



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION M001		2. EFFECTIVE DATE (Same as block 17)	
3. ISSUED BY PURCHASING SECTION Wondem Asres Department of Procurement		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"/> ENDMENT OF SOLICITATION NO. <u>CQ18075</u> <u>12/15/2017</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 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 WMATA hereby amends solicitation CQ18075 by incorporating clarification questions received from vendors and WMATA's responses per Appendix A. 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 _____ 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 <u>Monique Anderson</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) Monique Anderson	17. DATE SIGNED <u>12/28/17</u>

Appendix A

Question from Vendors and WMATA's responses CQ18075

1. The Price Schedule Sheet identifies a maximum number of students for Confined Space Entry as 25. This is a large number of students to put through a hands-on intensive course. Would WMATA consider lowering the maximum number of students to 15?

WMATA: The maximum number of students for the Confined Space course is changed from 25 to 20 students.

2. The Price Schedule Sheet has a line item for manuals and identifies a potential quantity of 3,510. Because of the various length of courses and content (e.g. OSHA 30 vs. Asbestos Awareness), is it possible to add a line item price for "fee for manual per student" for each course? Manual fees would then only be charged for the number of students in attendance for a course.

WMATA: The vendor is to provide an average cost for each manual.

3. The Price Schedule Sheet has a line item for Administrative. What is the 150 hours based upon? Example 1 hour per course instructed. Where should the hourly rate and the total price be entered?

WMATA: The 150 hours indicated in the price schedule is for the initial, one time administrative costs to set up the different courses. It should be applied to the base year only.

4. Is it acceptable to reproduce/replicate the Price Schedule Sheet in Microsoft Excel to allow for sufficient room to enter pricing information?

WMATA: Yes. It is acceptable to reproduce/replicate the Price Schedule Sheet in Microsoft Excel.

5. Is the Electrical Safety course for the purpose of compliance with NFPA 70E or just for General Electrical Safety?

WMATA: The purpose of the Electrical Safety Course is to maintain compliance with NFPA 70E.

6. Page 12, Section 14. EVALUATION CRITERIA AND BASIS FOR AWARD, b. Course Content. We wish to clarify that WMATA is requesting the vendor select 5 of the listed courses and provide for each of those 5 courses the following: Sample Course Outline, Sample Course Agenda, Sample Table Top Exercise and Sample Questions from the exam. Is this correct?

WMATA: Yes. WMATA is requesting the vendor to select five courses and provide for each of the five courses: an outline, an agenda, a sample table top exercise, and sample questions from an exam.

7. Page 12, Section 14. EVALUATION CRITERIA AND BASIS FOR AWARD, b. Course Content. Is WMATA requesting 5 copies of one course participant manual from a recently delivered course?

WMATA: WMATA is requesting the vendor to select five courses and provide for each of the five courses: an outline, an agenda, a sample table top exercise, sample questions from an exam, and a sample participant manual.

8. Page 12, Section 14. EVALUATION CRITERIA AND BASIS FOR AWARD, d. Program Management. "requirements for onsite course instruction". Can WMATA define onsite instruction? Is onsite a WMATA facility or a client-provided facility?

WMATA: Onsite facilities are WMATA facilities.

9. The number of course hours for Defensive Driving is four on the Price Schedule Sheet and five in the Technical Specifications (Pages 6 and 93).

WMATA: The number of hours for the Defensive Driving Course (National Safety Council DDC4 version with NSC manuals) stated on page 93, Technical Specification, No 9 of the RFP should be corrected as four (4) hours.

10. Need to revise the introduction of RFP Solicitation Instructions on Page 7 to reflect safety and environmental training, not a Wellness Coordinator.

WMATA: Page 7, Section Introduction 1.a of the RFP should read:

The Authority seeks to award a contract to a qualified vendor to provide Safety and Environmental Training. To that end, it is issuing this Request for Proposals (RFP) to solicit proposals from qualified firms and individuals who can satisfy the requirements described herein.

