



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  Office of Procurement and Materials Wondem Asres		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>CQ17013</u> <u>FINANCIAL MANAGEMENT AND AUDIT</u> <u>READINESS SUPPORT SERVICES</u>  <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)	
<b>7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS</b>  <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 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> copy 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)			
<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>  WMATA hereby amends Solicitation CQ17013 by: 1. Incorporating Clarification Questions received from vendors and WMATA's responses per Appendix A 2. Modifying the Price Schedule Sheet per Appendix B.  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>1</u> COPY 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 <u>William Walters</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)  William Walters	17. DATE SIGNED  13 Sept 2016

**Appendix A**  
**CQ17013**  
**Clarification Questions and WMAT's Responses**

1.The proposal does not list an incumbent. Is there an incumbent to the contract?

**Answer: There is no incumbent; however, there is a firm currently providing audit readiness related services.**

2.Are CPA Candidates allowed to be substituted for any of the labor categories where CPA is needed if employee accounting education and experience is extensive?

**Answer: No.**

3.WMATA has several locations in the DC Metro area. Where is the exact Place of Performance?

**Answer: Jackson Graham Building, 600 Fifth Street, NW, Washington, DC 20001**

4.To whom does the term "Partner" refer in the labor category section (4.1. STAFF EXPERIENCE AND KEY PERSONNEL)?

**Answer: It is a labor category for Partner or Principal.**

5.Will the prime and subcontractor(s) have to complete the Pre-Award Evaluation Data Sheet and what volume do we include it in?

**Answer: The prime would complete. However, if the contractor or subcontractor is in a joint venture, then a data form is required for each member of the joint venture. The form is included in Volume III.**

6.Is there an exception for candidates to substitute other certifications such as Certified Fraud Examiner (CFE) or Certified Financial Services Auditor (CFSA) in place of CPA with adequate work experience?

**Answer: Not unless it is expressly stated as an alternative in the subsequent task orders. Task orders may provide for different experience/certification requirements.**

7.Is there an incumbent, if no, is there a similar work being performed and by whom?

**Answer: There is no incumbent; however, KPMG is currently providing audit readiness related services.**

8.Are the total hours provided to be competed amount all awarded Basic Ordering Agreement (BOA) holders?

**Answer: Yes, however hours could vary in individual task orders based on the staffing mix and services requested.**

9.How will task orders be competed amount BOA holders?

**Answer: They will be competed in accordance with page 93, section 3) Task Ordering Procedures of the RFP.**

10. It is appropriate to use our current GSA price rate?

**Answer: It's up to each Offeror to determine the competitive rate to use in their RFP.**

11. Pages 12 and 13, Section 10 (Proposal Format Instructions/Requirements) of the WMATA solicitation provide submission requirements for Volumes I – III of the offeror's proposal. These instructions are different from the preparation instructions provided on page 92, which indicate that only Parts 1 (Technical) and II (Price) are required. In addition to the Volume versus Parts discrepancy, the number of copies (original, copy, electronic) vary in each section. Please advise as to the correct instructions regarding submission and preparation.

**Answer: There are 3 volumes. Complete and submit documentation in accordance with Page 12 Section 10 of the RFP when discrepancies exist between page 12 and page 92 (e.g., volume numbers, number of copies).**

12. The Financial Management and Audit Readiness Support Services section on page 92 part 1 - PROPOSAL PREPARATION INSTRUCTIONS. The table within this details the Sections of the response. Section E – Past Performance has two asterisk next to the name, yet does not include an explanation of those asterisks. Was there a note intended to be included clarifying information in that section?

**Answer: The reference for the two asterisk was inadvertently left off. Under the table, it should state, "\*\*\*Past performance shall reference projects of similar scope and complexity to the requirement of this solicitation."**

13. What is the current financial management systems utilized by WMATA including the systems for financial reporting, asset management, general ledger, accounts payable, payroll, budgetary reporting, grants and accounts receivable?

**Answer: PeopleSoft 9.1.**

14. Does WMATA have a DBE goal for this project? If so, what is the goal percentage?

**Answer: No.**

15. Part III – Technical Specifications section 3 – Scope of Services lists for functional areas. Does the respondent need to bid on all four areas or can a respondent only bid on 1, 2, or 3 of the functional areas?

