




WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
600 Fifth Street, NW, Washington, DC 20001-2651

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION A001		2. EFFECTIVE DATE June 26, 2015	
3. ISSUED BY PURCHASING SECTION Rodrigo So Office of Procurement and Materials 600 Fifth St, NW Washington, DC 20001		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR NAME AND ADDRESS N/A <small>(Street, city, county, state, and Zip Code)</small>		6. FORM TYPE <small>(Check only one)</small> <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. RFQ No.FQ15204/RSS <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ <small>(See block 9)</small>	
<p><input checked="" type="checkbox"/> 7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS</p> <p>The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <u> </u> is extended, <u>X</u> is not extended which is due on July 15, 2015. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning <u>one (1)</u> copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>			
8. ACCOUNTING AND APPROPRIATION DATA (If required) N/A			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS			
<p>(a) <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order.</p> <p>(b) <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10.</p> <p>(c) <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 10.</p>			
10. DESCRIPTION OF AMENDMENT/MODIFICATION: Questions on RFP FQ15204/RSS as follows:			
Solicitation RFQ No.FQ15204/RSS_Strategic Communications & Graphic Design is amended to answer questions from interested vendors. The questions here are unedited and appear exactly how it was asked. See attached pages.			
<small>Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.</small>			
11. <input type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN _____ COPIES TO ISSUING OFFICE.		<input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT	
12. NAME OF CONTRACTOR/OFFICE BY _____ <small>(Signature of person authorized to sign)</small>		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY  <small>(Signature of Contracting Officer)</small>	
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print) Allison R. Robertson	17. DATE SIGNED 6/26/2015

AMENDMENT A001_ RFP No. FQ15204/RSS

Question 1: Is teaming allowed for this response? If so can we show different hourly rates for various positions at each company?

ANSWER: We're assuming "teaming" means two companies together. It is acceptable, BUT there should NOT be TWO different hourly rates for the SAME position.

Question 2: Can the Project Manager be a separate individual from the Art Director?

ANSWER: Yes

Question 3: Can we submit multiple resumes for each position?

ANSWER: Yes

Question 4: Can we modify/add titles? If yes, should we include the hourly rates for the additional titles?

ANSWER: Yes

Question 5: Are firms on the IDIQ required to respond to every tasks?

ANSWER: It is preferred that firms respond to every task.

Question 6: For Report Printing on the Price Proposal sheet, can you give more detail? Black and white copies or color? Is it one document with 200 pages or 200 1-page documents? Since it is two-sided, is it 100 total pages with prints on both sides? Is there a certain bond/type of paper stock we should be considering?

ANSWER: Pricing shouldn't matter if it's one document or a 200 1-page document. 200 total pages, two-sided front to back. Standard 8.5x11 paper, no special bond.

Question 7: Both the SOW and RFP documents say that a vendor must "Demonstrate previous successful efforts to partner with Client's marketing and communication team." Does this mean that any vendor without prior contract with WMATA on marketing and communication projects will be disqualified from consideration under this RFP?

ANSWER: Vendors without prior contract with WMATA on marketing and communication projects will NOT be disqualified from consideration under this RFP? It is ANY client's marketing and communication team.

Question 8: Does coordinating/partnering with WMATA through other clients count for demonstrating "previous successful efforts to partner with Client's marketing and communication team" — such as working on a WMATA-funded campaign for another client?

ANSWER: It is ANY client's marketing and communication team.

Question 9: Is there an incumbent vendor (or set of vendors)?

ANSWER: There are no current contract for this requirement.

Question 10: The staffing/positions in the RFP, is the vendor allowed to provide an additional position or labor category for translation services, or will this be determined at the Task Order level depending on the scope of work needed?

ANSWER: If they have one, they can provide the category. This will typically be determined at the Task Order level.

Question 11: Will the vendor be responsible for the printing and production of collateral materials?

ANSWER: This will be determined at the Task Order level.

Question 12: Page 24 of the RFP, Section 1.2 shows requirements for the Project Manager/Art Director – does WMATA intend for that to be one position, or is this only to show that each of these positions share similar years of experience and required skill sets?

ANSWER: Only to show that each of these positions share similar years of experience.

Question 13: I'm curious if you're interested in receiving responses to Solicitation Number FQ15204 from out-of-state companies. We have extensive experience and talent to offer.

ANSWER: Proposals will be evaluated based on the solicitation requirements of the RFP.

Question 14: Whether companies from Outside USA can apply for this? (From India or Canada)? Whether we need to come over there for meetings.

ANSWER: Proposals will be evaluated based on the solicitation requirements of the RFP.

Question 15: Can we perform the tasks (related to RFP) outside USA? (From India or CANADA)

ANSWER: Proposals will be evaluated based on the solicitation requirements of the RFP.

Question 16: Do vendors need to have DBE certification approval prior to proposal submission? What happens if a vendor has applied and does not receive notification prior to the submission date?

ANSWER: They need to be certified at the time the vendor is proposing to use them.

--- END OF AMENDMENT A001_ RFP No. FQ15204/RSS ---