



**FQ15124 - IT STAFF AUGMENTATION**

**AMENDMENT – A005**

**ADDITIONAL QUESTIONS & ANSWERS**

Following are additional answers to questions received as of April 1, 2015 on RFP FQ15124:

100. Question: Part II, Section 2, 1. states that "no task shall exceed 12 months" while Part II, Section 2, 2. states "Task orders may not exceed 60 months". Please clarify which is the correct maximum duration for Task Orders under this BPA
- Answer: Each Task Order Group contract awarded will have a not to exceed 60 month period.  
Each task order award under the Task Order Group will be not exceed 12 months.
101. Question: In the document labeled RFP FQ15124 - IT Staff Augmentation\_RFP Part 2.pdf, the section labeled "MINIMUM INSURANCE REQUIREMENTS" Article 2 Workers Compensation and Employer's Liability, #2 reads "Contractor and Sub-contractors of any tier performing work within 500 feet of navigable water must have their Workers Compensation policy endorsed to provide coverage for both Jones Act liability and Longshore and Harbor Workers Compensation Act Liability." Is there any anticipation that contingent workers performing under this IT Staff Augmentation contract will operate or "work within 500 feet of navigable water?"
- Answer: No.
102. Question: In the document labeled RFP FQ15124 - IT Staff Augmentation\_RFP Part 2.pdf, the section labeled "MINIMUM INSURANCE REQUIREMENTS" Article 3 Commercial and General Liability, Is this insurance requirement applicable?
- Answer: *Yes. Upon written request from WMATA, contractor shall provide copies of any and all policy(s), including all endorsement(s), within 5 business days of such request.*
103. Question: #5 reads "The definition of "Insured Contract" shall be modified to provide coverage for contractual liability for contracts for construction or demolition operations that are 50 feet of a railroad and sidetrack agreements."
- Answer: **NOT APPLICABLE IN THIS CASE BECAUSE THERE ARE NO CONSTRUCTION NOR DEMOLITION OPERATIONS.**
104. Question: #7 reads "Policy shall be endorsed with ISO endorsement CG 25 03 03 97;

“Designated Construction Projects General Aggregate Limit”, and designate “Any and all construction projects “as the designated Construction project.”

Answer: **NOT APPLICABLE-NO CONSTRUCTION.**

105. Question: Is there any anticipation that contingent workers performing under this IT Staff Augmentation contract will operate or perform work of any kind that are within “50 feet of a railroad or sidetrack” or related to or in connection with construction projects?”

Answer: **No.**

106. Question: Is this insurance requirement applicable?

Answer: **NOT APPLICABLE UNLESS STAFF WORKING WITHIN 50 FEET OF ROW.**

107. Question: In the document labeled RFP FQ15124 - IT Staff Augmentation\_RFP Part 1.pdf, the “SOLICITATION INSTRUCTIONS”, # 19 PROPOSAL FORMAT AND INSTRUCTIONS/REQUIREMENTS, section b, Factor 2: Staffing, says “the Offeror shall include a statement by the candidate, stating that he or she Is now or will be affiliated with the Offeror”. **Does this count against the total page limit (5) of the resume?**

Answer: Resumes are not included in page count. Include written statement with resume.

108. Question: On page 18, the Staffing section has a 5 page limit, but you require “**one (1) representative resume for each of the proposed Labor Categories with each Task Order Group.**” However, all TOGs have more than 5 labor categories. Will the representative resume and “statement of affiliation” count against the page limit in the Technical Proposal response?

Answer: Resumes are not included in page count. Include written statement with resume.

109. Question: Is it the Authority’s intention to place the submitted candidates into these positions upon award?

Answer: No. Resumes are for sample purposes only. No specific requirements are being solicited at this time.

110. Question: Should the “Schedule” section be left blank since it is anticipated those services will be proposed in individual Task Orders?

Answer: No. Section B- Price Schedule Sheet represent the proposed rates for the proposed labor categories for individual Task Order Groups.

111. Question: Even though it states we are to “only input Labor Rate for Contract Base Year only”, no formulas provided for the outyear rate calculations. Would it be helpful for WMATA if we filled in the uplifted rates for the option years so WMATA does not have to calculate them?

