




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 April 3, 2015		
3. ISSUED BY PURCHASING SECTION Cheryl Moore Office of Procurement and Materials 600 Fifth Street NW, Washington, DC 20001	4. ADMINISTERED BY (If other than block 3)		
5. CONTRACTOR NAME AND ADDRESS <small>(Street, city, county, state, and Zip Code)</small>	6. FORM TYPE <small>(Check only one)</small> <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. <u>FQ15124</u> DATE _____ <small>(See block 7)</small> <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ <small>(See block 9)</small>		
<p align="center">7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS</p> <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 type="checkbox"/> is extended, <input checked="" 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 _____ 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>			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
<p>9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>			
<p>10. DESCRIPTION OF AMENDMENT/MODIFICATION</p> <p>Amendment provides answers to questions 1-99. Additional questions and answers will be provided in separate amendment.</p> <p align="center"><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.</small></p>			
11. <input 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 _____ <small>(Signature of person authorized to sign)</small>	15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY  BY _____ <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) William Walters, Jr	17. DATE SIGNED 4/3/2015

FQ15124 - IT STAFF AUGMENTATION

AMENDMENT – A003

QUESTIONS & ANSWERS

PART 1 (#1-99)

Following are answers to questions received as of April 1, 2015 on RFP FQ15124:

1. Question: While reviewing the documents and requirements for your RFP No. FQ15124 – IT Staff Augmentation, I came across the section for the DBE requirements. While XXXX is not registered with WMATA as a DBE we are registered with the Commonwealth of VA as a DMBE/SWaM. Will this certification suffice or will we need to complete the DBE certification through WMATA?
Answer: No. Prime or sub must be certified with the MWUCP – DDOT or WMATA. Please read and follow the requirements and instructions as stated in Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012. Also see page 118 - Certified DBE (B), Page 122 (F), Page 123 (A – Attachment B-1) and DBE Certification Instructions.
2. Question: When is the Pre-Proposal Conference for the above referenced RFP as the RFP lists “TBD”?
Answer: Monday, April 13, 2015 9:00AM-12:00PM. See Amendment A001.
3. Question: Is there any Registration form for the Pre-Proposal Conference?
Answer: No.
4. Question: I would like to ask if there has been a set date for the pre-bidders conference?
Answer: Monday, April 13, 2015 9:00AM-12:00PM. See Amendment A001.
5. Question: Do interested companies need to register for the Pre-Proposal Conference?
Answer: No.
6. Question: Is this a new contract or an existing one?
Answer: New
7. Question: If this is an existing one, what is the name of the current contractor?
Answer: This is a new contract
8. Question: Please provide the option year prices for the contract.
Answer: Please contact Sylvia Edwards, Supervisor, Policy regarding requests for contract pricing at sedwards1@wmata.com
9. Question: How long does it take to get a DBE processed?
Answer: It takes approximately 90 days to complete the DBE application. See DBE Certification Instructions.
10. Question: Can we bid for selective labor categories within a Task Order Group (TOG)?
Answer: Yes, however offerors are encouraged to bid all labor categories that they have the ability to provide qualified candidates. See page Supply or Service and

Price/Costs page 7 and page 17- 19(a) Proposal Format and Instructions/Requirements.

