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PHILADELPHIA PARKING AUTHORITY  
MICROSOFT DYNAMICS 365 BUSINESS CENTRAL SOFTWARE LICENSING  
IMPLEMENTATION AND SUPPORT SERVICES

RFP NO. 26-12

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TRANSCRIPT OF MEETING, taken by and before  
CATHERINE S. RIVERA, Professional Reporter and  
Notary Public, at the offices of THE PHILADELPHIA  
PARKING AUTHORITY, 701 MARKET STREET, SUITE 5400,  
PHILADELPHIA, PA 19106, on Tuesday, May 26, 2026,  
commencing at 1:26 p.m.

Magna Legal Services

(866) 642-6221

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A P P E A R A N C E S:

SHANNON STEWART  
Philadelphia Parking Authority

CHYNA GRABE  
Philadelphia Parking Authority

MARY WHEELER  
Philadelphia Parking Authority

JONATHAN McGUIRE  
Philadelphia Parking Authority

COURTNEY WALTON  
Philadelphia Parking Authority

KEOLA HARRINGTON  
Philadelphia Parking Authority

ROBIN SCHAFFER  
Philadelphia Parking Authority  
Via Web Conference

WILLIAM PIROLI  
Philadelphia Parking Authority  
Via Web Conference

SHAKIRA MILLER  
Philadelphia Parking Authority  
Via Web Conference

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By: MS. WHEELER	49

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2                           P R O C E E D I N G S

3                                   - - -

4                   MS. STEWART: All right. Good  
5 afternoon, everyone. I thank everyone for their  
6 patience while we got through that. My name is  
7 Shannon Stewart, and I am the manager for  
8 contract administration for the Philadelphia  
9 Parking Authority. And this is the mandatory  
10 preproposal meeting for RFP No. 26-12:  
11 Microsoft Dynamics 365 Business Central Software  
12 Licensing Implementation and Support Services.

13                   In just a moment, we will start with  
14 introductions. I'll start with those of us in  
15 the room, and then I'll move to the Authority  
16 electronic attendees. And then I will move to  
17 the assigned caller numbers. When introducing  
18 yourself, please state your full name, spell  
19 your last, and the company that you're here  
20 representing.

21                   When you are stating the company that  
22 you are here representing, please state the full  
23 company name if it's a DBA or a subsidy. One of  
24 the mandatory responsiveness requirements which

1 I'll go over in -- when we're going through the  
2 RFP document this afternoon is that a -- a  
3 representative from your company must be  
4 presented at today's meeting. Therefore, please  
5 make sure you state the company as you will  
6 submit your proposal under.

7 So again, my name is Shannon Stewart,  
8 S-T-E-W-A-R-T, with the Philadelphia Parking  
9 Authority.

10 MS. GRABE: Chyna Grabe, G-R-A-B-E,  
11 Philadelphia Parking Authority.

12 MS. STARK: Marlena Stark, S-T-A-R-K,  
13 with Dextro Dynamics, LLC.

14 MR. MCGUIRE: Jonathan McGuire,  
15 M-C-G-U-I-R-E, Philadelphia Parking Authority.

16 MS. WHEELER: Mary Wheeler,  
17 W-H-E-E-L-E-R, director of procurement for the  
18 Philadelphia Parking Authority.

19 MS. WALTON: Courtney Walton,  
20 W-A-L-T-O-N, assistant controller, Philadelphia  
21 Parking Authority.

22 MS. HARRINGTON: Keola Harrington,  
23 chief financial officer at the Philadelphia  
24 Parking Authority.

1 MS. STEWART: Thank you, Keola.

2 Robin?

3 MS. SCHAFFER: Robin Schaffer,

4 S-C-H-A-F-F-E-R, director of revenue,

5 Philadelphia Parking Authority.

6 MS. STEWART: Bill?

7 MR. PIROLI: William Pirolli,

8 P-I-R-O-L-L-I, procurement manager at the

9 Philadelphia Parking Authority.

10 MS. STEWART: Okay. Are there any

11 other Authority members on the call? Oh.

12 Shakira?

13 MS. MILLER: Shakira Miller, project

14 manager.

15 MS. STEWART: M-I-L-L-E-R.

16 All right. Caller number 1, Tammy?

17 MS. ZEOLI: Yes. This is Tammy Zeoli;

18 Z, as in zebra, E-O-L-I; RSM.

19 MS. STEWART: Thank you. Caller

20 number 2? Mr. Dutt? Bhairaw Dutt? Okay.

21 We'll come back to caller number 2.

22 Caller number 3? Bruce?

23 MR. DUTT: Hi. Bhairaw Dutt. Yes.

24 I am Microsoft Dynamics architect from IFI

1 Techsolutions, Limited.

2 MS. STEWART: I'm sorry. Say that  
3 again?

4 MR. DUTT: Thank you. I'm Bhairaw  
5 Dutt, Microsoft Dynamics architect from IFI  
6 Techsolutions Limited.

7 MS. STEWART: Solutions, IFI  
8 Solutions?

9 MR. DUTT: And Tech, Techsolutions.

10 MS. STEWART: Okay. Caller number 3,  
11 Bruce?

12 MR. COFFMAN: Yes. Hi. Bruce  
13 Coffman; C-O-F-F, as in frank, M-A-N; Western  
14 Computer, LLC.

15 MS. STEWART: Thank you. Caller  
16 number 4, Caryn?

17 MS. ROSICA: Hi. Caryn Rosica,  
18 R-O-S-I-C-A, Intellitech Solutions, LLC.

19 MS. STEWART: Caller number 5?

20 MR. AGRAWAL: Hello, everyone. Ankur  
21 Agrawal, A-G-R-A-W-A-L, senior manager at V3iT  
22 Consulting.

23 MS. STEWART: Okay. Caller number 6,  
24 Cade?

1 MR. PROCELL: Hey, everyone. Cade  
2 Procell, P-R-O-C-E-L-L, with Simform, LLC.  
3 Thank you.

4 MS. STEWART: Caller number 7?

5 MR. COY: Hi. Brian Coy, last name  
6 C-O-Y, with Software One.

7 MS. STEWART: Thank you. Caller  
8 number 8? Crystal?

9 MS. COOPER: Crystal Cooper. Crystal  
10 Cooper, C-O-O-P-E-R, and I am with Infojini,  
11 Inc.

12 MS. STEWART: Okay. Caller number 9?

13 MR. JOHNSON: Daniel Johnson,  
14 J-O-H-N-S-O-N, with GraVoc Associates,  
15 Incorporated.

16 MS. STEWART: Okay. Caller number 10,  
17 Daphne?

18 MS. FARRIER: So Daphne Farrier, last  
19 name F-A-R-R-I-E-R, director of business  
20 appropriations representing TNET Technologies,  
21 LLC.

22 MS. STEWART: Okay. Caller number 11?

23 MR. D. SHAH: Good afternoon. Devang  
24 Shah, S-H-A-H. Unique Comp, Inc. Thank you.

1 MS. STEWART: Okay. Caller number 12,  
2 Dorothy?

3 MS. LeCOULTRE: Good afternoon,  
4 everybody. Dorothy LeCoultre; L-E, capital C,  
5 O-U-L-T-R-E; Protiviti, a -- a subsidiary of  
6 Robert Half.