- Answer:** Schedule Attachment 1 – Detailed Price Tables requests escalation based on Bureau of Labor and Statistics Employment Cost Index for the out years.
112. **Question:** Our firm does not have a DCAA approved accounting system in place, nor do we segregate Overhead and G&A into cost pools. To complete the columns within the Pricing Sheet reflecting the build up to the loaded labor rate, our firm will perform manual calculations based on 2014 P&L. With this in mind, we have a few questions: Is it a requirement to have a DCAA approved accounting system?
- Answer:** No.
113. **Question:** Is it mandatory for vendors to bid on all TOGs?
- Answer:** No.
114. **Question:** If yes, are the vendors required to provide pricing on all the labor categories in a TOG that the vendors intends to bid?
- Answer:** Pricing should only be provided for labor categories proposed.
115. **Question:** The RFP states that we can propose on various task order groups (TOG), with one resume for each labor category within the TOG. Task Order Group one has 15 unique labor categories, and some labor categories have up to three sublevels, it is our understanding that we can submit up to 15 resumes for this TOG, is this correct?
- Answer:** There are 15 labor categories in TOG 1. Only one resume per labor category is required. Where there are sublevels, pick one level for that particular labor category and submit one resume only. Example: Information Systems Support Specialist: Level 1, Level 2, Level 3; pick one level and provide one resumes for this labor category.
116. **Question:** We have been in the business of providing on-call services to the Federal Government for many years. However, our focus has not been on IT. We have several managers who joined our team with a extensive experience in IT and in providing on call services. Can we count their experience as our company experience?
- Answer:** No. If it was not for your organization. You may not use their experience. Past Experience can only be provided for what the proposed organization has done. References to support past experience will be required.
117. **Question:** On the document labeled RFP FQ15124 - IT Staff Augmentation\_RFP Part 1.pdf Page 1, under "DIRECTIONS FOR SUBMITTING OFFER" instructs that "Technical and Price proposals must be submitted electronically via e-mail and addressed to 6005<sup>th</sup> Street, NW Washington, DC 20001 Room 3C-02 Attn: Cheryl Moore/CA. We understand that the proposal needs to be submitted via email, but it also asks it to be addressed to Ms. Moore. Do you want both an email and a hard copy? If you want a hard copy should it be in paper form, on CD or both?"

- Answer: Proposals are to be submitted electronically only. No hard copy. No CDs. The addressed to is for email correspondence/cover letters, etc. Only.
118. Question: In the document labeled RFP FQ15124 - IT Staff Augmentation\_RFP Part 1.pdf, page 13 under the "SOLICITATION INSTRUCTIONS" section, item number 10 PROPOSAL GUARANTEE, and 11 CONTRACT AND BONDS there is a line reading "OPTIONAL NOT APPLICABLE". **Does this indicate that these are not required? If a bond is required, how are the amounts calculated?**
- Answer: **Proposal Guarantee and Contract Bonds are NOT APPLICABLE.**
119. Question: Is this a new contract or is this being published, in part, due to legal and procurement requirement regulations?
- Answer: New contract.
120. Question: If there is a current contract, how many vendors are participating?
- Answer: Please contact Syliva Edwards, Supervisor, Policy at [sedwards1@wmata.com](mailto:sedwards1@wmata.com).
121. Question: Who are the current vendors?
- Answer: Please contact Syliva Edwards, Supervisor, Policy at [sedwards1@wmata.com](mailto:sedwards1@wmata.com).
122. Question: How many vendors are you planning on awarding contracts to under this RFP?
- Answer: Unknown
123. Question: Where will the places of performance be for the contract?
- Answer: On site at WMATA
124. Question: Are there any publicly available documents that discuss the past history and operation of the current IT Staff Augmentation contract?
- Answer: Please contact Syliva Edwards, Supervisor, Policy at [sedwards1@wmata.com](mailto:sedwards1@wmata.com).
125. Question: Will this contract be awarded to multiple companies or a single awardee?
- Answer: We anticipate multiple awards.
126. Question: Is this a new requirement? If not, who is the incumbent?
- Answer: New
127. Question: What is the budget?
- Answer: Estimated contract Value is \$145 million.
128. Question: Based on current staffing levels what is TOGs/Labor categories are used the most?
- Answer: Requirements are unknown at this time.
129. Question: Do the submitted resumes need to follow a certain format?

