

**REQUEST FOR PROPOSAL (RFP)**  
**FINANCIAL MANAGEMENT SOFTWARE**  
**ADDENDUM 1**

**ISSUE DATE: APRIL 23, 2026**



**Duluth Transit Authority  
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This addendum provides responses to pre-bid questions and modifies the RFP. All other terms, conditions, and requirements of the original RFP remain unchanged. Vendors must acknowledge receipt of this addendum in their proposal response.

## 1 PRE-BID QUESTIONS RECEIVED WITH DTA RESPONSES

Question	Answer
How many users would there be?	See section 2.
How many fixed assets will be managed?	DTA currently manages fixed assets outside of the ERP in Excel. Our schedule currently lists fewer than 600 fixed asset records. As part of this implementation, DTA expects the selected vendor to assist with the initial data migration and setup of the fixed asset module as a component of the overall project scope.
How many self-balancing funds are managed?	One enterprise fund. The GL is structured with five divisions reflecting both operational unit and state jurisdiction: 10-Org Wide, 20-Fixed Route (MN), 25-Fixed Route (WI), 30-Paratransit (MN), and 35-Paratransit (WI). Balance sheet accounts are assigned to Division 10. Revenue and expense accounts are tracked at the division level to support separate operational reporting, state budget compliance, and grant reporting for both Minnesota and Wisconsin operations.
Are Ai capabilities an area of interest?	AI capabilities are not a current priority for DTA. Our focus is on implementing a stable, reliable system that replaces existing manual processes and integrates with our key operational systems. We are open to learning about AI features vendors may offer but do not consider them a significant factor in our evaluation at this time.
What is the total employee count?	Our most recent payroll had a employee count of 197.
Could you verify that 3 active full users are required as well as 22 view/approve user licenses?	3 Users was based on the count of users accessing the accounting system at the time the RFP was written. 22 View/approve user licenses was based on the number of users in RTA as understood at that time. Considering the capability expansion contemplated in this RFP, those numbers have evolved. See the Module Users tab below for a more comprehensive user count based on module and role. Final user counts will be confirmed during implementation planning.
Will there be any need for limited users? Limited: Limited to 50 transactions per month but can do all the same functions a full user can do.	DTA does not anticipate a need for limited users at this time. Given our transaction volume and the nature of our operations, we expect all system users to require full user access to avoid transaction limit constraints.



<p>How many users would access the payroll module and what would their necessary permissions be for each?</p>	<p>DTA anticipates the following users requiring access to the payroll module:</p> <ol style="list-style-type: none"> <li>1. Payroll Administrator (1) — full access including payroll processing, adjustments, employee maintenance, tax filings, and reporting.</li> <li>2. Finance Backup (1) — full access equivalent to the Payroll Administrator to ensure business continuity in the event of staff absence.</li> <li>3. Finance/CFO (1) — read-only reporting access for budget monitoring, GL posting review, and financial reporting purposes.</li> <li>4. Supervisors (9) — access limited to reviewing and approving time entries for direct reports. No access to payroll processing, employee pay data, or system configuration.</li> </ol> <p>In addition, DTA expects an employee self-service portal for all approximately 197 employees to access pay stubs, W-2s, accrual balances, and personal information updates. Time entry method varies by employee type: administrative staff (approximately 82 employees) enter time directly in the system, while operations/driving staff (approximately 115 employees) have time imported via Trapeze OPS integration. All employees are expected to be active self-service portal users.</p>
<p>Please list the 3-5 most important items you are looking for from your new system.</p>	<ol style="list-style-type: none"> <li>1. A native payroll module that fully replaces UKG, integrates with Trapeze OPS for driver time import, and handles union rules including seniority steps, shift differentials, and dues deductions.</li> <li>2. Automated 3-way PO and invoice matching with expenses flowing directly to the GL, including fleet management costs originating from RTA (or the proposed fleet management replacement).</li> <li>3. Automated bank reconciliation capability supporting multiple revenue sources and reconciliation to deposits by source.</li> <li>4. AP automation including OCR invoice capture, automated routing for approval, and direct GL posting upon approval.</li> <li>5. Integrated financial reporting with the ability to link GL balances, statistical balances, and other system data directly to financial statement templates, eliminating manual data exports and Excel-based report assembly.</li> </ol>
<p>Please list the 3-5 most important items you are looking for from your implementor.</p>	<p><b>Transit agency experience</b> — Prior experience implementing this solution in a transit agency environment, including familiarity with FTA reporting requirements (NTD) and experience with the integrations required by this RFP, particularly Trapeze and RTA.</p> <p><b>Realistic implementation planning</b> — A credible, phased implementation methodology with an honest and achievable timeline. DTA's implementation team will be managing this project alongside daily operations, so we are looking for a vendor who plans accordingly rather than proposing an aggressive schedule to win the contract.</p> <p><b>Dynamics GP migration experience</b> — A documented, proven approach to data migration from Microsoft Dynamics GP, including chart of accounts conversion, historical data migration, and cutover planning.</p> <p><b>Dedicated and consistent project staffing</b> — Commitment to named project resources who will remain on the engagement from kickoff through go-live. DTA expects the team that is presented in the proposal to be the team that delivers the implementation.</p> <p><b>Post go-live support</b> — A clearly defined support model following go-live, including response time commitments, access to dedicated support contacts, and ongoing training resources for a small internal team.</p>