7 MS. STEWART: Thank you. Caller  
8 number 13? Geoff? Caller number 13, Geoff?  
9 Okay we'll come back to caller 13.

10 Caller 14, Gregory?

11 MR. ALLGRIM: Hi. Good afternoon. My  
12 name is Gregory Allgrim; spelled A-L-L-G-R-I, M  
13 as in Mary; representing OnActuate Consulting,  
14 US, Inc.

15 MS. STEWART: Caller number 15, Linda?

16 MS. NAPOLI: Good afternoon. Linda  
17 Napoli, N-A-P-O-L-I, RSM US, LLP. Thank you.

18 MS. STEWART: Thank you. Caller  
19 number 16, Nihar?

20 MR. SAGAR: Hi. Nihar Sagar,  
21 S-A-G-A-R, from Simform, LLC.

22 MS. STEWART: Caller number 17?

23 MR. SHARMA: Hey, hi. Shubham Sharma,  
24 last name is S-H-A-R-M-A, representing Simform,

1 LLC.

2 MS. STEWART: Okay. Caller number 18,  
3 Chris?

4 MR. ANDRES: Good afternoon. Chris  
5 Andres, A-N-D-R-E-S, with Dexpro Dynamics, LLC.

6 MS. STEWART: Caller number 19, Parth?

7 MR. P. SHAH: Hey, hi, everyone.  
8 Parth Shah, S-H-A-H, representing Simform, LLC.

9 MS. STEWART: Okay. Caller number 20,  
10 Craig?

11 MR. STEPHENSON: Craig Stephenson  
12 spelled S-T-E-P-H-E-N-S-O-N, with Sikich, LLC.

13 MS. STEWART: Caller number 21,  
14 Darren?

15 MR. ATKINS: Darren Atkins,  
16 A-T-K-I-N-S, with Key Partner Solutions.

17 MS. STEWART: Caller number 22?  
18 Harpreet?

19 MR. SINGH: Hey, hi. My name is  
20 Harpreet Singh, S-I-N-G-H, with De Facto  
21 Infotech.

22 MS. STEWART: Caller 23? Heemanshu?

23 MR. VARMA: Hi. Good afternoon.  
24 Heemanshu Varma, last name V-A-R-M-A. I

1 represent Online 24x7, Inc.

2 MS. STEWART: Okay. Caller number 24,  
3 Jensen?

4 MR. ERICKSON: Jensen Erickson,  
5 E-R-I-C-K-S-O-N, with Oracle NetSuite.

6 MS. STEWART: Okay. Caller 25, John?

7 MR. WATERHOUSE: John Waterhouse,  
8 W-A-T-E-R-H-O-U-S-E, representing Online 24x7,  
9 Inc.

10 MS. STEWART: Okay. Caller number 26,  
11 Chris?

12 MR. FOSTER: Yes. My name is Chris  
13 Foster, F-O-S-T-E-R. I'm with TNET  
14 Technologies, LLC.

15 MS. STEWART: Caller number 27,  
16 Jerrold?

17 MR. J. BERGER: Jerrold Berger,  
18 B-E-R-G-E-R, HPI International.

19 MS. STEWART: Caller number 28, John?

20 MR. OLSON: Yeah. Jonathan Olson,  
21 O-L-S-O-N. I am with JourneyTeam Consulting.

22 MS. STEWART: Caller number 29,  
23 Jocelyn?

24 MS. CHANDRA: Good afternoon. I'm

1 Jocelyn Chandra, C-H-A-N-D-R-A, with FSH  
2 Technologies.

3 MS. STEWART: Okay. Caller number 30,  
4 Curtis?

5 MR. RICHEL: Hi. I'm Curtis Richet.  
6 I represent EPAM Systems. Last name  
7 R-I-C-H-E-T.

8 MS. STEWART: Caller number 31, Dan?

9 MR. HOLZGEN: Good afternoon. Dan  
10 Holzgen, H-O-L-Z-G-E-N. I'm with RSM.

11 MS. STEWART: Caller number 32,  
12 Karisa?

13 MS. BACHANI: Hi. Karisa Bachani,  
14 B-A-C-H-A-N-I, IFI Tech Solutions, Inc.

15 MS. STEWART: Caller number 33,  
16 Kristina?

17 MS. ZIVICH: Hi. Kristina Zivich:  
18 That's Z as in Zebra, I, V as in victor, I-C-H.  
19 I'm a director of business development here at  
20 EPAM Systems, Inc.

21 MS. STEWART: Thank you. Caller  
22 number 34, Lisa?

23 MS. SMITH: Lisa Smith, S-M-I-T-H,  
24 Western Computer, LLC.

1 MS. STEWART: Caller number 35, Luke?

2 MR. BURGGRAF: Luke Burggraf -- that's  
3 B-U-R-G-G-R-A, F as in frank -- representing  
4 GraVoc Associates, Incorporated.

5 MS. STEWART: Caller number 36,  
6 Melissa?

7 MS. JOSEPH: Hi. This is Melissa  
8 Joseph spelled J-O-S-E-P-H, and I'm from  
9 Ascendix Consulting.

10 MS. STEWART: Thank you. Caller  
11 number 37, Matt?

12 MR. KRULL: Matt Krull, K-R-U-L-L,  
13 with Informa, LLC.

14 MS. STEWART: Caller number 38,  
15 Michael?

16 MR. KIDDER: Michael Kidder,  
17 K-I-D-D-E-R, Velosio.

18 MS. STEWART: Caller number 39, Dean?

19 MR. DOUGLAS: Dean Douglas,  
20 D-O-U-G-L-A-S, with Bugendai US, LLC.  
21 BugendaiTech US, LLC.

22 MS. STEWART: Caller number 40, Matt  
23 L.?

24 MR. LEIRDAHL: Matt Leirdahl,

1 L-E-I-R-D-A-H-L. I'm with Ascendix Consulting.

2 MS. STEWART: Caller number 40, Mike  
3 M.?

4 MR. MASTRO: Mike Mastro, M-A-S-T-R-O,  
5 representing CDW Government, LLC.

6 MS. STEWART: Caller number 42,  
7 Muhammad A.?

8 MR. ADIL: Hi. Muhammad Adil,  
9 A-D-I-L, representing Texplorer.

10 MS. STEWART: Okay. Caller number 43,  
11 Bill Worthington?

12 MR. WORTHINGTON: Hi. Bill  
13 Worthington, last name W-O-R-T-H-I-N-G-T-O-N,  
14 with ModernOps, LLC.

15 MS. STEWART: Okay. Caller number 44,  
16 Jordan?

17 MS. GILLEY: Hi, there. Jordan  
18 Gilley, G-I-L-L-E-Y, with Sikich, LLC.

19 MS. STEWART: Caller number 45,  
20 Catherine?

21 MS. HINDERMAN: Hi. I'm Catherine  
22 Hinderman, H-I-N-D-E-R-M-A-N, with BugendaiTech  
23 US, LLC.

24 MS. STEWART: Thank you. Caller

1 number 46, Jim?