11. Question: Can we bid as a prime and a sub at the same time for different Task Order Groups?
Answer: Yes.
12. Question: Is each functional area required to be in separate folders or can the proposal response be in a single folder with each TOG in a separate divider?
Answer: Submission is to be Electronic Submission only. No paper accepted. Each Task Order Group (TOG) proposed should be saved as a separate/individual file
13. Question: Example: - Cyber Security Design Engineer – Level-1, Cyber Security Design Engineer-Level-2 and Cyber Security Design Engineer– Level-3. Are these three are distinct labor categories?
Answer: Cyber Security falls under Task Order Group (TOG) 8 – IT Security. All technical proposals for proposed labor categories and resumes for Task Order Group (TOG) 8 should be saved in one file.
14. Question: When do we need to submit the Pre-Award Evaluation Data? Before the Proposal is submitted or with the Proposal or later?
Answer: Pre-Award Evaluation Data Sheet should be submitted in Volume III – Contractual. Please see page 19 – 19 (d) Proposal Format and Instructions/Requirement s - Volume III – Contractual.
15. Questions: As per Volume II Technical proposal, the page limit is 25 pages per Task Order Group (TOG) but when we add up the page limit of each section, it comes out to 22 pages.We would like to know if we can increase the page limit in any of the sections?
Answer: No. Maximum page limit is 25 per Task Order Group. Resumes are not included in the page count.
16. Question: Can we get the required forms sent to us in WORD.
Answer: See Amendment – A001 dated 3/26/2015.
17. Question: Do interested companies need to register for the Pre-Proposal Conference?
Answer: No.
18. Question: It states that Task Order Groups must have a separate Technical Proposal for “each” Group Proposed maximum 25 Pages not including resumes. If all 8 TOG’s are proposed does that mean each of the 8 TOG’s will have its own Technical Proposal of 25 pages in a separate file?
Answer: Yes. That is correct.
19. Question: Under the “Staffing Plan’ it mentions that a resume should be submitted for one Labor Category. It also mentions that a letter intent must be with the resume if that resumes is intended to be used for a contract award. For clarifications are Letters of Intent Only for Task Orders after Contract Award or are they expected to be submitted with proposal for the IDIQ?
Answer: The offeror **shall include a statement from the candidate for each resume** submitted stating that he or she is now or will be affiliated with the offeror and are to be submitted with the proposal for the IDIQ. Please see Page 18 – 19(b) – Proposal Format and Instructions/Requirement s - Factor 2: Staffing.

20. Question: Is it required that Offerors add Letters of Intent with Submission of Proposals for the IDIQ Contract?
Answer: Yes. **DBE Appendix B – (Attachment B-2)** requires submission of executed Letters of Intent to Perform as a Subcontractor/Joint Venture. Please see page 129 – Summary of Submittals.
21. Question: Volume III – Contractual. When you ask for signed Solicitation are you requiring the whole solicitation in this Volume or just the signature pages?
Answer: The requirement is a signed Solicitation, Offer and Award Form. Please see page 19 – 19 (d) Proposal Format and Instructions/Requirement s - Volume III – Contractual.
22. Question: Can one resume be used for multiple Job Categories if that resume fulfills multiple requirements?
Answer: Yes, as long as the proposed **candidates meets all of the requirements of the specific labor category job description , however we prefer that a different resume is submitted to demonstrate that the offeror understands what the Authority is seeking in these representative labor categories and is capable and prepared to provide suitable personnel.** Please see Page 18 – 19(b) – Proposal Format and Instructions/Requirement s - Factor 2: Staffing.
23. Question: Do vendors have to register for the industry day on April 13th?
Answer: No.
24. Question: As a very small DBE, can I respond to only a portion of this IDIQ (i.e., one of the 8 TOGS)?
Answer: Yes.
25. Question: We are MDOT Certified MBE/DBE based in the **State of MD** and we are interested in becoming WMATA DBE. Does this make us eligible to apply for WMATA DBE Certification?
Answer: No. Proposer must be certified with the MWUCP – DDOT or WMATA. Please read and follow the requirements and instructions as stated in Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012. Also see page 118 - Certified DBE (B), Page 122 (F), Page 123 (A – Attachment B-1) and DBE Certification Instructions.
26. Question: Is it necessary to bid on all 8 TOGs?
Answer: No.
27. Question: What is the actual page limit to create Technical Proposal? Is it 25 pages or 30 pages?
Answer: The technical proposal maximum page limit is 25 pages, excluding resumes.
28. Question: Please provide the incumbent contractor names and contract numbers.
Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com
29. Question: How many awardees does the Government estimate per task order group?
Answer: WMATA anticipates multiple awards.
30. Question: Please confirm if a Prime Contractor is not WMATA DBE certified, they can still receive an award if a proposed subcontractor is a WMATA DBE and is estimated to perform a minimum of 30% of the effort