<p>Please list the must see items if we were to provide a demo.</p>	<p>DTA requests that all demos be conducted using realistic data that reflects DTA's actual operating environment, including our five-division GL structure (10-Org Wide, 20-Fixed Route MN, 25-Fixed Route WI, 30-Paratransit MN, 35-Paratransit WI) rather than generic sample data. Vendors who can demonstrate system configuration using DTA's actual chart of accounts structure will be viewed more favorably in the evaluation process. Please ensure your demonstration addresses each of the following items:</p> <ol style="list-style-type: none"> <li><b>1. Payroll processing</b> — demonstrate a full payroll cycle including import of time data from an external system, application of union rules (seniority steps, shift differentials, dues deductions), gross-to-net calculation, and GL posting by division.</li> <li><b>2. AP automation</b> — demonstrate OCR invoice capture, automated approval routing, 3-way PO/receipt/invoice matching, and direct GL posting upon approval.</li> <li><b>3. Bank reconciliation</b> — demonstrate automated bank feed import and reconciliation to deposits by revenue source.</li> <li><b>4. Grant management</b> — demonstrate tracking of revenues and expenses by grant and funding source, including reporting across multiple jurisdictions.</li> <li><b>5. Financial reporting</b> — demonstrate the ability to link GL and statistical balances directly to financial statement templates without manual data export or Excel assembly.</li> <li><b>6. GP data migration</b> — demonstrate or describe in detail the vendor's documented approach to migrating chart of accounts, historical transactions, and fixed assets from Microsoft Dynamics GP.</li> <li><b>7. Fleet management</b> — Fleet management — if proposing a native fleet management module as an alternative to RTA integration, demonstrate the module's ability to track maintenance costs, work orders, parts, fuel, labor hours, and technician utilization with direct GL posting. Vendor must also describe their approach to migrating historical fleet data from RTA to ensure continuity of asset maintenance history and lifecycle records. If proposing RTA integration, demonstrate or describe the bidirectional data flow between RTA and the ERP including PO export, cost import, and GL posting.</li> <li><b>8. Trapeze OPS integration</b> — demonstrate or describe the import of driver time data from Trapeze OPS into the payroll module, including how the system handles exceptions and errors in the import process."</li> </ol>
<p>Who are the decision makers on this project?</p>	<p>The DTA Evaluation Committee</p>
<p>What is the process of coming to a decision when it comes to final evaluation and selection?</p>	<p>After interviews and demonstrations are provided, each member of the evaluation team will make their recommendation using criteria in sec. 17 - Table C. All recommendations will be compiled and factored into final decision, if required evaluation team will meet to determine which proposal is the most advantageous to DTA.</p>