2 MR. McDONALD: James McDonald,  
3 M-C-D-O-N-A-L-D, with CDW Government, LLC.

4 MS. STEWART: Caller number 47,  
5 Lauren?

6 MS. SHORT: Hi. Lauren Short,  
7 S-H-O-R-T representing Affirma, LLC.

8 MS. STEWART: Okay. Caller number 48?

9 MS. DOSHI: Good afternoon. Monali  
10 Doshi representing Infojini, Inc.

11 MS. STEWART: Okay. Caller number 49?

12 MR. SINGH: Amritpal Singh, last name  
13 S-I-N-G-H, representing De Facto Infotech, LLC.  
14 Thank you.

15 MS. STEWART: Thank you. Caller  
16 number 50, Muhammad K.?

17 MR. KHURSHID: Hi. I am Muhammad --  
18 sorry.

19 MS. STEWART: Muhammad K.?

20 MR. KHURSHID: Yeah. Hello. It's me,  
21 Muhammad Tariq Khurshid representing Texplorer.

22 MS. STEWART: Okay. Can you spell  
23 your last name?

24 MR. KHURSHID: K-H-U-R-S-H-I-D.

1 MS. STEWART: Thank you. Caller  
2 number 51, Nicholas?

3 MR. SIMAS: Nicholas -- Hello.  
4 Nicholas Simas, S-I-M-A-S, responding as CDW  
5 Government, LLC.

6 MS. STEWART: Thank you. Caller  
7 number 52?

8 MR. MANDANI: Hi. This is Nilesh  
9 Mandani, M-A-N-D-A-N-I, representing Unique  
10 Comp, Inc.

11 MS. STEWART: Okay. Caller number 53,  
12 Patti?

13 MS. CATALDI: Hi. I'm Patti Cataldi  
14 representing B&R Business Solutions. My last  
15 name is C-A-T-A-L-D-I.

16 MS. STEWART: Okay. Caller number 54?

17 MR. TRIPATHY: Hi. This is Kunal  
18 Tripathy, T-R-I-P-A-T-H-Y. I'm joining from  
19 Upzoids, LLC.

20 MS. STEWART: What was that company  
21 name again? I'm sorry.

22 MR. TRIPATHY: Upzoids, U-P-Z-O-I-D-S.

23 MS. STEWART: Okay. Caller number 55,  
24 Piyush?

1 MR. SRIVASTAV: Okay. Hi. Hi. This  
2 is Piyush Srivastav, S-R-I-V-A-S-T-A-V, from  
3 BugendaiTech US, LLC.

4 MS. STEWART: Caller number 56, Tom?

5 MR. REZNICEK: Hi. This is Tom  
6 Reznicek from Crowe, LLP. Last name is  
7 R-E-Z-N-I-C-E-K.

8 MS. STEWART: Caller number 57?  
9 Sahil? Caller 57, Sahil? Okay. We'll come  
10 back to caller 57.

11 Caller 58, Samuel?

12 MR. SOPER: Samuel Soper, S-O-P-E-R,  
13 representing CDW Government, LLC.

14 MS. STEWART: Caller 59, Selena?

15 MS. ELLEDGE: Yes. Hi. Selena  
16 Elledge, E-L-L-E-D-G-E, from Sikich, LLC.

17 MS. STEWART: Caller number 60,  
18 Stephen O.?

19 MR. OMOGBEHIN: Yes. Stephen  
20 Omogbehin, last name spelled O-M-O-G-B-E-H-I-N,  
21 representing Texplorer, LLC.

22 MS. STEWART: Okay. Caller number 61,  
23 Steven?

24 MR. PHELPS: Hi. Steven Phelps,

1 P-H-E-L-P-S, and I'm with Intellitech Solutions,  
2 LLC.

3 MS. STEWART: Caller number 62?

4 MS. JOHNSON: Hello. Syreeta Johnson,  
5 J-O-H-N-S-O-N, representing Redd Solutions.

6 MS. STEWART: Thank you. Caller  
7 number 63, Tina?

8 MS. TERREZZA: Yes. Hi. I'm Tina  
9 Terrezza, T-E-R-R-E-Z-Z-A, representing Encore  
10 Business Solutions, Incorporated.

11 MS. STEWART: Caller number 64?

12 MS. LIN: Hi. This is Yinglin Lin,  
13 L-I-N, representing Stellar Services, Inc.  
14 Thank you.

15 MS. STEWART: Thank you. Caller  
16 number 65?

17 MR. RAO: Hi. I am Praveen Rao,  
18 R-A-O, representing HPI International.

19 MS. STEWART: Caller number 66, looks  
20 like it's from a phone number with (540)449?

21 MR. PARAMESWARAN: Yes. My name is  
22 Santhosh Parameswaran, last name  
23 P-A-R-A-M-E-S-W-A-R-A-N, representing Business  
24 Cloud, LLC.

1 MS. STEWART: And caller 68, Susie?

2 MS. MOORE: Yes. Hi. Suzie Moore,  
3 that's M-O-O-R-E, with Dexpro Dynamics, LLC.

4 MS. STEWART: Okay. Thank you. Is  
5 there anyone else on the call who did not  
6 introduce themselves?

7 MR. CHIKKIREDDY: Yeah. Good  
8 afternoon. My name is Shekhar ChikkiReddy:  
9 That's C-H-I-K-K-I-R-E-D-D-Y. I represent  
10 Simform, LLC. Thank you.

11 MS. STEWART: Thank you. Anyone else?

12 MR. DESAI: Hey, hi. I am Meet Desai,  
13 D-E-S-A-I, representing Unique Comp, Inc. Thank  
14 you.

15 MS. STEWART: Okay. Is anyone else on  
16 the call that didn't have the opportunity to  
17 introduce themselves and their company?

18 MS. YADAV: Yes. Hey. This is  
19 Vishu -- am I audible?

20 MS. STEWART: Yeah. We can hear you.

21 MS. YADAV: This is Vishu Yadav,  
22 Y-A-D-A-V, joining from Unique Comp, Inc.

23 MS. STEWART: Okay. For those that  
24 are joining on the call, the caller -- the

1 callers who are assigned numbers, could you  
2 please in the chat reiterate your first and last  
3 name and the company you're here representing  
4 just so that we have all of your correct  
5 information and that we heard the companies  
6 correctly? We -- we will have a record of it on  
7 the chat.

8           Also in the chat, you will find the  
9 website link to the Authority's website for this  
10 RFP. This RFP posting will be updated  
11 throughout the process, so my suggestion is that  
12 your bookmark it. You will be able to find  
13 important documents and information related to  
14 the RFP as well as documents that come out  
15 throughout the process.

16           For example, the attendance list for  
17 today's meeting will be posted to the website,  
18 as well as if any addenda are released, they  
19 will also be posted to the website. So it's  
20 important that you have that link saved so that  
21 you can refer back to it throughout this  
22 process.

23           At this time, I ask that if you are  
24 joining us virtually, please mute your phones or

1 computers to reduce any feedback.

2 And if you haven't already done so,  
3 please register using the offeror registration  
4 form. A link to the registration form can be  
5 found on our website as well as in the RFP  
6 document. The email address that you include on  
7 the registration form is the email address that  
8 we will use when we send out any addenda that  
9 are issued. So if you would like more than one  
10 person at your company notified, please have  
11 them register today.

12 There is a court reporter present in  
13 the room with me. So if you have any questions  
14 during this meeting, please state your name  
15 before asking so the court reporter knows who is  
16 speaking.

17 During this meeting, I will be going  
18 over the RFP document. Not in its entirety, but  
19 I will be touching on important things that I  
20 want to call your attention to. So if you would  
21 like to follow along, we're just going to be  
22 going through the RFP document.

23 This is a mandatory meeting. However,  
24 I will allow late arrivals as long as they join

1 the meeting virtually or join us in person  
2 before I officially close out the meeting.