- Answer: Proposer must be certified with the MWUCP – DDOT or WMATA. If the **proposer is not a WMATA Certified DBE**, the proposer agrees that the DBE goal for this Contract shall be met by subcontractors or by joint ventures with DBEs. The goal set forth for this Contract is 30% of the final Contract price, including amendment and modification. Please see Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012.
31. Question: Are vendors required to register to do business with WMATA prior to proposal submission?
- Answer: No.
32. Question: Are offerors allowed to submit the past performances of our proposed subcontractors for evaluation?
- Answer: No. We are not evaluating proposed subcontractors.
33. Question: Given that this is a firm fixed rate labor hours based contract, it seems inappropriate for the Government to require offerors to disclose the information requested in attachment 1 (fringe benefits, overhead, G&A, fee). Please remove this requirement or explain how this information will be used in the evaluation.
- Answer: Proposed rates will be hourly ceiling rates to be applied to Fixed Price Task Orders during each year. The requested detail will be used to determine price reasonableness should the proposed rates appear to be unbalanced, proposing an unacceptable risk to the Authority. All work will be performed on site at WMATA and/or other WMATA locations.
34. Question: Are financial statements and lines of credit information from a bank required? Or can offerors provide a letter from the bank indicating their intent to provide the funding needed in support of this contract instead?
35. Answer: Please provide information as outlined in the Pre-Award Evaluation Data form. Please see page 33-34: Pre-Award Evaluation Data form.
36. Question: Is WMATA only considering Past Performance for Staff Aug specific experiences?
37. Answer: WMATA will evaluate the extent and relevance of the offeror’s experience in providing personnel with qualifications similar to those required for the relevant task order group(s) (“TOGs”).
38. Question: Is WMATA looking for Past Performance from firms pointing to specific clients similar in size to WMATA where firm supported Staff Aug?
- Answer: WMATA will evaluate the extent and relevance of the offeror’s experience in providing personnel with qualifications similar to those required for the relevant task order group(s) (“TOGs”).
39. Question: Is this a new contract or existing contract?
- Answer: New.
40. Question: Can WMATA share the list of current incumbents?
- Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com
41. Question: Can a contractor bid only for subset of task orders? Is so, what is the minimum number of task orders a company can bid?
- Answer: Yes. One.
42. Question: How many awards will be made for each task order groups?

- Answer: Multiple awards will be made.
43. Question: I would like to request you please provide the teleconference number if available.
Answer: Pre-proposals Conference will not be via teleconference.
44. Question: If we are not a DBE firm but we are willing to commit the 30% for DBE a subcontractor. Can we be prime on this contract?
Answer: Yes, provided the DBE is a WMATA certified DBE. Proposer must be certified with the MWUCP – DDOT or WMATA. If the **proposer is not a WMATA Certified DBE**, the proposer agrees that the DBE goal for this Contract shall be met by subcontractors or by joint ventures with **WMATA Certified DBEs**. Please see Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012.
45. Question: As a XXX-certified California DBE (24703- Certification attached), I would like to know if my firm would be eligible to bid if we submit a properly notarized (by each owner) Affidavit of Certification.
Answer: Proposer must be certified with the MWUCP – DDOT or WMATA. If the **proposer is not a WMATA Certified DBE**, the proposer agrees that the DBE goal for this Contract shall be met by subcontractors or by joint ventures with **WMATA Certified DBEs**. Please see Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012. Please read and follow the requirements and instructions as stated in Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012. Also see page 118 - Certified DBE (B), Page 122 (F), Page 123 (A – Attachment B-1) and DBE Certification Instructions.
46. Question: I have a quick question regarding WMATA’s DBE program. If I have Maryland Department of Transportation DBE certification, do I still have to apply for WMATA’s DBE?
Answer: Yes. Proposer must be certified with the MWUCP – DDOT or WMATA. If the **proposer is not a WMATA Certified DBE**, the proposer agrees that the DBE goal for this Contract shall be met by subcontractors or by joint ventures with **WMATA Certified DBEs**. Please see Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012. Please read and follow the requirements and instructions as stated in Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012. Also see page 118 - Certified DBE (B), Page 122 (F), Page 123 (A – Attachment B-1) and DBE Certification Instructions.
47. Question: What forms I need to complete in order to fulfil the DBE requirement?
Answer: Please read and follow the requirements and instructions as stated in Appendix B – Disadvantaged Business Enterprise (DBE) Requirement – March 2012. Also see page 118 - Certified DBE (B), Page 122 (F), Page 123 (A – Attachment B-1) and DBE Certification Instructions, and Page 129 – Summary of Submittals.
48. Question: We are currently certified as DBE, do we still need to provide subcontractor?

