

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

**SOLICITATION, OFFER AND AWARD**

**CONTINUATION SHEET**

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE FOLLOWING AMENDMENTS

TO SOLICITATION **RFP CQ18076/AMB**

Amendment Number A001 Dated 3/5/18

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# CQ18076/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 5 March 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)  <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO <u>CQ18076/AMB</u>  DATED <u>February 15, 2018</u> (see block 7)		
<b>7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS</b>			
<p><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 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.</p>			
<b>8. ACCOUNTING AND APPROPRIATION DATA (If required)</b>			
<b>9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS</b>			
(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.			
<b>10. DESCRIPTION OF AMENDMENT/MODIFICATION:</b>			
Solicitation CQ18074/AMB is amended for the following: <ol style="list-style-type: none"> <li>1. Amendment to Request for Proposal (RFP) – Modify the Evaluation Criteria. Please see Attachment# 1.</li> <li>2. Provide Answers to Questions from potential suppliers. Please see Attachment# 2</li> <li>3. Due Date for Submittal of Proposals is extended to March 12, 2018 at 2 p.m.</li> </ol> <p style="text-align: center; font-size: 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.</p>			
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)	17. DATE SIGNED
		Alicia Blanton	3/5/18

# **Attachment# 1**

## **Modification to 14. Evaluation Criteria on RFP# 18706/AMB – MTPD Office of Emergency Management (OEM) Computer-Based Training (CBT)**

### **Previous:**

#### **14. EVALUATION CRITERIA AND BASIS FOR AWARD (BEST VALUE)**

Proposals will be evaluated based upon application of the following Evaluation Criteria:

1. Past Project Management planning with a transit agency or law enforcement group of the same size as WMATA (reference is required)
2. Past grant project management plan document that includes SOW, deliverables, milestones, timeline and reference (to be scored)
3. Required Subject Matter Expertise
  - a. Verified experience developing, conducting, and evaluating tabletop exercises
  - b. Verified experience developing, conducting, and evaluating full-scale exercises
  - c. In-depth knowledge of transit operations response and recovery activities as it relates to EMAP and US DHS/FEMA guidance for training and exercising of emergency response plans and procedures
  - d. In-depth knowledge of NCR stakeholders and their roles and responsibilities as first responders

### **Change:**

#### **14. EVALUATION CRITERIA AND BASIS FOR AWARD (BEST VALUE)**

Proposals will be evaluated based upon the following Evaluation Criteria listed in order of importance with the valuation prerequisites to be scored **(up to 100% overall)**:

1. Past Project Management experience developing 30-45 minute Computer Based Training (CBT) courses covering similar transportation agencies or law enforcement group's emergency response plans and procedures to include the ability to download CBT courses to internal and external Learning Management Systems as per the requirement in the Scope of Work (SOW). **(50%)**
3. Required Subject Matter Expertise **(up to overall 50%)**:
  - a. Verified experience developing, conducting, and evaluating tabletop exercises **(15%)**
  - b. Verified experience developing, conducting, and evaluating full-scale exercises **(15%)**
  - c. In-depth knowledge of transit operations response and recovery activities as it relates to EMAP and US DHS/FEMA guidance for training and exercising of emergency response plans and procedures **(10%)**
  - d. In-depth knowledge of NCR stakeholders and their roles and responsibilities as first responders **(10%)**

# **Attachment# 2**

**CQ18076 - Questions and Answers for the MTPD OEM Computer-Based Training (CBT)**

1. Is this project funded all or in part from a grant?

**Answer: No.**

2. What is the total budget for the scope of services described in the RFP?

**Answer: The total budget for the scope of services is less than \$400,000.**

3. Almost a year ago WMATA awarded an RFP for a Hazard Threat Assessment of the entire metro system. Is this training in this RFP a recommendation that came out of that risk assessment?

**Answer: No.**

4. Has any of the training that needs to be converted to CBT been already completed?

**Answer: Yes.**

5. Does source material already exist on the training topics? If so, what, and will we have access to it if awarded the project?