3           Some important dates: It was released  
4 on Friday, May 15th, 2026. The pre-proposal  
5 meeting is being held today, Tuesday, May 26th,  
6 2026; and we started at approximately 1:30 p.m.  
7 Questions will be due Friday, June 5th, 2026 at  
8 12:00 p.m. And proposals will be due Wednesday,  
9 July 8th, 2026 at 1:00 p.m.

10           Part I of the RFP document is where  
11 you will find our administrative requirements  
12 and other general information that you will find  
13 useful when you are preparing your proposal.

14           Please mute your phones or computers  
15 if you haven't already.

16           Your proposals must be delivered to my  
17 attention either in a sealed package or envelope  
18 using a recognized courier service such as UPS,  
19 FedEx, USPS, or by hand delivery no later than  
20 Wednesday July 8th, 2026 at 1:00 p.m.

21           Whether you mail or hand deliver your  
22 proposal package, it must have your company's  
23 name and "RFP No. 26-12: Microsoft Dynamics 365  
24 Business Central Software Licensing,

1 Implementation, and Support Services"

2 handwritten on the package.

3           Please do not type up a label and  
4 stick it to your package. Labels fall off  
5 during shipping, and we are not the only office  
6 in our building. So by clearly handwriting it,  
7 preferably in Sharpie, it makes it really hard  
8 to miss and it gets your package to me in the  
9 most efficient time.

10           Your proposals must be submitted with  
11 one original and nine copies individually  
12 numbered as well as an electronic version  
13 consisting of one PDF file on a USB drive.  
14 Please do not password protect the USB drive or  
15 the file. Unfortunately, the Authority does not  
16 accept electronic proposals at this time. So  
17 make sure you print out the one original and  
18 nine copies.

19           A little bit about this solicitation:  
20 The Authority is seeking to modernize its  
21 enterprise resource planning platform through  
22 the procurement of Microsoft Dynamics 365  
23 Business Central cloud licensing and associated  
24 implementation services from a qualified

1 Microsoft cloud solution provider. A qualified  
2 Microsoft authorized cloud solution provider  
3 must supply Business Central SaaS licensing and  
4 implement modules including, at a minimum,  
5 finance/general ledger -- ledger, accounts  
6 payable, accounts receivable, procurement, and  
7 project grant management.

8 As a request for proposals, this is  
9 not an invitation to bid. And although price is  
10 important, other factors will be taken into  
11 consideration.

12 At the bottom of page 3 of the RFP  
13 document, Part I, Section 3 is where you will  
14 find how to submit any questions that you may  
15 have during this process. Again, questions must  
16 be submitted by Friday, June 5th, 2026 at  
17 12:00 p.m. using the Question Submission Form.  
18 And you can find the link to the Question  
19 Submission Form at the top of page 4 of the RFP  
20 document as well as on our website.

21 Questions must be in Word format and  
22 uploaded using the Question Submission Form.  
23 The link will be activated following this  
24 meeting. If you are having any issues accessing

1 or completing the form, please reach out to me  
2 via email, and we will try to work through any  
3 issues that you're experiencing. Only questions  
4 submitted by eligible offerors via the Question  
5 Submission Form will be addressed.

6 The Authority will provide responses  
7 to all questions and clarification requests  
8 through a written addendum that will be emailed  
9 to all eligible offerors as well as posted to  
10 our Authority's website.

11 As one of your final steps in  
12 preparing your proposal, I suggest that you  
13 check our website and just make sure that you've  
14 received any and all addenda that were issued.  
15 Things happen with emails. They get caught up  
16 in firewall. They get stuck in spam, especially  
17 when there's attachments involved. So just  
18 check our website and make sure that you've  
19 received all addenda. If there are any changes  
20 to the RFP documents, they will be addressed via  
21 the addendum.

22 From this point forward, I am the sole  
23 contact regarding this RFP. However, if you  
24 have any current engagements with the Authority,

1 those conversations will be permissible so long  
2 as they have nothing to do with this  
3 solicitation.

4           If you intend on using a courier to  
5 deliver your proposal package such as FedEx, UPS  
6 or USPS, please allow time for any delays on  
7 their end. I have seen in the past where  
8 companies have used guaranteed next business day  
9 by 10:00 a.m. and it doesn't show up here 'til  
10 2:00 p.m. or the following business day. And  
11 unfortunately, we -- I will have to reject your  
12 proposal if it is not received by the due date  
13 and time. So if you intend to use a courier  
14 service, just build in like a day or two  
15 breathing room just to allow for any third party  
16 delays.

17           The Authority is always looking to  
18 increase its participation with small and small  
19 diverse businesses. Offerors must identify  
20 their status as a small or small diverse  
21 business by completing the small and small  
22 diverse business participation submittal form  
23 included in the proposal form along with a copy  
24 of their small business procurement initiative

1 certificate. Offerors may self-certify using  
2 the link provided in Part I, section 7.

3 The Authority encourages small and  
4 small diverse business participation. However,  
5 this solicitation is open to all eligible  
6 offerors. So you do not need to be a small or  
7 small diverse business to participate. It is  
8 just encouraged.

9 If you are currently registered with  
10 the City as like a minority or disadvantaged  
11 business, you will need to go to the  
12 Pennsylvania Department of General Services and  
13 self-certify as a small and small diverse  
14 business. We are governed by the State, so we  
15 follow the State guidelines on that.

16 Your proposals must be signed in all  
17 spaces where signatures are required, and we  
18 will accept wet or electronic signatures.

19 Attached as Appendix C to the RFP  
20 document are the insurance requirements for this  
21 solicitation. You will need to submit a sample  
22 certificate of insurance from a recent project  
23 that meets the requirements. Or if you do not  
24 currently carry the level of insurance that we

1 are requiring, you may submit a letter from your  
2 insurance broker stating if awarded the  
3 contract, they will provide the required  
4 insurances to you.

5           If you would like to request a waiver  
6 or relief from any of our insurance requirements  
7 or take exception to any of the language in our  
8 insurance requirements, the time to do that is  
9 during the question period, and allow the  
10 Authority to respond via addendum.

11           Insurance requirements will not be  
12 negotiated after proposals are taken, so please  
13 do not include exceptions or language in your  
14 proposal. The time to do that is during the  
15 question period, and allow the Authority to  
16 respond so that all offerors would get any  
17 relief that we approve.

18           Attached as Appendix B of the RFP  
19 document is the sample contract. This is the  
20 contract that we will ask you to execute if you  
21 are selected for contract award. My suggestion  
22 is as a first step in preparing your proposal is  
23 to send that over to your legal department and  
24 have them note any exceptions or requested

1 changes. They must be clearly noted in your  
2 proposal in order to be considered. So if you  
3 are selected for contract award during contract  
4 negotiations, only the exceptions or requested  
5 changes listed in your proposal will be  
6 negotiated. If possible, please submit it as a  
7 redlined version.

8           Your proposal must also include your  
9 Philadelphia Commercial Activities [sic] License  
10 as well as your federal tax ID number. If you  
11 do not currently carry -- if you do not  
12 currently have a Philadelphia Commercial  
13 Activity License, you must obtain one no later  
14 than five business days after notification of  
15 selection. If you believe you do not need a  
16 Philadelphia Commercial Activities License, an  
17 explanation with references to statute and/or  
18 the Philadelphia Code should be included in your  
19 proposal.

