

NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN THAT THE CHAMPAIGN-URBANA MASS TRANSIT DISTRICT (MTD) will be receiving proposals in accordance with Requests for Proposals #2024-006 for the successful deployment of an Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) System and relevant implementation services until 2:00 PM (CST), February 3, 2025.

Proposals shall be submitted electronically to procurement@mtd.org. Any proposals received after the time and date noted herein will not be considered and will not be opened. MTD reserves the right to accept any or any part or parts thereof or to reject any and all proposals received.

Any contract resulting from these proposals is subject to financial assistance contracts between MTD, Federal Transit Administration (FTA), and the Illinois Department of Transportation (IDOT). MTD will be bound by the terms and conditions of the proposal only to the extent funds from whatever source are available.

MTD also hereby notifies proposers that they affirmatively ensure that all Disadvantaged Business Enterprises, as defined by the United States Government, are afforded full opportunity to submit statements in response to this RFP and will not knowingly discriminate against any proposer upon the grounds of gender, race, color, or national origin in the consideration of award of the contract.

The full RFP document may be obtained by contacting Victoria Carrington at procurement@mtd.org or (217) 384-8188.



Date: December 18, 2024

To: Potential Proposers

Subject: Addendum No. 1 to the Bidding Documents for RFP No. 2024-006: ERP/EAM Software System & Implementation Services

Champaign-Urbana Mass Transit District (MTD)

Addendum No. 1 becomes a part of proposal documents and modifies the original request for proposals

CLARIFICATION / ADDITIONAL INFORMATION

Addendum No. 1 includes the link for attendance to the optional pre-proposal conference, scheduled for January 7, 2025, at 10:00 AM (CST), see below.

The pre-proposal conference will be held virtually via Microsoft Teams on Tuesday, January 7, 2025, at 10:00 AM (CST).

Attendees can join by clicking: [Pre-Proposal Conference Meeting Link](#)

Meeting ID: 260 706 428 045 Passcode: Qb9Cy9PN

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies the table in Section A.11 to include additional required file formats for Attachments 2, 4, 5, 6, 7, 8, 9, 10, and 12 as follows:

| RFP Section | Attachment/Document | Required File Format |
|-------------|---|--|
| B.1 | Attachment 2: Scope of Proposal | Microsoft Excel (.xls or .xlsx) |
| B.1 | Attachment 3: Functional Requirements | Microsoft Excel (.xls or .xlsx) |
| B.2 | Attachment 4: Software Background | Microsoft Excel (.xls or .xlsx) |
| B.2 | Attachment 5: Detailed Software Products | Microsoft Excel (.xls or .xlsx) |
| B.2 | Attachment 6: Hosted Requirements | Microsoft Excel (.xls or .xlsx) |
| B.2 | Attachment 7: SaaS | Microsoft Excel (.xls or .xlsx) |
| B.2 | Attachment 8: Proposed Service Level Agreement | Microsoft Excel (.xls or .xlsx) |
| B.3 | Attachment 9: Professional Services Background | Microsoft Excel (.xls or .xlsx) |
| B.3 | Attachment 10: Reference Form | Microsoft Excel (.xls or .xlsx) |
| B.3 | Attachment 11: Level of Effort | Microsoft Excel (.xls or .xlsx) |
| B.3 | Attachment 12: Project Management Expectations | Microsoft Excel (.xls or .xlsx) |
| B.3 | Attachment 13: Deliverable Expectations | Microsoft Excel (.xls or .xlsx) |
| B.3 | Attachment 14: Interfaces | Microsoft Excel (.xls or .xlsx) |
| B.3 | Attachment 15: Data Conversion | Microsoft Excel (.xls or .xlsx) |
| B.4 | Attachment 17: Cost | Microsoft Excel (.xls or .xlsx) |



MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.2 Attachment 2: Scope of Proposal by replacing the table with an Excel worksheet, as follows:

A.2 Attachment 2: Scope of Proposal

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.4 Attachment 4: Software Backgrounds by replacing the table with an Excel worksheet, as follows:

A.4 Attachment 4: Software Background

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 removes Section C.5 Attachment 5: Detailed Software Products by replacing the table with an Excel worksheet, as follows:

A.5 Attachment 5: Detailed Software Products

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.6 Attachment 6: Hosted Requirements by replacing the table with an Excel worksheet as follows:

A.6 Attachment 6: Hosted Requirements

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.7 Attachment 7: SaaS by replacing the table with an Excel worksheet as follows:

A.7 Attachment 7: SaaS

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)



MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.8 Attachment 8: Proposed Service Level Agreement by replacing the table with an Excel worksheet as follows:

A.8 Attachment 8: Proposed Service Level Agreement

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.9 Attachment 9: Professional Services Background by replacing the table with an Excel worksheet as follows:

A.9 Attachment 9: Professional Services Background

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.10 Attachment 10: Reference Form by replacing the table with an Excel worksheet as follows:

A.10 Attachment 10: Reference Form

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.12 Attachment 12: Project Management Expectations by replacing the table with an Excel worksheet as follows:

A.12 Attachment 12: Project Management Expectations

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)

MODIFICATION OF PROJECT DOCUMENTS

Addendum No. 1 modifies Section C.13 Attachment 13: Deliverable Expectations by replacing the table with an Excel worksheet as follows:

A.13 Attachment 13: Deliverable Expectations

(See Separate Excel Workbook: *RFP #2024-006: Attachments*)



CLARIFICATION / ADDITIONAL INFORMATION

Addendum No. 1 includes an Excel Workbook titled, '*RFP #2024-006: Attachments*' to be used to complete Attachments 2, 4, 5, 6, 7, 8, 9, 10, 12, and 13.

Proposers shall use the attached Excel workbook, titled '*RFP #2024-006: Attachments*' to complete the following attachments, rather than using the PDF versions that were provided in the original RFP.

Proposers shall use the pages originally provided in the RFP to complete attachments 1 and 16.