



Memorandum

TO: Prospective Proposers
CC:
FROM: Southeastern Regional Transit Authority (SRTA)
DATE: March 24, 2026
RE: Request for Proposals (RFP 26-03) for Workforce Management Software Solution Replacement

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). All Contractors conducting business with the SRTA 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 and implement a comprehensive Workforce Management software solution. The system should support scheduling, time and attendance tracking, leave management, labor compliance, and reporting functionalities tailored for a public transit agency. The solution must integrate seamlessly with existing payroll and HR systems, offer user-friendly interfaces for both employees and administrators, and include training and ongoing technical support.

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Additional information regarding the expected *Scope of Services* can be found in the full solicitation package. To obtain a copy of this document, please refer to the instructions outlined in the ensuing *Intent to Respond* section.

Intent to Respond:

Prospective Proposers can request the Solicitation Package via email to procurement@srtabus.com (Subject Line: SRTA RFP 26-03: Workforce Management Software Solution Replacement) 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 as well as the name and contact information of the preferred Contact Person (POC) for this procurement.

Estimated Key Action Dates:

The table below lists the dates for key milestones of the procurement process. All dates are subject to change, however, any changes to this schedule will be released via addendum.

Please note that “COB” identifies Close of Business, which is defined as 4:00PM Eastern Time (ET) for this procurement. The successful Proposer should be prepared to begin work immediately upon contract execution or official notice to proceed.

Milestone	Date	Time
RFP Release	Tuesday, March 24, 2026	COB
Pre-Proposal Meeting	Tuesday, March 31, 2026	1:00PM ET
Questions and Clarifications Submitted	Tuesday, April 7, 2026	2:00PM ET
Questions and Clarifications Responses	Wednesday, April 22, 2026	COB
RFP Submission Due	Tuesday, May 5, 2026	2:00PM ET
Interviews / Presentations (if needed)	TBD	TBD
Notice of Intent to Award (No Later Than)	Friday, June 5, 2026	COB

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