




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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment 001		2. EFFECTIVE DATE (Same as block 17)	
3. ISSUED BY PURCHASING SECTION Gerald G. Copeland PRMT (Room 3C-03-C) Department of Procurement		4. ADMINISTERED BY (If other than block 3) Same	
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. CQ15221 DATE <u>June 12, 2015</u> <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)	
7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS <input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> 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>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.			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (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. (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. (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.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION 1. The purpose of this amendment is to extend the Proposal due date to July 17, 2015 at 10:00 AM 2. This amendment also answers questions from prospective vendors that are relative to CQ15221. 3. This amendment corrects the estimated salary to read \$200,000 under Admin. Professional Services on page 6 of the RFP. 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.			
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 _____ (Signature of person authorized to sign)		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY  (Signature of Contracting Officer)	
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print) Allison Robertson	17. DATE SIGNED 7/7/15

1. Additionally, our company would like to submit the following question for RFP CQ15221. Appendix C/Page 79 – does WMATA have a SBLPP goal for this contract? Currently the % is left blank in Section 3A of Appendix C.
Answer: SBLPP does not apply to this solicitation but they are encouraged to participate.
2. Is it possible to get a list of the current bidders and if we are not fortunate enough to get the winning bid can we get the winning bidder information as a matter of public record?
Answer: The Authority has a process similar to the FOIA which is called Public Access to Records (PARP). The information requested should be submitted through that process. We safeguard Vendors pricing strategy and would treat your company's information in the same manner.
3. Volume III – Contractual – according to the instructions should contain “DBE requirements per Appendix B.” As there was no Appendix B included with the RFP, we are assuming that there is no DBE requirement for this RFP. Please advise.
See Answer 1.
4. Appendix C regarding the SBLPP requirement – page 79 under section 3A does not provide a goal percentage for SBLPP. Please advise if the forms that are included in this section must be completed as part of the proposal. Retained executive search firms do not typically subcontract their work or participate in joint ventures.
Answer: No. The forms are not required.
5. Price Schedule Sheet – do you want a percentage given for each vertical segment in the base year and option years, or do you want the exact fee in dollars for each year?
Answer: Please provide a per-cent age for base and option years.
6. What are WMATA's goals for this RFP? Our company successfully submitted a proposal for Executive Search Services (Solicitation CQ15081) back on December 8, 2014 but did not receive feedback, follow-up steps, and/or a resulting contract. What was the result of the procurement? Per WMATA's site this procurement was closed, but not cancelled.
Answer: The customer's requirement changed
7. Price Schedule Sheet – Under Admin. Professional services, should the salary be \$200,000? Currently it's listed as \$20,000.
Answer: \$200,000.
8. How many executive/senior-level hires were made via Executive Search Services in 2012, 2013 and 2014?
Answer: We hired two (2) each for the years 12, 13 and 14 respectively.
9. What departments and/or specific positions historically has WMATA typically used Executive Search Services for?
Answer: The most departments were Human Resources, General Manager and the Chief Financial Officer.
10. Are there incumbent firms currently providing Executive Search Services to WMATA?
Answer: Gilbert Tweed, Major, Lindsey & Africa & Associates.