<p>Would it be possible during demos to provide individualized demos to each member of the accounting team based on the roles and functions they will be overseeing/using in the system?</p>	<p>DTA requests that vendors structure demonstrations to include role-based breakout sessions tailored to individual members of the accounting team based on their specific job functions.</p> <p>Accounting team (approximately 4 staff) — roles spanning payroll administration, accounts payable, grant tracking, and financial reporting.</p> <p>If proposing a native fleet management module, vendors must include role-based breakout sessions for the features specific to our fleet management staff in addition to the accounting team demonstrations:</p> <p>Purchasing/AP — PO creation and invoice matching prior to submission to accounting  Warehouse/operations — entry of vehicle statistics including mileage  Fleet manager — reporting and oversight  Technicians — work order processing and maintenance tracking</p> <p>If proposing RTA integration, fleet management demonstrations are limited to the accounting interface and data flow as described in item 7 of the demo request above.</p>
<p>In Attachment B – Chart 10, Section 10.5, could you please provide additional information and/or sample reports detailing NTD (F 10/F 20) reporting requirements, as well as any DOT and FTA specific report formats?</p>	<p>See template forms attached.</p> <p><b>NTD Reporting</b> - DTA submits annual NTD reports including the F-10 (Funding Sources), F-20 (Revenue), F-30 (Operating Expenses), and R-10 (Employees) forms. DTA's current chart of accounts is loosely aligned to NTD categories and requires restructuring as part of this implementation to support accurate and efficient NTD reporting. Vendors should describe their experience restructuring charts of accounts to align with NTD requirements and their approach to producing each of these report forms from within the system. See example forms <i>Sources of Funds - Funds Expended &amp; Funds Earned (F-10)</i>, <i>Uses of Capital (F-20)</i>, <i>Operating Expenses (F-30) - DR DO</i>, <i>Employees (R-10) - MB DO</i>.</p> <p><b>MNDOT</b> - DTA produces a monthly budget to actual report for the Minnesota Department of Transportation aligned to DTA's account number structure. A sample report will be provided as an attachment. See <i>MNDOT Operating Budget to Actual Financial Report (Fixed Route)</i> and <i>MNDOT Operating Budget to Actual Financial Report (ADA)</i></p> <p><b>WISDOT</b> - The DTA submits a quarterly condensed report of total operating expenses and revenues. No budget to actual tracking is required for this submission.</p> <p>For reference, DTA's current account structure is as follows: XXXXX-YY-ZZZ-MMMM, where XXXXX is loosely designed around the FTA account structure, YY represents Division (10-Org Wide, 20-Fixed Route MN, 25-Fixed Route WI, 30-Paratransit MN, 35-Paratransit WI), ZZZ represents Department (1**-Operations, 2**-Vehicle Maintenance, 3**-Facility Maintenance, 4**-Admin), and MMMM represents the MNDOT account following their account structure. The new system's chart of accounts should be designed to properly align XXXXX with NTD categories while preserving division, department, and MNDOT level reporting.</p> <p>DTA is open to exploring a more efficient account structure as recommended by the vendor, provided it continues to support division-level reporting, MNDOT and WISDOT reporting requirements, and proper NTD category alignment. Vendors are encouraged to propose an account structure that leverages the strengths of their system while meeting DTA's reporting obligations.</p>



## 2 MODULE USERS

Module	User Name	Notes
General Ledger	CFO, Acct I, Acct II, Clerk	4 full users
Accounts Payable with OCR	CFO, Acct I, Acct II, Clerk	4 full users
Accounts Receivable	CFO, Acct I, Acct II, Clerk	4 full users
Reporting	CFO, Acct II	2 full users
Cash Management	CFO, Acct I, Acct II, Clerk	4 full users
Purchasing	2 buyers, 3 If an integrated fleet management modules is proposed	TBD
Fixed Assets	CFO, Acct I, Acct II, Clerk	4 full users
Budget Planning	CFO, Acct II	2 full users
Grant Administration	CFO, Acct II, CAO and 2 Buyers (Full Access) GM (Read Only)	6 users
Payroll (replaced UKG)	Payroll Clerk and Acct II (Full Access). 9 Supervisors (Time Approval Access) CFO and HR (Report Access)	13 users
Fleet Management/RTA Integration	RTA has 4 Admin - 37 techs (not direct ERP users)- If native fleet module proposed: equivalent user counts assumed with admin and technician permission tiers	TBD
Trapeze Integration (for OPS data & payroll)	09 drivers — time data imported via Trapeze OPS integration, not direct ERP users	Import only
Employee Self-Service Portal	All 197 employees — pay stubs, W-2s, accrual balances, and personal information updates	Administrative staff (~82) enter time directly in system. Operations/driving staff (~115) have time imported via Trapeze OPS but are active self-service portal users

## 3 ATTACHMENTS (TEMPLATES & FORMS)

The following documents referenced in section 1 are attached to this PDF document and can be opened by clicking the paperclip symbol . If you have any issues, email [hborn@duluthtransit.com](mailto:hborn@duluthtransit.com) to request copies by email.