20           You will also need to provide proof of  
21 current registration with the Pennsylvania  
22 Department of State's Bureau of Corporations and  
23 Charitable Organizations with -- which  
24 authorizes the entity to do business in the

1 Commonwealth of Pennsylvania. That must be  
2 submitted in Tab B of your proposal. So we're  
3 just asking you to submit the record from the  
4 Pennsylvania Department of State's website. You  
5 can find that link at the end of Part I, section  
6 13. Just search your business name and provide  
7 a screenshot of the search results.

8           Any use of any subcontractors must be  
9 identified in your proposal. And during the  
10 contract period, use of any subcontractors by  
11 the selected offeror which were not previously  
12 identified in the proposal must be approved in  
13 advance in writing by the Authority.

14           The Authority will study and evaluate  
15 all the proposals which are received in  
16 accordance with the RFP requirements and will  
17 seek to select an offeror and notify all other  
18 offerors of the award within 90 days after the  
19 date proposals are opened. So that would be 90  
20 days from Wednesday, July 8th, 2026 unless for  
21 some reason that date is extended.

22           If after attending this meeting you  
23 decide you will not be submitting a proposal,  
24 I do ask that you take a couple minutes to

1 complete our proposal decline form. Your  
2 feedback is reviewed, and it is valuable. We  
3 do apply it in future solicitations where  
4 feasible. So it's about five questions, and you  
5 can do that by clicking the link at the bottom  
6 of page 7.

7           Lastly, offerors must provide audited  
8 financial statements for the last three years  
9 completed by an independent certified public  
10 accountant firm who is not affiliated with or  
11 employed by the offeror. Please only submit one  
12 copy of your financial statements, either with  
13 the original proposal or in a separate envelope  
14 marked "confidential."

15           The Authority will maintain the  
16 confidentiality of financial information  
17 submitted by an offeror. The information will  
18 be reviewed by professionals in the Authority's  
19 finance department and will not otherwise be  
20 released or shared with any third party, absent  
21 legal mandate and advanced notice to the  
22 offeror. And the Authority will not sign any  
23 nondisclosure agreements related to your  
24 financial information.

1           Does anyone have any questions on  
2 Part I? Okay. There being none, although I  
3 have gone over some of the administrative  
4 requirements, it is your responsibility to fully  
5 review and adhere to all of the requirements in  
6 Part I and the rest of the RFP document.

7           MR. OMOGBEHIN: Sorry. I -- I have a  
8 question. This is Stephen Omogbehin with  
9 Tlexplorer, LLC. On the financial statement, is  
10 there any prohibition for a bank -- any  
11 prohibition for a bank audited grant --  
12 guaranteed letter? I'm trying to understand the  
13 basics for the -- for -- for the financial  
14 statement, because we -- we don't generally use  
15 an independent auditor for most of our  
16 transactions. So is there any waiver for that,  
17 or?

18           MS. STEWART: Submit it -- submit your  
19 question using the Question Submission Form.

20           MR. OMOGBEHIN: Okay.

21           MS. STEWART: This way we --

22           MR. OMOGBEHIN: Okay.

23           MS. STEWART: We can have a minute to  
24 look it over and review internally. And we'll

1 respond via addendum.

2 MR. OMOGBEHIN: Okay. Thank you.

3 MS. STEWART: Any other questions on  
4 Part I? Okay. Moving on to Part II.

5 Part II is the format that your  
6 proposal must be submitted in. It must be a  
7 tabbed format. And there are page count limits  
8 that apply to tabs A, B, C, D, and E. You do  
9 need to use tabs that extend beyond the 8 1/2 by  
10 11 paper. Please do not just do like a cover  
11 page. We do need the tabs that extend.

12 Tab A will be -- it's just a cover  
13 letter signed by an individual with the  
14 authority to bind your company that provides an  
15 overview of your proposal, and identify the --  
16 the number of years and experience implementing  
17 Microsoft Dynamics 365 Business Central as well  
18 as the name, title, email address, and phone  
19 number of the person to whom I may direct  
20 questions to concerning the proposal. And Tab A  
21 has a page limit of one.

22 Tab B has a page limit of ten pages.  
23 Tab B is where you will list your qualifications  
24 and experience. So we're asking you to identify

1 the number of full cycle implementations  
2 completed and the number of clients migrated  
3 from Microsoft Dynamics Great Plains to  
4 Microsoft Dynamics 365 Business Central  
5 successfully.

6           Tab C is where you will list your key  
7 personnel. And there is a page limit of one to  
8 two pages. The Authority prefers that the key  
9 personnel assigned to this contract have  
10 experience implementing from Microsoft Dynamics  
11 Great Plains to Microsoft Dynamics Business  
12 Central SaaS.

13           You must assign qualified personnel  
14 with demonstrated expertise in Microsoft  
15 Dynamics 365 Business Central SaaS  
16 Implementation and Support. You must identify  
17 the key project staff who will be assigned to  
18 the Authority's account through an  
19 organizational chart and include the project  
20 manager, functional consultants, technical  
21 architects, and data migration specialist.  
22 Indicate the responsibilities each will have and  
23 how long each has been with your company. Do  
24 not include personnel who will not be assigned

1 to this contract.

2 Offerors must also provide  
3 documentation demonstrating relevant  
4 professional certifications, including but not  
5 limited to Microsoft Dynamics certifications or  
6 equivalent credentials applicable to ERP  
7 implementation and Azure cloud.

8 Tab D has a page limit of 10 pages,  
9 not including the proposal form that you will  
10 insert. In Tab D, you must submit in its  
11 entirety the proposal form with the exception of  
12 the proposal decline form.

13 You also must provide in Tab D a  
14 comprehensive pricing proposal that clearly  
15 identifies all milestones and milestone payments  
16 associated with each phase of the project. Each  
17 milestone payment must be fully inclusive of all  
18 deliverables, labor, materials, services,  
19 project management, implementation activities,  
20 and any other costs necessary to complete the  
21 respective milestone. No milestone payment can  
22 be invoiced until all associated deliverables  
23 and services for that milestone have been  
24 submitted to and approved by the Authority.

1           Tab E is where you will submit your  
2 technical response, and that has a page limit of  
3 ten pages. Offerors must demonstrate a complete  
4 understanding of the Authority's requirements,  
5 demonstrate your ability to meet all  
6 requirements, and outline a clear and concise  
7 plan to meet the requirements. Your proposals  
8 should describe your approach to providing  
9 Microsoft Dynamics 365 Business Central Software  
10 licensing, implementation services, and support  
11 to meet the Authority's needs.

12           Tab F, we're asking you to provide  
13 your detailed service level commitments related  
14 to system availability, performance, incident  
15 response, issue resolution, escalation  
16 procedures, and service restoration timelines.  
17 Your proposal should clearly identify service  
18 standards, response and resolution timeframes by  
19 severity level, system uptime guarantees,  
20 maintenance windows, and support availability.

21           Tab G is where you will describe your  
22 approach, methodology, and tools used for  
23 training. Your training plans must describe the  
24 training model -- for example, individual

1 training or train the trainer -- and indicate  
2 the number of training hours included in the  
3 proposal. You must also include a description  
4 of how you plan to develop training plans and  
5 provide ongoing training.

6 Tab H is where you will provide a  
7 sample project schedule. So you're including a  
8 project schedule that includes milestone tasks,  
9 deliverables, and milestone payments. The final  
10 project schedule will be negotiated and  
11 finalized with the selected offeror during the  
12 kickoff meeting.