- Answer: If WMATA Certified DBE, you are not required to subcontract.
49. Question: As per the statement-“ **the Offeror shall include a statement by the candidate, stating that he or she Is now or will be affiliated with the Offeror**” does that mean we should also need to provide the exclusivity form in case we submit our own candidates?
- Answer: Yes. The Offeror shall include a statement by the candidate, stating that he or she is now or will be affiliated with the Offeror for all resumes submitted.
50. Question: As it is mentioned that we have to limit the information to 5 pages only- can we provide appendix for this. If yes, would these pages be included in these 5 pages.
- Answer: The maximum page limit for the technical proposal per Task Order Group (TOG), excluding resumes is 25 pages.
51. Question: Please verify that this RFP is electronic submittal via email only (No Hard Copy Paper - Mailed Submittals).
- Answer: No hard copies will be accepted. Technical and Price proposals **must be submitted electronically via e-mail to: IT-FQ15124Proposals@wmata.com**. Please see Solicitation Instructions – 18. Electronic Submission of Proposals (NO PAPER) (page 16).
52. Questions: Please verify that vendors are not required to bid on all Task Order Groups?
- Answer: That is correct.
53. Question: Please clarify if vendors are required to bid on all position labor categories within a Task Order Group?
- Answer: No. Vendors are encouraged to bid on all labor categories, provided they can provide qualified resources.
54. Question: In regards to RFP Part I, 19. Proposal Format and Instruction/Requirements, we understand that WMATA wants to limit the Technical Response to 25 pages per TOG. However, I also see page counts have been assigned to each individual section, which totals to only 20 pages. Can vendors have some flexibility regarding the individual page counts per section, so long as the full Technical Proposal is within 25 pages total?
- Answer: Yes. The maximum page limit for the technical proposal per Task Order Group (TOG), excluding resumes only is 25 pages.
55. Question: Can WMATA be used as a client reference?
- Answer: Yes.
56. Question: Is a current contract in place to provide the IT staff augmentation services?
- Answer: Yes.
57. Question: If so, please provide a listing of the incumbent vendor (s) and their corresponding

DBE subcontractors.

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

58. Question: Please provide the number of staff positions filled for each TOG across the past full year?

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

59. Question: Can WMATA provide information on the number of service hours performed or FTE positions filled over the past full year by position labor categories?

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

60. Question: What are the current contracted hourly rates for the labor categories required?

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

61. Question: Should pricing be based upon a 40 hour work week?

Answer: Yes.

62. Question: Does WMATA expect that staff will work over 40 hours per week?

Answer: No.

63. Question: WMATA has included five full pricing sections with similar or the same information required. (RFP Part I File, starting on page 8, Price Schedule Sheets) ; (RFP Part II File, Appendix C, Attachment 1, Tables 1-8) ; (Pricing Attachment 1) and (Pricing Attachment 2) as Separate XL Spread Sheets and **(Section B Supplies and Services Price Schedule Sheets – Fully Loaded Template XLS)**. Should vendors just complete Section B Price Schedule Sheets -, Fully Loaded as listed above in bold for pricing?

Answer: Vendors are required to complete Section B –Supplies and Services Price Schedule, Appendix C - Attachment 1- and Attachment 2 in Excel.

64. Question: RFP Part II, Section 2, Special Provisions, Page 90, Article 12, Other Insurance – a., b., c. Do these insurance requirements also apply to this RFP?

Answer: Yes.

65. Question: In regards to the Insurance Certificates/Proof of Insurance, please confirm that these types of documents are submitted only by the bidders selected for award and not with the proposal response.

Answer: Correct.

66. Question: Must assigned staff meet all experience levels/certifications listed or will

consideration also be made based upon overall skills/experience and capabilities?

Answer: Yes, if a minimum requirement. **All resumes must meet the minimum requirements.**

67. Question: The RFP Solicitation of Forms Addendum regarding DBE Appendix B has two “forms” labeled as “B-2” instead of one of the forms being labeled as “B-1” as listed in (IT Staff Augmentation RFP – Part 2) file. Which set of forms do you want vendors to submit?

