



January 9, 2026

To Whom It May Concern:

**Subject:** Expression of Interest – Conversion of Legacy WordPerfect Documents

SEPTA is conducting an industry review to gain market insight with the potential for a future procurement solicitation the Conversion of Legacy WordPerfect Documents.

SEPTA requests that interested parties submit an EOI response document containing responses to the Authority's questions and technical specification comments **no later than 4:00 PM Friday January 23, 2025.**

SEPTA does not intend to hold discussions at this time; however, SEPTA may contact interested parties to schedule individual meetings with SEPTA's staff either at our headquarters in Philadelphia or virtually via video conference.

If your organization is interested in this project, please submit all documentation to me at [jcoombs@septa.org](mailto:jcoombs@septa.org).

By participating in this EOI the Proposer is unconditionally agreeing to the following: (i) SEPTA will be authorized to use any information submitted, referenced, or presented during this EOI including, but not limited to a potential Scope of Services; (ii) SEPTA shall be authorized to reproduce, distribute, display, and create derivative works from any information received during this EOI; and (iii) SEPTA shall not be obligated to engage or otherwise compensate Proposer in any manner or for any reason for SEPTA's use of any information and/or material submitted by Proposer during this EOI or information contained therein, or any other right granted hereunder.

Please note that this is not a vendor selection process. This letter must not be interpreted as an award of a contract or as a commitment to reimburse for any costs incurred in the preparation or participation of this EOI.

Thank you for your interest in the Authority.

Sincerely,

A handwritten signature in black ink that reads "James Coombs".

James Coombs  
Director, Contract Administration  
SEPTA's Procurement and Supply Chain Management

**Objective:**

Conversion of Legacy WordPerfect Documents to Microsoft Word

**Background and Objective**

SEPTA is seeking a qualified vendor to convert approximately 15,000 legacy WordPerfect documents into the latest version of Microsoft Word format. The purpose of this RFP is to identify vendors capable of performing this large-scale document conversion accurately and efficiently.

**Scope of Work**

The selected vendor will be responsible for:

- Converting all provided WordPerfect documents into Microsoft Word format, ensuring no data loss and maintaining formatting consistency.
- Performing quality checks to ensure that converted documents meet SEPTA's standards.
- Delivering the final documents in an organized manner within an agreed-upon timeline.

**Proposal Requirements**

Vendors are invited to submit proposals that include:

- A detailed methodology for the conversion process.
- A timeline for completion, including key milestones.
- References from similar projects and any relevant experience.
- Cost estimates and payment terms for budgetary purposes.

This EOI is the first step in a multi-stage procurement process and may be followed by a Request for Proposal (RFP) or Invitation for Sealed Bid (IFB).