13 So we're asking you to propose a  
14 detailed implementation timeline, outlining all  
15 major project phases, deliverables, and  
16 milestones associated with the deployment of  
17 Microsoft Dynamics 365 Business Central. The  
18 proposal timeline must include phases for  
19 planning, requirements validation,  
20 configuration, data migration, testing,  
21 training, and production deployment, identify  
22 any dependencies, key project assumptions, and  
23 estimated durations for each implementation  
24 phase. The Authority anticipates that

1 implementation will occur within a reasonable  
2 timeframe appropriate for enterprise ERP  
3 deployments of similar scope and complexity.

4 Please note when preparing your  
5 project -- your sample project schedule, the  
6 Authority's fiscal year begins on April 1st of  
7 each year. Therefore, offerors should develop a  
8 sample project schedule that aligns with an  
9 April 1, 2028 go live date.

10 Tab I is where you will insert your  
11 sample certificate of insurance from a recent  
12 project that meets our insurance requirements or  
13 a letter from your insurance broker stating if  
14 awarded a contract, they will provide the  
15 insurance coverages to you.

16 And again, if you would like to  
17 request a waiver or relief or take exception to  
18 any of the language in our insurance  
19 requirements, the time to do that is during the  
20 question period. Submit it as a question.  
21 Allow the Authority to respond.

22 Tab K is where you will submit any  
23 requested changes or exceptions to our sample  
24 contract. If there are none, a statement to

1 that effect will suffice.

2 Tab K: We're asking you to provide a  
3 summary and the status of any ongoing legal  
4 actions pending with any governmental agency  
5 with which you have had or currently have a  
6 contractual relationship. If there are no legal  
7 actions pending, again, a statement to that  
8 effect will suffice for that tab.

9 Tab L is where you will insert your  
10 licenses and certifications. You must provide  
11 your Microsoft partner network ID and  
12 documentation of applicable Microsoft  
13 certifications for project team members.  
14 Dynamics 365 Business Central functional  
15 consultant associate is required. All  
16 certifications must remain current during the  
17 term of the contract.

18 Tab M is where you will submit your  
19 SOC 2 Type 2 compliance audit. You must meet  
20 all SOC 2 Type 2 compliance requirements  
21 throughout the term of the contract and provide  
22 annually your SOC 2 Type 2 compliance audit  
23 for -- to the Authority for review.

24 If the proposed solution has the

1 capability to store, process, or transmit credit  
2 card holder data, the solution and your  
3 operating environment must comply with the  
4 current payment card or PCI data security  
5 standards. And you will need to provide a  
6 current attestation of compliance, meet all PCI  
7 compliance requirements throughout the term of  
8 the contract, and provide annually your AOC to  
9 the Authority for review. Again, that is only  
10 if your proposed solution has the capability to  
11 store, process, or transmit credit card holder  
12 data.

13           And then lastly, Tab N is just a space  
14 for additional information or alternative  
15 solutions that we didn't specifically request in  
16 the RFP but you may deem important and relevant.  
17 So you'll submit it in Tab N.

18           Does anybody have any questions on  
19 Part II? Okay. Moving on to Part III --

20           MS. LeCOULTRE: Shannon, really  
21 quickly. My apologies. I am certainly trying  
22 to take copious notes. But you did or didn't  
23 say it would be recorded at the beginning of the  
24 call? I couldn't quite --

1 MS. STEWART: Could you state your --  
2 could you state your name?

3 MS. LeCOULTRE: Oh, yeah. Sorry.  
4 It's Dorothy LeCoultré from Protiviti.

5 MS. STEWART: So the call is not being  
6 recorded. However, there is --

7 MS. LeCOULTRE: Okay.

8 MS. STEWART: -- a court reporter  
9 present.

10 MS. LeCOULTRE: Perfect. Okay. Thank  
11 you very much. I appreciate the information.

12 MS. STEWART: Okay. Part III is the  
13 criteria for selection. So there are three  
14 mandatory responsiveness requirements that the  
15 Authority will consider to be non-waiveable:  
16 That is that the proposal is submitted by an  
17 offeror who was represented at today's meeting,  
18 that the proposal is received by the due date  
19 and time, and that it is properly signed.

20 The Authority reserves the right in  
21 its sole discretion to waive any other technical  
22 or immaterial nonconformities in the proposal,  
23 allow the offeror to cure the nonconformity, or  
24 consider the nonconformity in the evaluation of

1 the proposal.

2           Proposals will be reviewed, evaluated,  
3 and rated by an evaluation committee consisting  
4 of Authority employees. And the evaluation  
5 committee will recommend the proposal determined  
6 to be most advantageous to the Authority as  
7 determined by the criteria listed below in -- to  
8 the Authority's board. During the evaluation  
9 process, the committee may require an offeror to  
10 answer questions or make formal presentations to  
11 the committee.

12           Part III, Section 4: You'll find the  
13 six categories and the weights associated with  
14 each. This is how your proposal will be scored,  
15 so you may want to review that as one of the  
16 first steps in preparing your proposal. Does  
17 anybody have any questions on Part III?

18           Okay. Before I go on to -- well,  
19 Part IV, we'll give it John-o and then Mary.

20           MR. MCGUIRE: Sure. Good afternoon,  
21 everybody. This is the kind of the work  
22 statement for a kind of a 10,000-foot overview  
23 for the implementation services --

24           THE COURT REPORTER: I'm sorry.

1 Excuse me. Can you slow down --

2 MR. McGUIRE: Oh, sure.

3 THE COURT REPORTER: -- a bit? You're  
4 going kind of fast.

5 MR. McGUIRE: Oh, sure. No problem.

6 THE COURT REPORTER: Thank you.

7 MR. McGUIRE: No problem. Oh, yeah.

8 This is from a 10,000-foot view. This is a  
9 requirement for the Authority to go to Microsoft  
10 Dynamics 365 Business Central cloud software.  
11 And for starters, we basically need a 35 full  
12 user licenses which are active full user  
13 licenses, 150 web team member user licenses.  
14 They're used for requisitioning primarily, which  
15 would lead to purchasing.

16 The contractor must provide all  
17 necessary labor, software, documentation,  
18 environments, training, tools, and project  
19 management for the following: Chart of accounts  
20 conversion, vendor and customer master data  
21 migration, open accounts payable and accounts  
22 receivable transactions, historical financial  
23 data, fixed assets, bank reconciliation data,  
24 workflow configurations, and open and historical

1 purchase orders.

2 From a software licensing and cloud  
3 environment, the offeror -- the offeror must  
4 provide licensing for Microsoft Dynamics 365  
5 Business Central Essentials, Business Central  
6 Premium, or both as part of its proposal.

7 For the financial functional  
8 requirements, basically you have the general  
9 ledger level, general ledger functionality  
10 supporting a multisegment chart of accounts,  
11 dimensions and interfund/intercompany  
12 accounting; budgeting, forecasting, and support  
13 for multiyear budgets as well as grant and  
14 project budgets; financial reporting  
15 capabilities including budget versus actual,  
16 drill down reporting, and ad hoc reporting;  
17 integration with Power BI, business  
18 intelligences; dashboards for executive and  
19 operational reporting; and bank reconciliation  
20 integration.