**Answer: Yes, respondents must be qualified for and bid on all functional areas.**

16. Part III – Technical Specifications – Section 4.1 – Staff Experience and Key Personnel states that the Project Manager must have an Active PMP certification. If the respondent is able to demonstrate that a project manager has numerous years of experience managing very large and complex projects would that be sufficient to remove the active PMP certification requirement?

**Answer: No, not for the Project Manager labor category in the strategic planning and project management functional area.**

17. Part III – Technical Specifications – Section 4.1 – Staff Experience and Key Personnel states that all managers and above require an active CPA or CIA. We have specialists that have vast experience with strategic planning, but are not a CPA or CIA. Would those specialists be precluded from being included in the proposal for the Strategic Planning functional area?

**Answer: No. They could be proposed at an alternative labor category that they meet the requirements for. See also the response to question #6 above.**

18. Can a MBA be substituted for a CPA?

**Answer: Refer to the response to question #6 above.**

19. Can the requirement for a PMP be waived?

**Answer: Refer to the response to question #6 above.**

20. Section 10, p. 12 of the RFP requires the proposal to be submitted in three volumes, however p. 92 section 1) Proposal preparation instructions of the RFP seems to indicate only two parts should be submitted. Please clarify the number of volumes/parts, and the contents of each volume/part that should be submitted.

**Answer: There are 3 volumes. Complete and submit documentation in accordance with Page 12 section 10 of the RFP when discrepancies exist between page 12 and page 92 (e.g., volume numbers, number of copies).**

21. The proposal references an Appendix C in several places, however there is no Appendix C in the request for proposal. Can you confirm whether Appendix C is applicable?

**Answer: Appendix C is not applicable.**

22. Are resumes required to be included for both key and non-key personnel?

**Answer: Yes. Per page 93 of the RFP, all Offerors should submit rates and at least one resume for the Partner, Senior Managers, Project Manager, Manager, Senior Accountant/Analyst, and Accountant/Analyst labor categories and for each additional labor category the Offeror proposes on the contract.**

23. Are all task orders issued under this RFP expected to be bid competitively?

**Answer: They will be competed in accordance with page 93, section 3) Task Ordering Procedures of the RFP.**

24. Given the number of estimated hours in the "Price Schedule Sheet" on page 6 of the RFP, should bidders assume the number of resumes to be provided should be proportionate to the amount of hours in each period (i.e., 1400 hours would equate to one resume, 4200 hours would equate to 2 resumes, etc.)? In other words, how should bidders determine the number of resumes to propose, particularly since the evaluation criteria in Item 14 is only evaluating key personnel?

**Answer: Refer to the response to question #22.**

25. Would the Authority consider accepting a Certified Government Financial Manager (CGFM) as meeting the Certified Public Accountant (CPA) minimum certification for the labor categories of manager, senior manager, and/or partner?

**Answer: Refer to the response to question #6.**

## Appendix B

### Revised Price Schedule Sheet

#### Base Year

Labor Category	Hours	Hourly rates	Total labor
Partner	350		
Project Manager	1,400		
Senior Manager	2,800		
Manager	4,200		
Senior Accountant/Analyst	2,800		
Accountant/Analyst	2,800		
Total	14350		

#### Option Year 1

Labor Category	Hours	Hourly rates	Total labor
Partner	480		
Project Manager	1,920		
Senior Manager	3,840		
Manager	3840		
Senior Accountant/Analyst	3840		
Accountant/Analyst	5760		
Total	19680		

### Option Year 2

Labor Category	Hours	Hourly rates	Total labor
Partner	480		
Project Manager	1,920		
Senior Manager	3,840		
Manager	3,840		
Senior Accountant/Analyst	3,840		
Accountant/Analyst	1,800		
Total	15720		

### Option Year 3

Labor Category	Hours	Hourly rates	Total labor
Partner	480		
Project Manager			
Senior Manager	1,920		
Manager	3,840		
Senior Accountant/Analyst	3,840		
Accountant/Analyst	1,920		
Total	12000		

### Option Year 4

Labor Category	Hours	Hourly rates	Total labor
Partner	480		
Project Manager			
Senior Manager	1,920		
Manager	19,20		
Senior Accountant/Analyst	3, 840		
Accountant/Analyst	1,920		
Total	10080		

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date