- Answer: No.
130. Question: Other than Attachment 2 showing the escalation percentage for each Option Year, what is the difference in these two price schedules?
- Answer: Table 1 – Provides detail and Table 2 provides escalation for out years.
131. Question: What restrictions are there, if any, regarding the usage of partners and using their qualifications and references in our response to a given TOG?
- Answer: Subcontracting is based on single Tier. References for subcontractors cannot be used to support proposers experience.
132. Question: What is proposal guarantee and how to furnish it?
- Answer: Proposal Guarantee is NOT REQUIRED
133. Question: Does each TOG should be submitted in a separate email ?
- Answer: One email for the proposal should be submitted provided files size does not exceed 10MB and each files is not more than 50 pages.
134. Question: May we submit more than two references per Task Order Group?
- Answer: No.
135. Question: What does it mean "DBE goal for this contract will be 30% "?
- Answer: The Disadvantaged Business Enterprise (DBE) goal for the overall contract per year is 30%. 30% of the work must be performed by WMATA certified DBEs whether prime or subcontractor.
136. Question: Is the proposal (Technical) to be submitted in Word or PDF Format?
- Answer: Either, but preferable saved as PDF.
137. Question: Will each individual TOG be submitted via separate files under the same email or as separate emails?
- Answer: Same email.
138. Question: Will the proposer be contacted if WMATA is unable to reach one of the proposer's references, or should the proposer provide a third reference as a back-up?
- Answer: Proposer will be contacted, but encourage to have notified all references in advance.
139. Question: Is the proposer able to use WMATA as one of the references?
- Answer: Yes. If they have provided services similar to what they are bidding.

140. Question: Can WMATA share the number of task orders issued under each TOG last year?  
Answer: This is a new contract. Requirements will not be the same. Please contact Sylvia Edwards, Supervisor, Policy at [sedwards1@wmata.com](mailto:sedwards1@wmata.com).
141. Question: When and under what circumstances can a Prime Contractor bring on new subcontractors to their team?
142. Question: What will be the process for on-boarding additional first-tier subcontractors after contract award?  
Answer: Consent to Subcontract will be defined in the Task Order Group contract issued.
143. Question: Can an otherwise qualified firm prime on one award while being a first-tier subcontractor on another award?  
Answer: Qualified prime who is not a certified DBE can prime, provided they have a certified DBE or can be a subcontractor to a qualified DBE. If proposer is a qualified DBE, they can be prime on one TOG and be a DBE subcontractor on another TOG.
144. Question: Can an otherwise qualified firm be a subcontractor on more than one team?  
Answer: Yes. Provided its not for the same TOG and same labor categories.
145. Question: Will task orders issued from this opportunity reach across multiple Task Order Groups?  
Answer: Yes.
146. Question: Please explain the process for issuing and awarding task orders  
Answer: Order procedures will be in the individual Task Order Group contracts.
147. Question: Can the same resume be used across multiple Task Order Groups?  
Answer: Yes. Provided the proposed resume meets the qualifications of the labor categories in the Task Order Group.
148. Question: Can we attend the pre proposal conference online?  
Answer: No.
149. Question: Can we submit for DBE certification before the proposal due date and be considered a DBE if DBE certification is granted  
Answer: Yes. Provided DBE certification is approved at time of award.
150. Question: How do we get DBE certified by WMATA.

- Answer: See Attachment A – Notice for Requirements for Disadvantaged Business Enterprise (DBE) March 2012.
151. Question: On Page 9 of the RFP, IT Staff Augmentation\_RFP Part 1, There is a table with the title "Task Order Group one - Project Management Operations (PMO) ", please explain the different values to be put in the columns from D thru J.
- Answer: Incorrect Table. See Section B - Supplies and Services Price Schedule Sheets (Fully Loaded) Template.
152. Question: Is there a 2016 budget allocated for all the TOGs?
- Answer: Yes.
153. Question: When is the expected start date for all TOGs? – Will any of the TOG's vary in time of start date?
- Answer: Start dates are not know at this time and will vary across all TOGs.
154. Question: Are there any incumbents providing these services?
- Answer: Please contact Sylvia Edwards at [sedwards1@wmata.com](mailto:sedwards1@wmata.com).
155. Question: Are these positions performed at government facilities?
- Answer: No.
156. Question: If not, what is the percentage of non-government facility support?
- Answer: All work will be performed at WMATA. % is not known at this time.
157. Question: Is clearance required for any of the positions?
- Answer: No.
158. Question: Are there any certifications required to fulfill any of these positions? Example: Windows 7 certification for Help Desks.
- Answer: Please see position equirements as provided for each labor category.
159. Question: The Technical Proposal is limited to 25 pages for each TOG. Are the resumes and acknowledgement letter counted in these 25 page limit document?
- Answer: No.
160. Question: In responding to any of the TOG cost proposal, we may not be able to provide a bid for all positions, if so, can a contractor select which positions to bid? -- This is of course supported in the corresponding TOG Technical Proposal.
- Answer: Yes.
161. Question: DBE certifications from US SBA as EDWOSB, DOT/SWAM, are these acceptable to WMATA?
- Answer: No. Only MWUCP, DC DOT or WMATA DBE are accepted.

