

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

SOLICITATION, OFFER AND AWARD

CONTINUATION SHEET

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE FOLLOWING AMENDMENTS

TO SOLICITATION **RFP CQ18074/AMB**

Amendment Number A001 Dated 2/20/18

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Failure to acknowledge receipt of all amendments may render the offer unacceptable.

Authorized Signature

Company Name

Date

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
SUPPLY AND SERVICE CONTRACT RFP# CQ18074/AMB



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 20 February 2018
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Alicia M. Blanton, Contract Administrator 600 Fifth Street, NW, Room 3C-09-B 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) <u>X</u> AMENDMENT OF SOLICITATION NO <u>CQ18074/AMB</u> DATED <u>February 2, 2018</u> (see block 7)
7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS	
<u>X</u> The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <u>X</u> is extended to ___ 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>two</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:	
Solicitation CQ18074/AMB is amended for the following:	
1. Amendment to Request for Proposal (RFP) - Answers to Questions from potential suppliers. Please see Attachment# 1.	
2. Due Date for Submittal of Proposals is extended to February 28, 2018 at 2 p.m.	
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 checked="" type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN <u>TWO</u> 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 <u>Alicia Blanton</u> <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) Alicia Blanton	17. DATE SIGNED 2/20/18

Attachment# 1

CQ18074 - Questions and Answers for the MTPD OEM Training Exercise Series

1. Regarding the Attachment A, CQ18074, it contains pre-populated positions and hours, apparently for the respondents to provide hourly rates. Can you confirm that WMATA anticipates respondents to use these positions and hours, or is this an example, and WMATA expects the respondents to adjust the number of hours? We are happy to just fill in our rates if WMATA will be satisfied with the number of hours and positions.

Answer: This is an example, and WMATA expects the respondents to either adjust the number of hours or utilize the provided hours as needed.

2. It appears that WMATA is asking for paper hard copies of the documents to be submitted as described by volumes, bound, and unbound. We are happy to comply. However section 10.a.4 states "(4) Any/all Volumes can be submitted via CD/USB".

Could you clarify if you want CD's or paper hard copies, or both? If it is CD's, should we provide one CD in place of each of the required volumes?

Answer: WMATA requests that the Contract have one (1) originally signed submittal/proposal and the rest can be on CD/USB per Volume requested.

3. Has the Authority established a budget or a not to exceed amount for this project?

Answer: Yes, the Not-to-Exceed is 250,000 per year, total of 750,000 over 3 years.

4. Is this project grant funded?

Answer: Yes, TGSP.

5. Would agencies and organizations outside of WMATA be included in the tabletop and/or full-scale exercises? If so, can you please list those agencies and organizations that would participate and if they too would require additional exercise objectives outside of those capabilities outlined in the RFP Cover Letter.

Answer: a. Yes, the exercises will involve regional first responder agencies from across the NCR. The specific agencies will be determined by the exercise planning team.

b. Exercise objectives will include incorporation of exercise elements from our regional partners

6. Can the Authority provide additional information on the SBLPP requirement?

Answer: The answer is while SBLPP is a preferred choice on federal FTA contracts, it has been deemed Not Applicable for this procurement.

7. Does having a DBE certification from another local jurisdiction (e.g. the District of Columbia, Virginia, etc.) and being a small business suffice to meet this requirement, or will the certification have to be through the Authority's SBLPP?

Answer: While it qualifies the DBE having the certification from another jurisdiction, the certification will have to be through the Authority's DBE/SBLPP program.

8. Can the SBLPP requirement be met by a joint venture between an SBLPP partner and a non-SBLPP partner where the SBLPP partner is a sub-contractor to the non-SBLPP partner?
- a. If yes, does the Authority require a specific percentage of the project work be set aside for or performed by the SBLPP partner?
- b. Does the Authority require a form or some other type of discussion in the proposal to indicate the percentage of the project that will be performed by the SBLPP Partner?
- c. Is there an evaluation criterion in addition to the five percent factor to weight SBLPP participation in the proposal score (e.g. 5% to 10% SBLPP participation is 3 points, 10% to 15% participation is 6 points, etc.)?

Answer: SBLPP has been deemed Not Applicable for this procurement.

9. Does the Authority have a specific number of personnel it requires for the various exercises (e.g. at least one facilitator, two support staff, and one evaluator per tabletop exercise; at least 5 controllers, five evaluators, and three support staff per full-scale exercise; etc.)

Answer: The requirement for each exercise will vary depending on the objectives and direction of the exercise planning team.

10. Can the Authority estimate the number of participants for the Tabletop and Full-Scale exercises?

Answer: a. TTX: 40-50
b. FSEs: Up to 250 participants per FSE. This includes players, controllers, evaluators, observers, volunteers etc. and will depend upon the jurisdiction and scenario.

11. Will the contractor be responsible for securing venues for the Tabletop Exercises, planning meetings, etc., or will the Authority allow use of their facilities for venues?

Answer: Planning meetings will be conducted at WMATA or jurisdictional facilities however, if it is determined that an exercise venue is needed outside of these venues, we would look to the vendor to pay for it.