21 On the accounts payable side, a fully  
22 integrated accounts payable module that supports  
23 optical character recognition automation,  
24 multilevel approval workflows, secure data

1 processing, and compliant 1099 generation and  
2 reporting along with W-9 and ACH functional  
3 processing within the accounts payable module.  
4 On the accounts receivable side, functionality  
5 including billing, invoicing, cash receipts,  
6 aging, collections management and reporting.

7           On the fixed asset side, we need fixed  
8 asset management including fixed asset tracking,  
9 capitalization and reporting, support from  
10 multiple depreciation methods, and compliant  
11 with GASB 87 and/or 96 if you have the software  
12 based information technology agreements all  
13 rolled into that fixed asset software. That  
14 would be a big plus, as well.

15           For the audit support controls and  
16 compliance, audit support and readiness  
17 capabilities, internal controls and compliance  
18 features, role-based security, and payment  
19 approval thresholds. And also, as a plus, the  
20 banking treasury and cash management including  
21 reconciliations for the banks, positive pay,  
22 Nacha file generation which are for the ACH  
23 automatic clearinghouse processes and  
24 automatic -- automated bank feeds, threshold

1 payment forecasting, and version control for  
2 financial plans, budgets and key financial  
3 documents.

4           Also on the disaster recovery and  
5 business continuity side, the contractor must  
6 ensure that the proposed Microsoft Dynamics 365  
7 Business Central solution supports comprehensive  
8 disaster recovery and business continuity  
9 capabilities. The system must maintain  
10 redundancy in recovery protections within  
11 Microsoft Azure's US-based cloud infrastructure  
12 to ensure continuity of Authority operations in  
13 the event of a system failure or a cyber  
14 incident.

15           As it pertains to service level  
16 agreements, the contractor must ensure the  
17 proposed solution meets high available -- high  
18 availability standards appropriate for a mission  
19 critical public sector financial reporting  
20 system. The system must support a minimum of  
21 top service level of 99.9 percent availability  
22 excluding scheduled -- excluding scheduled  
23 maintenance windows.

24           On the data migration side, contractor

1 must migrate a minimum of seven years of  
2 historical data from existing Microsoft Dynamics  
3 Great Plains system to Microsoft Dynamics 365  
4 Business Central. And is -- the migration is --  
5 must include but is not limited to the chart of  
6 accounts, master data, open accounts payable,  
7 accounts receivable, general ledger balances,  
8 budgets and contracts and open purchase orders.

9           For the testing acceptance and  
10 go-live, the contractor must support and manage  
11 all phases of testing and production readiness  
12 including unit testing, system integration  
13 testing, user acceptance testing at a user  
14 level, data migration validation, and cut over  
15 planning and execution.

16           Final acceptance: Final acceptance is  
17 granted once testing has been successfully  
18 completed, all major issues have been resolved,  
19 and all required deliverables have been approved  
20 for the training and knowledge transfer, in  
21 person, end user, and training trainers  
22 sessions, training schedules and system  
23 administrative training, standard operating  
24 procedures, quick reference guides, and

1 configuration documentation.

2 Change management and organizational  
3 readiness: Contractor must deliver a structured  
4 change management approach including stakeholder  
5 analysis, communications planning, readiness  
6 assessment, and adoption strategies.

7 Post implementation support and  
8 transition, offerors must define hypercare and  
9 post-hypercare support modules, service level  
10 agreements, knowledge transfer requirements, and  
11 transition plans to steady state operations in  
12 Tab Foxtrot or F of the proposal.

13 Security and Compliance: Provide slot  
14 1 and slot 2 type of ports for the duration of  
15 the contract and where they're applicable. The  
16 findings in response to notification procedures.  
17 And the last is disaster recovery and business  
18 continuity; assure that we are up for 99 percent  
19 failure time in structure with Microsoft Azure's  
20 a USB cloud -- cloud infrastructure.

21 And that completes the overview from a  
22 10,000-foot overview of the -- of the work --  
23 work agreement.

24 MS. STEWART: Thank you, John-o.

1 MR. MCGUIRE: Thank you, Ms. Shannon.

2 MS. STEWART: Mary?

3 MS. WHEELER: Good afternoon,  
4 everyone. I'm just going to talk about the  
5 procurement piece very, very quickly. High  
6 level, we're -- we're looking for a fully  
7 integrated solution, from vendor management to  
8 invoicing. We want it to be compliant,  
9 transparent with -- with the auditability that  
10 is required in the procurement function.

11 Vendor management: We're looking for  
12 requisition and budget controls. We're looking  
13 for a procure-to-pay integration, if that is  
14 possible, with invoice matching. We're looking  
15 for the reporting and analytics with the Power  
16 BI that's been mentioned up until this point.  
17 And we're also looking for an e-procurement  
18 add-on solution.

19 As you -- by participating in this  
20 process, it will be evident to you that we do  
21 not have any procurement solution and everything  
22 that will be submitted will be submitted with  
23 paper. We're looking to get away from that.

24 And we will -- we will consider any

1 third party add-on that you want to provide. It  
2 needs to be as an add alternate. The pricing  
3 needs to be completely separate from any other  
4 pricing that you're giving for the ERP solution  
5 itself so that we can easily make a decision to  
6 include it or to not include it without having  
7 to redo all the financials and the costs  
8 submitted. We would also like to see on the  
9 procurement side what is functionally out of the  
10 box and what needs to be a customization or  
11 would be included with that add-on.

12 And that is pretty much high level for  
13 what we're looking for for the -- for the  
14 procurement team.

15 MS. STEWART: Okay. Does anyone have  
16 any questions? Okay. Before I move on to  
17 Part V, it looks like we may have some people on  
18 the call who did not get the opportunity to  
19 introduce themselves.

20 Michael, could you please state your  
21 full name, spell your last, and the company  
22 you're here representing?

23 MR. AZAR: Sure. Yeah. Michael Azar,  
24 A-Z-A-R, Warren Averett Technology Group.

1 MS. STEWART: Okay. Mark Berger?

2 MR. BERGER: Sure. Mark Berger, HPI  
3 International.

4 MS. STEWART: And then Melissa?  
5 Melissa Joseph?

6 MS. JOSEPH: I was able to introduce  
7 myself.

8 MS. STEWART: Okay. All right. Thank  
9 you.

10 MS. JOSEPH: Thank you.

11 MS. STEWART: Sorry about that. And  
12 then I have Abdul?

13 MR. HAFIZ: Yes. Hi, there. Abdul  
14 Hafiz from Ascent Innovations.

15 MS. STEWART: Okay. Thank you. And  
16 then lastly, I believe the last one was Amit?

17 MR. A. DESAI: Hi. Yes. Amit Desai,  
18 D-E-S-A-I, from Great Com, Inc. Thank you.

19 MS. STEWART: Thank you. Okay. And  
20 for those who didn't hear it earlier in the  
21 meeting, please put in the chat your first and  
22 last name and the company that you're here  
23 representing. Also, if you have not yet  
24 registered using the offeror registration form,

1 please use the link to our website which is the  
2 first message of the chat for this meeting, and  
3 you'll be able to access the registration form.

4 Part V of the RFP document is the  
5 contract terms and conditions. This contract  
6 will commence on the effective date and will end  
7 12 months after final acceptance unless it is  
8 terminated earlier pursuant to the terms of the  
9 contract. The term of the contract may be  
10 extended by and at the sole option of the  
11 Authority for up to nine additional one-year  
12 terms.