162. Question: Can one (1) firm be awarded multiple contracts (more than one Task Order Group)?
- Answer: Yes.
163. Question: Is WMATA willing to provide the RFP in an editable/selectable text format such as Microsoft Word or a selectable text PDF document?
- Answer: Amendment A001 provided forms in word. All other forms are Adobe PDF.
164. Question: Single-Tier Subcontracting: Please clarify whether or not the "single-tier subcontracting" constraint permits the Tier 1 subcontractor - and more specifically, the DBE subcontractor - to onboard Independent Contractors, or if all resources provided by the subcontractor must be full-time employees of the subcontractor - keeping in mind that many Independent consultants are, themselves, incorporated and therefore would prefer to work on a corp-to-corp/1099 subcontracting basis (vs W2 basis).
- Answer: Tier 1 Subcontractors may have consultants who are 1099 as well as employees.
165. Question: Schedule of DBE Participation: Since Contract Value is not applicable, is "30%" an acceptable answer for the "Agreed Price" column? Or, are we to assume a baseline number of hours at some sort of aggregate rate (or perhaps Min rate across all proposed Labor Categories) when calculating Contract Value?
- Answer: 30% is an acceptable value.
166. Question: Can a representative resume of a consultant be repeated for various labor categories in different TOGs? Any page limit for resumes?
- Answer: Previously answered. See Amendment A003 dated 4/3/2015.
167. Question: Pre-Proposal Conference: Will WMATA be providing dial-in/conference call access to this meeting?
- Answer: Previously answered.
168. Question: Is the Pre-proposal Conference Mandatory?
- Answer: Previously answered.
169. Question: Do you prefer DC area vendors or open to anyone in USA?
- Answer: We are looking for qualified vendors.
170. Question: What is your minimum yearly requirements for the IT staffing or it is as needed Basis?
- Answer: Based on requirements as needed.
- .

171. Question: Do you have any yearly budget for IT Staffing?  
Answer: Question previously answered.
172. Question: RFP Part-1, after page 8, price-proposal form (7pages) need to be filled or there were attached excel sheets need to be filled (instead of form)?  
Answer: Previously answered. See Amend A004 dated 4/9/2015.
173. Question: RFP response only by email or hard copy as well or both  
Answer: Previously answered.
174. Question: Are you going to accept Questions only by April 1st or until 13th April?  
Answer: Previously answered. April 1, 2015.
175. Question: Can you publish a list of DBEs that are currently certified with WMATA?  
Answer: Previously answered.
176. Question: Can you confirm that vendors only need to submit an electronic copy (and not a hard copy) of this response?  
Answer: Previously answered.
177. Question: Can you explain why the RFP that was issued by WMATA in October 2013 (RFP no. FQ14018) was ultimately cancelled?  
Answer: Previously answered. Change in requirements.
178. Question: How many vendors are currently in your supplier program?  
Answer: Previously answered.
179. Question: Do you prefer that vendors respond to all 8 TOGs?  
Answer: We want vendors to respond to TOGs they are qualified for.
180. Question: How many awards will be made under each Task Order Group (TOG)?  
Answer: Previously answered.
181. Question: Could we use our WMATA experience as part of our Past Performance?  
Answer: Previously answered. Yes, if for similar experience as required.
182. Question: Could you please send a copy of "Certification Regarding Organizational Conflict of Interest", as this is missing as part of Volume III?  
Answer: Certification Regarding Conflict of Interest form is not called for in Volume III.

183. Question: Could you please clarify the page limitations for Volume II (Technical Proposal)? RFP file suggests it is 25 pages per TOG, but also reads, WMATA will not evaluate any pages in excess of 30 pages, does it mean we can write up to 30 pages?