- Sources of Funds - Funds Expended & Funds Earned (F-10)
- Uses of Capital (F-20)
- Operating Expenses (F-30) - DR DO
- Employees (R-10) - MB DO
- MNDOT Operating Budget to Actual Financial Report (Fixed Route)
- MNDOT Operating Budget to Actual Financial Report (ADA)



## 4 MODIFICATIONS

### 1. Point of Sale (POS) Scope Modification

**Rationale:** Following the release of this RFP, DTA has determined that a purpose-built point of sale solution procured through a separate, dedicated process will better serve DTA's fare collection needs than a POS system bundled with an ERP implementation. Removing this requirement from the current RFP scope allows vendors to focus on core financial management capabilities while ensuring DTA retains flexibility to select the most appropriate POS solution for its specific revenue streams.

#### 1a – Attachment B, Table 2 (Modules Desired by the DTA)

The "Cash Register Point of Sale (POS) Integration — Required" module is hereby removed from Attachment B, Table 2 in its entirety.

#### 1b — Attachment B-Chart 12

Section 12.2 is hereby deleted in its entirety and replaced with the following:

*"12.2 – Third-Party POS Integration Capability*

*DTA intends to procure a point of sale solution through a separate procurement process. The selected ERP vendor should be capable of integrating with third-party POS systems via standard API or file-based data exchange."*

#### 1c — Attachment C-Chart 12

Section 12.2 is hereby deleted in its entirety and replaced with the following:

*"12.2 – Third-Party POS Integration Capability*

*DTA intends to procure a point of sale solution through a separate procurement process. The selected ERP vendor should be capable of integrating with third-party POS systems via standard API or file-based data exchange."*

### 2. Grant Administration Module Designation

**Rationale:** DTA currently manages 8 active federal award numbers, each containing multiple PO/scope numbers, as well as several state capital grants from both Minnesota and Wisconsin. Rather than limiting the vendor pool to systems with dedicated grant management modules, DTA prefers to evaluate vendor approaches to grant tracking on their merits. Vendors who offer a dedicated Grant Administration module must provide separate pricing. Vendors without a dedicated module should describe how their system supports grant tracking at both the award and PO/scope level, cost allocation, and FTA and state compliance reporting through core system functionality.



**2a – Attachment B, Table 2 (Modules Desired by the DTA)**

The Grant Administration module designation is hereby changed from Required to Optional.

**Modules**

Grant Administration

**Requirements**

Optional – If offered, must be separately priced

**5 CORRECTIONS**

1. **RFP Section 5 (PROPOSAL & PROJECT SCHEDULE) typo:** `It is the intent of DTA to have the new software fully deployed no later than April 27, 2027' is replaced with `It is the intent of DTA to have the new software fully deployed (operational) no later than June 27, 2027'; as listed in RFP section 5, table B.
2. **RFP Section 14.9 (PROPOSAL REQUIREMENTS. Required Forms) typo:** the listed ATTACHMENT letters had errors and is replaced with the following:
  - o ATTACHMENT C: Specifications Requirement Form
  - o ATTACHMENT E: Price Proposal Form | Estimate of Costs
  - o ATTACHMENT G: Certification Regarding Debarment, Suspension & Other Responsibility Matters
  - o ATTACHMENT H: Conflict of Interest Checklist & Disclosure Form
  - o ATTACHMENT I: Responder Declarations
  - o ATTACHMENT J: Affidavit of Noncollusion
  - o ATTACHMENT K: Certification Regarding Lobbying
  - o ATTACHMENT M: Federal Contract Clauses