13 Does anybody have any questions on  
14 Part V? Okay. There being none, I'll move on  
15 to Appendix A.

16 Appendix A is the proposal form. This  
17 is what you will submit as Tab D along with the  
18 other items that we listed in Part II that are  
19 necessary. Section 3, page 1: This is where  
20 you will acknowledge any and all addenda that  
21 are released. So you'll just write "addendum  
22 number 1" and the date that you're acknowledging  
23 that you reviewed it and received it.

24 Most of these pages are signature

1 pages. So by signing section 5, you're agreeing  
2 to provide Microsoft Dynamics 365 Business  
3 Central Software licensing, implementation, and  
4 support services as specified in the work  
5 statement, any addenda if issued, and in your  
6 proposal.

7 By signing section 6, you're agreeing  
8 to provide your certificate of insurance that  
9 meets the insurance requirements as specified in  
10 Appendix C and any addenda, if issued, within  
11 five calendar days after notification of award.

12 Section 7, page 4: You will only  
13 complete one section of section 7. The top  
14 portion, you will complete that if you are a  
15 corporation. And it does require two  
16 signatures, so please make sure it is properly  
17 signed with two signatures.

18 If you are a business entity other  
19 than a -- a corporation, you will complete the  
20 bottom portion, and it only requires one  
21 signature. Please make sure you review that  
22 page carefully and sign it according to your --  
23 your entity type.

24 Section 8 is our Affidavit of

1 Non-collusion. The Authority takes this  
2 document very seriously. It has to do with bid  
3 rigging and other legalities. And it does  
4 require a notary, so please allow time to have  
5 it properly notarized. If it is not notarized,  
6 it is not properly signed so please make sure  
7 you allow time to have it done.

8 Section 9, we're asking you to provide  
9 a minimum of three references to whom similar  
10 services were provided within the last three  
11 years. And we do reach out to the references  
12 via email with a short reference questionnaire,  
13 so please do not provide references you do not  
14 have email addresses for. We do need the email  
15 address.

16 Section 7 is where you will include  
17 your Philadelphia Commercial Activities License  
18 number as well as your federal EIN number.

19 Page 8 is the small and small diverse  
20 business participation submittal form. Whether  
21 you are or are not a small or small diverse  
22 business, you do need to submit this form.

23 If you are not a small or small  
24 diverse business, you will complete the top

1 section, check the box "no," and then you're  
2 done with this form. Just include it in your  
3 proposal form.

4           If you are a small or small diverse  
5 business or one of your subs are a small or  
6 small diverse business, you'll need to complete  
7 the form in its entirety. You would need to  
8 attach a copy of your small business procurement  
9 initiative certificate or your sub's small  
10 business procurement initiative certificate.  
11 And you will be required to maintain either your  
12 status or your sub's status as a certified small  
13 and small diverse business throughout the entire  
14 term of the contract. If you need to make  
15 copies of this so that you can fill one out for  
16 your company and then one out for your sub or  
17 each of your subs, you may copy it as you need.

18           And then page 9 is the proposal  
19 decline form. If you would prefer to, you know,  
20 handwrite, scan, and email me the proposal form,  
21 decline form, that is fine. But there is a link  
22 so that you can do it really quickly on your  
23 computer if you decide after this meeting you  
24 will not be submitting a proposal. And again we

1 do review your feedback and we try to apply it  
2 where we can in future solicitations.

3 Does anybody have any questions on the  
4 proposal form?

5 Okay. There being none, Appendix B is  
6 the sample contract. We do have the attorney  
7 present if anyone has any questions on the  
8 sample contract that they would like to get on  
9 the record today. Once again, this is the  
10 contract that you will be asked to execute if  
11 you are selected for contract award. Please  
12 review it carefully and submit any requested  
13 changes or exceptions in your proposal.

14 Does anybody have any questions on  
15 Appendix B?

16 Okay. There being none, Appendix C  
17 are the insurance requirements. I suggest that  
18 you send these over to your insurance broker and  
19 have them submit a sample certificate of  
20 insurance that meets their requirements. Or if  
21 you do not currently carry the coverages we're  
22 asking for, a letter from your insurance broker  
23 stating if awarded a contract they will provide  
24 the coverages to you will suffice, as well.

1                   And for the last time during this  
2 meeting, the time to ask for relief or request a  
3 waiver or ask for language to be changed in our  
4 insurance requirements is during the question  
5 period. Please do not submit any exceptions to  
6 our insurance requirements with your proposal.  
7 They will not be accepted, and you will need to  
8 meet the insurance requirements in order to move  
9 forward with the contract.

10                   Does anybody have any questions on the  
11 insurance requirements or the process on how to  
12 request a waiver or relief from our insurance  
13 requirements? Okay. Does anyone have any  
14 questions on the RFP document, where to access  
15 it, the RFP process?

16                   Okay. Well, I want to thank everyone  
17 for your patience this morning -- I mean this  
18 afternoon. This meeting did go a little longer  
19 than expected, so I appreciate everyone  
20 attending and hanging in there.

21                   And if you haven't already done so,  
22 please put your first and last name and the  
23 company that you're here representing in the  
24 chat. And also, if you have not yet registered

1 using the offeror registration form, please do  
2 that, as well, by the end of business today so  
3 that we have all of your correct contact  
4 information.

5 And looks like we have a question.  
6 Can you -- PR, go ahead with your question?

7 MR. RAO: Yeah. Hi. Just wanted to  
8 know that, what we -- the data size for the  
9 migration.

10 MS. STEWART: You want to know the  
11 size of the data for the migration?

12 MR. RAO: Yes. To be --

13 MS. STEWART: We'll -- we'll respond  
14 via addendum.

15 MR. HAFIZ: This is Abdul. Can you  
16 post the link that you talked about in the  
17 initial of the -- in the beginning of the  
18 conversation?

19 MS. STEWART: Yeah. So the -- the  
20 link to the website?

21 MR. HAFIZ: Yeah, the one -- yeah.

22 MS. STEWART: I'll repost it in the  
23 chat.

24 MR. HAFIZ: Appreciate that. Thank

1 you.

2 MS. STEWART: So this link that I just  
3 put in the chat is where you can access the RFP  
4 document, other links such as the Question  
5 Submission Form, the registration form. This is  
6 where the attendance list from today's meeting  
7 will be posted, usually within two business  
8 days. Any addenda we release will be posted to  
9 this website posting. So my suggestion is you  
10 bookmark it so that you can easily access it.  
11 You can find it easily. And yeah. So we do --  
12 we do keep it updated throughout the process.

13 Are there any other questions? All  
14 right. Well, I want to thank everyone for  
15 coming out today. And we look forward to your  
16 questions and then your submissions.

17 THE COURT REPORTER: We had some  
18 questions so we need this ASAP?

19 MS. STEWART: Yes, please.

20 (Proceedings ended at 2:40 p.m.)

21

22

23

24

C E R T I F I C A T I O N

I, Catherine S. Rivera, a Professional Reporter and Notary Public for the Commonwealth of Pennsylvania, do hereby certify that the foregoing is a true and accurate transcript of the stenographic notes taken by me in the aforementioned matter.

- - -

(The foregoing certification of this transcript does not apply to any reproduction of the same by any means unless under the direct control and/or supervision of the certifying reporter.)

DATED: MAY 26, 2026

Catherine S. Rivera

CATHERINE S. RIVERA



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