Answer: Previously answered. Maximum page count is 25.

184. Question: The break-up of page limitations for Volume II (Technical Proposal) as mentioned in the RFP file is summing up only to 20 pages, please clarify the break-up of page counts for each section in Volume II?

Answer: Previously answered. Maximum page count is 25.

185. Question: We are allowed to provide only one (1) resume with a signed commitment letter for each TOG, Please clarify?

Answer: One (1) resume for each labor category proposed with a signed statement from the proposed candidate.

186. Question: Do we need to follow any specific naming convention for each file during our electronic submission?

Answer: Please see Amendment A004 dated 4/9/2015.

187. Question: In "Section B – Suppliers and Services Price Schedule Sheets (Fully Loaded)", you are asking us to provide ceiling rate in dollar amount for each labor category for base and option years? Is it correct?

Answer: Correct.

188. Question: In "Volume I –Cost/Price", the instructions suggests that we shouldn't provide cost or pricing data anywhere in the Offeror's proposal, Please clarify the following questions

Answer: a. Does it mean we need to our pricing data only in the 3 Excel files provided? Yes. All pricing is to be submitted in the three (3) templates provided. See Amendment A004 dated 4/9/2015.

Answer: b. Are we allowed to copy the Excel file contents to our Volume I as well? Please see Amendment A004 dated 4/9/2105.

189. Question: In "Attachment 2 – Escalation Price Schedule Template", we understand to input

- labor rate for Contract Base Year only, but option years do we need to respond in percentage or dollar amount? Please clarify.
- Answer: Please provide fully loaded rate and apply % for escalation based on Bureau of Labor and Statistics Employment Cost Index for Option Years.
190. Question: We see the current ceiling is \$300 Million for new IDIQ. How much did you spent on your previous IDIQ?
- Answer: Please contact Sylvia Edwards at [sedwards1@wmata.com](mailto:sedwards1@wmata.com).
191. Question: Which date do you plan to make awards?
- Answer: If possible, we anticipate to start making awards before June 30, 2015.
192. Question: Do interested companies need to register for the Pre-Proposal Conference?
- Answer: Previously answered. Please see Amendment A003 dated 4/3/2015.
193. Question: It states that Task Order Groups must have a separate Technical Proposal for "each" Group Proposed maximum 25 Pages not including resumes. If all 8 TOG's are proposed does that mean each of the 8 TOG's will have its own Technical Proposal of 25 pages in a separate file?
- Answer: Please see Amendment A004 dated 4/9/2015.
194. Question: Under the "Staffing Plan" it mentions that a resume should be submitted for one Labor Category. It also mentions that a letter intent must be with the resume if that resumes is intended to be used for a contract award. For clarifications are Letters of Intent Only for Task Orders after Contract Award or are they expected to be submitted with proposal for the IDIQ? Is it required that Offorers add Letters of Intent with Submission of Proposals for the IDIQ Contract?
- Answer: Previously answered. All resumes submitted are to include a statement from the candidate. Please see previous amendments.
195. Question: Does the DBE Goal of 30% apply to each individual TOG awarded, or collectively to all TOG's awarded under this contract? In other words, can one TOG fail to meet the 30% goal, but be compensated by exceeding the goal under another TOG, such that at least 30% of the total awarded for all TOG's has been met?
- Answer: 30% DBE goal is for the contract, across all awarded TOGs for each year.
196. Question: If WMATA certified MBE primes, does he still have to use another MBE to meet the 30% MBE goal?
- Answer: No. If a certified WMATA DBE, subcontracting is not required unless bidder is unable to provided necessary resources.
197. Question: Can an MBE prime and also sub to another prime?
- Answer: Previously answered. Yes. A DBE can prime and be a subcontractor.
198. Question: Can same past performance be used for more than 1 TOG if the scope of work cover both TOG's?
- Answer: Yes.
199. Question: Volume III – Contractual; When you ask for signed Solicitation are you requiring the whole solicitation in this Volume or just the signature pages?

**Answer:** Solicitation, Offer and Award is a one page form. Please sign and return.

**200. Question:** Can one resume be used for multiple Job Categories if that resume fulfills multiple requirements Previously answered?

**Answer:** Yes, provided they meet the requirements of the proposed labor category.