cards?**

We do grant drawdowns and funding source cash requests in a prescribed format, less than 50/year. We'll record the AR/cash receipt transaction in the module, but traditional invoicing is NA.

7. **Does the RTA intend to purchase HR/Payroll software? If so:**
   HR/payroll module is not required at this time. We use a PEO company.

8. **Please describe your current purchasing process.**
   Ideally, the process will be fully integrated into the ERP, from initiation of purchase requisition to generation, execution, and archive of contract-related documents, to receipt and payment of invoices and budget tracking. The current process is a hybrid of manual and semi-automated steps:
   - Need identified for item or service
   - Purchase Requisition for pre-approval of purchase
   - Procurement based on threshold amounts (micro, RFQ, RFP, etc.)
   - Purchase Order issued
   - Contract executed or Order placed
   - Invoices submitted / paid referencing Purchase Order #