**Answer: Yes, source material already exists on the training topics and the awardee will have access to the Emergency Response Plans.**

6. Will there be a subject matter expert provided from the OEM side?

**Answer: Yes.**

7. Will there be a representative from the WMATA staff on the team?

**Answer: Yes.**

8. Does the OEM or WMATA have source photos or illustrations that already exist? Will we have access to them?

**Answer: Yes.**

9. Is there a preferred method of content validation that we will need to use?

10. Answer: **No. Course will be reviewed by OEM staff.**

11. How will the parties listed in the QA/QC section be involved and will we have source material and updated/current items from them to reference during the development process?

**Answer: QA/QC will be provided by contractor. OEM staff will have final approval of content.**

12. Is the voice over narration required to match all the information on the screens or can it provide additional information with the screen information being supportive?

**Answer: Additional information provided.**

13. Is there any element of blended or classroom or written training that will be involved to support the material?

**Answer: No.**

14. Will individuals taking the course have access to a printer, or a window to open another document from within the training (in case we want to make job aids, or print out scenario descriptions)?

**Answer: Yes.**

15. Are there prerequisites?

**Answer: No.**

16. Please provide a description of the intended audience (Job role, average reading level, proficient in English)?

**Answer: Senior to Middle Level Management.**

17. Will the courses require customizations to reach different audiences (i.e., managers vs. workers or apply to a specific metro station) or will all courses be intended for the same audience?

**Answer: Same Audience.**

18. Will the vendor be required to provide hosting and the LMS?

**Answer: No, Courses are hosted on WMATA LMS, ELM.**

19. Would you consider extending the deadline by 1 week?

**Answer: Deadline is extended until March 12<sup>th</sup>, 2018.**

20. There appears to be a discrepancy in the number of proposal copies that bidders are required to submit to WMATA. The WMATA Solicitation, Offer, and Award form (page 4) indicates that an original and four copies shall be submitted, whereas the Proposal Format Instructions/ Requirements (beginning on page 9) indicate one original and three copies. Please clarify.

**Answer: To clarify, an original and four (4) copies will need to be submitted, please.**

21 Under the RFP Solicitation Instructions, Provision 14, Evaluation Criteria and Basis for Award (page 12) indicates that proposals will be evaluated for “verified experience” developing and delivering CBTs and “verified experience” compiling and developing course content and curricula. Please clarify what WMATA considers to be “verified experience” and how bidders should demonstrate that experience is verified (e.g., provide client references?).

**Answer: Please see Attachment# 1 for clarification.**

22 Under the RFP Solicitation Instructions, Provision 14, Evaluation Criteria and Basis for Award (page 12), do each of the evaluation criteria identified have equal weight in the scoring for determination of the best value? If not, what weighting will WMATA apply to the evaluation criteria?

**Answer: Please see Attachment# 1 for clarification.**

23. Under the RFP Solicitation Instructions, Provision 17(a)(1), Price Proposal Evaluation (page 13) indicates that costs will be evaluated in terms of the proposed prices for “both the base year(s) and the option years(s), if any.” Should respondents to this RFP provide separate unit cost estimates for the base year and an option year? If so, should the base year and option year estimates use the same price schedule sheet table that is provided on page 6 of the RFP, and which of the described items should be included in the option year estimate?

**Answer: The Price Schedule Sheet is set-up for a breakout for one-year only.**

24. Item 9 on the Pre-Award Evaluation Data form (page 26), requests information on awards that have been denied to the offeror over the past two years. Can WMATA clarify whether this applies only to bids submitted to and denied by WMATA? Or bids denied for similar work regardless of client? Or for all denied bids submitted by the offeror to all prospective public and private clients? For many large businesses, compiling a list of all denied bids in the past two years for all prospective clients regardless of the nature of work proposed may be onerous and of questionable value for the evaluation of bidders for this solicitation.

**Answer: WMATA requests that you provide a selection of non-awards.**



25. Under the Terms and Conditions, Chapter II, Provision 8, Liquidated Damages for Delay (page 35) indicates that liquidated damages will be applied for each day of an unexcused delay. Please clarify whether WMATA intends to apply liquidated damages for delays beyond the period of performance for the entirety of the project, or whether such damages would apply to delays on specific deliverables scheduled within the overall period of performance? If the latter, does WMATA anticipate establishing specific due dates for deliverables with input from the selected contractor?

**Answer: Liquidated damages would apply to delays on specific deliverables scheduled within the overall period of performance (POP). WMATA would establish with the contractor awardee specific due dates for deliverables with input.**