

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

SOLICITATION, OFFER AND AWARD

CONTINUATION SHEET

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE FOLLOWING AMENDMENTS

TO SOLICITATION **RFP CQ16000/AMB**

Amendment Number A001 Dated 12/14/15

Amendment Number A002 Dated 12/21/15

Amendment Number A003 Dated 12/29/15

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
600 Fifth Street, NW, Washington, DC 20001-2651

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION A003		2. EFFECTIVE DATE 29 December 2015	
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Alicia M. Blanton, Contract Administrator 600 Fifth Street, N.W. 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 CQ16000/AMB DATED <u>November 17, 2015</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, _____ 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 A. Solicitation CQ16000/AMB is amended for the following: 1. Due Date for Submittal of Proposals is extended to January 8, 2016 at 2 p.m. 2. Answers to Questions from potential suppliers. See attached. 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. <u>X</u> 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 _____ (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 R. Robertson	17. DATE SIGNED 12/29/15

CQ16000 - Answers to Questions for the MTPD Promotional Process

1. Please clarify the Pricing Schedules
 - a. Phase I and Phase IV call for a lump sum. Is this sum for all ranks combined or per each rank? If all ranks are not being tested concurrently, this cost would need to be broken out per testing process or rank.
Answer: All ranks will not be tested concurrently. The schedule sheet asks for both the cost to address each rank and the sum to perform to perform a particular phase to all ranks.
 - b. Phase II and Phase III list an estimated quantity of 1 each, in addition to the breakout numbers for each of the three ranks. Should there be a unit and total price listed in these blocks? If so, are you looking for this to be the total sum of the per-rank breakout prices below?
Answer: Phase II and Phase III do list an estimated quantity of 1 each. There is no need to list the unit price for either phase. However, there is a need to list the total price for each phase. For example – The total price of Phase II is equal to sum of each rank after multiplying the estimated participants X the unit price to deliver the phase.
 - c. Since the number of candidates may fluctuate throughout a promotional process, we would like to modify the Phase III section. For example, there may be a large number of candidates taking a written exam, but a smaller number who pass the exam if it's used as a hurdle to continue in the process. There is also a difference in the cost of administering a written exam compared to an assessment center. We would like to reflect those differences.
Answer: The request is reasonable but not needed. The vendor should be able produce a reliable proposal based on their testing experience and expertise after evaluating the factors mentioned here in paragraph C.
2. Please clarify Proposal Submission instructions (see Solicitation Instructions #10).
 - a. Define "original". Does this mean a printed paper version of each Volume?
Answer: A printed paper version of each Volume with verifiable signatures.
 - b. Define "unbound". Does this mean no notebook, spiral binder, tape binder, etc? Would it be acceptable to use a clip? Or should pages be loose and in an envelope?
Answer: No stapled version is requested for "unbound". A clip is acceptable. Pages can be loose and in an envelope clearly marked "Original".
 - c. Define "copies". Are you looking for only electronic versions for the copies, and no printed copies?
Answer: A printed paper version or electronic version is acceptable. "Original" should be printed and signed.
 - d. Define "submitted in the following order". Is this just describing what the contents of each Volume should include?
Answer: Submitted as Volume I, Volume II and Volume III – describing the contents of each Volume.
3. Please clarify what Forms must be submitted with proposal.
 - a. In the Notice to Offerors on page 2, the list submission list includes "Appendix C (if applicable)". Is it applicable for this solicitation? The submission list in Solicitation Instructions #10a3 and 10d make no mention of Appendix C.
Answer: Appendix C is not applicable to this solicitation.
 - b. Solicitation Instructions #10a3 and 10d do list that Volume III should include "DBE Requirements per Appendix B". Appendix B is not contained in the solicitation.
Answer: Appendix B is not applicable to this solicitation.

4. Does the SBLPP apply for this solicitation/contract? If so, the RFP states that to qualify a firm must be certified before the solicitation process. Does this mean before this RFP was released, or before the due date?

Answer: SBLPP does apply for this solicitation, and a firm would need to be certified prior to proposal due date.

END OF AMENDMENT A003