12. Does the Authority wish the contractor to provide refreshments / meals during the exercises (e.g. drinks / pastries for TTXs, continental breakfast / drinks / pastries / bag lunches for full-scale exercise, etc.)?

Answer: Yes, we predominately provide refreshments at TTX and FSEs and would like to have light refreshments for planning meetings held in person.

13. Will the planning team consist of just Authority and contractor personnel, or does the Authority desire that the contractor engage a multi-jurisdictional / multi-agency planning team for the project?

Answer: Yes, we predominately provide refreshments at TTX and FSEs and would like to have light refreshments for planning meetings held in person.

14. Will WMATA consider revising the small business preference to include Federally certified EDWOSBs (Economically Disadvantaged Woman Owned Small Business)?

Answer: WMATA accepts all proposers and proposals.

15. Is there an incumbent for this effort? If yes, who is the incumbent?

Answer: No. This is a new exercise series.

16. When were the last TTX and FSE conducted for WMATA? What capabilities were tested? May we have copies of the AARs from those?

Answer: The last TTX was conducted in February, the AAR is underdevelopment. The last FSE was in November and the AAR is also under development.

17. How many participants do you anticipate for each exercise?

**Answer: a. TTX: 40-50
b. FSEs: Up to 250 participants per FSE. This includes players, controllers, evaluators, observers, volunteers etc. and will depend upon the jurisdiction and scenario.**

18. How many participants do you anticipate for the planning meetings?

Answer: 15-30, varies depending upon jurisdictions playing in the exercise and the overall exercise scope.

19. How many locations would you like to have in play for each exercise?

Answer: Between 1-3 sites. This will be dependent upon the jurisdiction and the scenario decided upon by the planning team.

20. Will the venues be provided for the meetings and exercises at no cost to the vendor?

Answer: Planning meetings will be conducted at WMATA or jurisdictional facilities however, if it is determined that an exercise venue is needed outside of these venues, we would look to the vendor to pay for it.

21. Would you like the contractor to manage the RSVP process or would WMATA like to handle this?

Answer: Yes. Should registration sites be developed we would look to the vendor to provide that support.

22. Would you like the quote to include refreshments for the exercises?

Answer: Yes.

23. What is the anticipated duration of each exercise?

**Answer: a. TTX- 4-5 hours
b. FSE- 5-6 hours from set up to take down**

24. Would you like the exercise to include an intelligence component (e.g., intelligence related play occurs prior to the day of play in the field)?

Answer: While not a requirement, we would be open to options should the scenario call for it.

25. What organizations will be invited to participate on the EPT?

Answer: The EPT will include regional first responder agencies from across the NCR.

26. May we propose that some of the meetings be conducted virtually? What meetings must be conducted in person?

Answer: Yes, we are open to virtual meetings and would look to the kick off meeting to identify which meetings would be held in person and which would be held virtually

27. Will WMATA provide staff for each exercise (e.g., Controllers, Evaluators)? If so, how many staff will WMATA provide? I don't think we need this one as this proposal requires you use the number of allocated hours provided by WMATA.

Answer: WMATA will provide controllers and evaluators for the exercise but the exact number has not been determined.

28. Would you like us to provide survivor actors for the FSE? If so, how many survivor actors would you like?

Answer: While not a requirement, we would be open to options should the scenario call for it.

29. Would you like to have the exercise filmed or photographed?

Answer: Yes, within the confines of the training itself, this may vary depending upon the security nature of each exercise.

30. Do you anticipate that pyrotechnics will be used for the FSEs?

Answer: While not a requirement, we would be open to options should the scenario call for it.

31. In attachment A, please clarify the role, responsibilities, expectations, or expertise of the following positions:

**Answers: a. o Project Manager-Administrative
o Accounting Lead
o Visual Editor
o Lead Editor**

These have been titles used in the past for persons responsible for editing duties. WMATA does not feel that the proposer(s) need to keep to these titles hours, instead WMATA is looking for the proposer(s) to provide WMATA with staffing applicable to what WMATA would like them to achieve through this contract as a whole. The titles are irrelevant.

32. Please confirm that the per diem to be applied should be the GSA per diem for Washington DC area.

Answer: Confirmed.

33. To better estimate the cost of equipment and supplies, can WMATA please provide a detailed description about the items to be procured? Or since this cost should be same for all vendors, would WMATA please consider providing cost estimate assumption for equipment and supplies. This will allow WMATA to compare cost estimates based on same assumptions.

Answer: We estimated \$30,000 total, \$10,000 per year.

34. To ensure our approach meets WMATA expectations, would WMATA please consider providing a not-to-exceed budget estimate for the base year and optional years? This will help us develop a solution that meets WMATA anticipated level-of-effort.

Answer: Not to exceed \$250,000 per year.

35. Given the short period of time between the answers to questions and the due date of this Friday, would WMATA please consider extending the deadline to one week following the posting of the question? Any extension of time would be welcome to allow us to modify our approach and budget to reflect WMATA responses.

Answer: WMATA will extend the solicitation deadline until February 28th, 2018.