



Memorandum

TO: Prospective Proposers
CC:
FROM: Southeastern Regional Transit Authority (SRTA)
DATE: March 29, 2024
RE: Request for Proposals (RFP 24-05) Microsoft Dynamics Technical Consult

Background:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as fare box revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the Commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities in which it contracts with.

The resultant contract is subject to the applicable guidelines for project administration issued by the Federal Transit Administration (FTA) of the U.S. Government Department of Transportation (DOT). Additionally, the resultant contract is subject to financial assistance contracts between the SRTA, DOT-FTA, and the Massachusetts Department of Transportation (MassDOT). As such, all Contractors must comply with all applicable laws, rules, and regulations in effect.

The SRTA reserves the right to reject any or all proposals, or any part of any proposal, that the SRTA deems it in its best interest to do so.

Scope of Services:

The SRTA is seeking written Proposals from qualified Proposers to provide for the **Technical Assistance and consultation for Microsoft Dynamics GP On-Prem/365**.

Additional information regarding the expected *Scope of Services* can be found in the solicitation document and attachments for this RFP. To obtain a copy of these documents, please refer to the instructions outlined in the ensuing *Intent to Respond* section.

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700 Pleasant St., Suite 530, New Bedford, MA 02740
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**Intent to Respond:**

Prospective Proposers can request the applicable RFP / Solicitation Documents via email to procurement@srtabus.com (Subject Line: SRTA RFP 24-05: Microsoft Dynamics Technical Consult beginning on the date of *RFP Release* and until the date and time of *RFP Submission Due*, as outlined in the *Estimated Key Action Dates* table below.

The body of the *Intent to Respond* email shall include the official name of the Proposer, the name of the preferred Contact Person, and the Contact Information (Phone and Email Address) for said Contact Person.

Estimated Key Action Dates:

The table below lists the dates for key milestones of the procurement process. Some of the dates shown are tentative and subject to change. Any changes to this defined schedule will be released via addendum.

Please note that “COB” identifies Close of Business, which is defined as 4:00PM (Eastern) for this procurement. The successful Proposer should be prepared to begin work immediately upon Notice to Proceed.

Milestone	Date	Time
RFP Release	Friday, March 29, 2024	COB
Inquiries and Requests for Clarification	Friday, April 5, 2024	2:00PM Eastern
Response to Inquiries and Requests for Clarification	Friday, April 12, 2024	COB
Request for Proposal Submittal	Friday, April 19, 2024	2:00PM Eastern
Interviews (If Needed)	May 6-10, 2024	TBD
Notice of Award	Friday, May 17, 2024	COB

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