



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment 001		2. EFFECTIVE DATE September 11, 2015	
3. ISSUED BY PURCHASING SECTION Karen A. McSween (202) 962-5542 Office of Procurement & Materials 600 Fifth Street, NW Washington, DC 20001		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR NAME AND ADDRESS (Street, city, county, state, and Zip Code)		6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. <u>CO16030/KAM</u> DATE <u>August 31, 2015</u> (See block 7) ____ MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)	
7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS ____ The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers ____ is extended, <u>X</u> is not extended. 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>2</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.			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) ____ This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. (b) ____ 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. (c) ____ This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 10.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION The Following Change is Made to RFP CQ16030/KAM: A. Page 80, item d) is revised and re-issued to read.... will work not less than 40.0 hours per week. See the revised page 80 Attached. <p style="text-align: center;">-END OF AMENDMENT 001-</p> <p style="text-align: center;">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.</p>			
11. <input checked="" type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS AMENDMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE.		____ CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT	
12. NAME OF CONTRACTOR/OFFICE BY _____ (Signature of person authorized to sign)		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY <u>Laura A. Marshall</u> (Signature of Contracting Officer)	
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print) Laura A. Marshall	17. DATE SIGNED September 11, 2015

- c) A pool of Metro pre-approved staff of a minimum of three (3) but not more than six (6) employees to cover the number of hours agreed to per contract terms. See Price Schedule Sheet.
- d) All contract staff approved to perform functional assessments will work # not less than 40.0 hours per week with the exception of personal on leave due to vacation, holidays, or sick leave or as agreed to by Metro Director of Eligibility Certification and Outreach or designated operations manager.
- e) Contractor's staff shall have at least two (2) years' experience working with clients with physical and/or cognitive functional disability(ies) and shall be sensitive to and be able to respond positively to specific situations this may present;
- f) 100% staffing coverage of three (3) for agreed upon contracted service hours with minimum service: from 8:00 A.M. to 4:30 P.M. (includes allowance of half an hour for lunch) Mondays through Fridays; at least one (1) weekday evening until 9:00 P.M.; and up to four (4) hours on two (2) Saturdays of each month may be required. Days and hours shall be reviewed periodically by both parties and may be altered to meet changing needs of applicants;
- g) All Contracted staff performing functional assessments under this contract shall participate in periodic meetings with Metro's Director of the Office of Eligibility Certification and Outreach, or designee, to address issues, concerns, or questions that may arise;
- h) Contractor shall provide a Point of Contact, who shall be available in person or by telephone during all service delivery hours to provide further direction or coordination as necessary;
- i) The Director of the Office of Eligibility Certification and Outreach and/or COTR reserves the right to direct that the Contractor remove any person(s) from carrying out the duties under this contract. The Contractor shall immediately comply with this request and remove any such person(s).
- j) The Director of the Office of Eligibility Certification and Outreach and/or COTR reserves the right to review and approve the qualifications and experience of all personnel proposed as doing work under this contract (prime and sub-contract). The Contractor shall supply Metro with any and all information requested and required by Metro to perform such a review, including license and/or certification documents.
- k) Contract staff will be required to perform vital signs (blood pressure, pulse oximetry and pulse prior to commencement of the functional assessment. Vital signs are required to ensure applicant does not have any physical stress that would preclude the applicant from accomplishing the physical rigor of a functional assessment. This is a precautionary measure. Contract staff need to be familiar with the process of conducting vital sign testing. Contract staff will be provided training by WMATA staff of the equipment used at WMATA for accomplishing this testing.
- l) All contract staff must be CPR (BLS), Automatic External Defibrillator and Basic First aid trained prior to commencing work on contract. Refresher training will be provided by WMATA.

#Rev. AM 001