



June 17, 2025

To Whom It May Concern:

Subject: Expression of Interest – Outsourcing of Payroll and General Accounting

SEPTA is conducting an industry review to gain market insight with the potential for a future solicitation of a Request for Proposal (“RFP”) for the Outsourcing of Payroll and General Accounting.

SEPTA requests that interested parties submit an EOI response document containing responses to the Authority’s questions and technical specification comments **no later than 3 PM. (Prevailing Eastern Time) Thursday July 17, 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.

All questions pertaining to this EOI must be submitted in writing to James Coombs, via e-mail, **no later than 3 PM (Prevailing Eastern Time) Thursday June 26, 2025.** The answers to all questions submitted will be forwarded to all prospective respondents.

If your organization is interested in this project, please submit all documentation to me at 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

Southeastern Pennsylvania Transportation Authority (SEPTA) is a public transportation provider committed to delivering safe, reliable, and efficient transit services to the Philadelphia region. SEPTA operates a diverse network of transportation modes and, to support this complexity, is structured with both management personnel and representation from multiple distinct labor unions. As part of our ongoing efforts to enhance operational efficiency and financial management, the Office of Budgets and Transformation is seeking Expressions of Interest (EOI) from qualified service providers with demonstrated expertise in payroll processing and general accounting services. This EOI is intended to gather information and insights to support a potential transition from in-house operations to an outsourced service model. Submissions may address either or both service areas. No contractual commitment will be made at this stage.

The purpose of this EOI is to explore feasibility, structure and best practices for outsourcing departmental functions to a vendor that can deliver robust, scalable, and compliant solutions tailored to the diverse needs of a public sector transit authority. SEPTA invites submissions to reflect partial or full outsourcing, a phased approach or any combination that will result in cost reduction, improved service quality, enhanced regulatory compliance, and greater expediency in processes. Submissions are requested to provide guidance on the following components:

- **Scope of Services:** Commonly outsourced functions; scalability and flexibility of service models.
- **Vendor Capabilities:** Key qualifications, certifications, and performance benchmarks; typical KPIs for vendor oversight.
- **Technology & Reporting:** Platforms used; client access to data, reporting, and communication protocols.
- **Transition Process:** Critical steps, challenges, and lessons learned; strategies for ensuring service continuity and managing internal staffing.
- **Cost & Compliance:** Standard pricing models; approaches to regulatory alignment, risk mitigation, and data security.
- **Employee Impact:** Strategies for communicating changes and addressing labor concerns.
- **Additional Considerations:** Any other relevant insights or recommendations.

Interested vendors should be capable of providing services including, but not limited to:

- Payroll processing and administration
- Tax filings and compliance with federal, state, and local regulations
- Employee self-service portals
- Time and attendance integration
- General ledger accounting
- Financial reporting and audit support
- Budgeting and forecasting tools
- Integration with existing mainframe and enterprise systems

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