Answer: **Schedule of DBE Participation (Submit with Proposal) is labeled B-1. B-1, B-2 and B-3 are required to be submitted with the proposal. Please see Page 129 - Summary of Submittals .**

68. Question: Part II, Section 2 – Special Provisions, 29 – Liquidated Damages. In what manner does this pertain to this RFP and how is it applied to a staff augmentation?

Answer: The liquidated damages provision is invoked if the contractor fails to complete the work within the specified period of performance in an individual task order. Metro reserves the right to make liquidated damages part of any and all task orders. The exact amount will be stated in the RFQ for the individual task order.

69. Question: For the pre-bidders conference, do you plan to assign different time slots for the different TOGs as handled previously, or just one conference for the entire bid?

Answer: No.

70. Question: How many vendors are incumbent contractors on this project?

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

71. Question: Is the Authority able to provide the names of the incumbent contractors?

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

72. Question: Is it publicly available – how many task orders were released on the previous contract?

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

73. Question: Is it public information as to which contractors were awarded which task orders? If this information is not available, would the Authority be willing to provide the information?

Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com

74. Question: How many of the incumbent contractors are small businesses or DBE firms?
Answer: Please contact Sylvia Edwards, Supervisor, Policy at sedwards1@wmata.com
75. Question: Is a firm submitting a proposal as a DBE, require to have a DBE subcontractor for the 35% requirement?
Answer: **The goal is 30%**. If the prime is a WMATA DBE, they do not have to subcontract.
76. Question: Is the work envisioned under the RFP currently funded, if not what is the expectation of timing on whether funds will be available?
Answer: FY 2016 is funded. Future years are subject to availability of funds.
77. Question: Would the Authority consider an extension to the proposal responses if answers to vendor questions aren't made available in a timely manner?
Answer: No. Answers to questions will be issued via an amendment on April 2, 2015.
78. Question: Will there be a set-aside number of prime contracts to be awarded to DBE firms?
Answer: No.
79. Question: Ref. Section 18, ELECTRONIC SUBMISSION OF PROPOSALS (NO PAPER), pg 16. May Offerors use 8½" x 17" to legibly display tables, workflows and graphics as a single page?
Answer: Yes, however 8 ½ x 11 is preferred.
80. Question: Ref. Section 19, PROPOSAL FORMAT AND INSTRUCTIONS/REQUIREMENTS, pg 17 The instructions state that Offerors shall submit their electronic proposal with three separate files.....Part b. of this section states that, "Each proposed TOG must be submitted as a separate file." Is it the Authority's intent that Offerors shall submit their electronic proposal with three separate "folders" with each TOG as a separate file in those folders?
Answer: Correct.
81. Question: Ref. Section 19, PROPOSAL FORMAT AND INSTRUCTIONS/REQUIREMENTS, b. Volume II – Technical Proposal. a. Factor 1: Experience/Past Performance, pg 18
Are the two client references exempt from the 5 page limitation imposed for describing "Experience?"
Answer: No.
82. Question: Ref. Section 19, PROPOSAL FORMAT AND INSTRUCTIONS/REQUIREMENTS, b. Volume II – Technical Proposal. b. Factor 2: Staffing, pg 18
Does the Authority require signed statements from candidates proposed in response to Task Order competitions versus the representative resumes presented in response to this solicitation?
Answer: Requirements and instructions for task order competition will be in the individual Task Order Group contracts awarded and subsequent RFQs, however, the Offeror shall include a statement by the candidate, stating that he or she is now or will be affiliated with the Offeror for all resumes submitted.

83. Question: Ref. Section 19, PROPOSAL FORMAT AND INSTRUCTIONS/REQUIREMENTS, b. Volume II – Technical Proposal. b. Factor 2: Staffing, pg 18. We are assuming that a representative resume may be used for multiple labor categories within a TOG or across multiple TOGs assuming that it meets the qualification requirement of those categories? Please confirm.

Answer: Yes, as long as the proposed **candidates meets all of the requirements of the specific labor category job description , however we prefer that a different resume is submitted to demonstrate that the offeror understands what the Authority is seeking in these representative labor categories and is capable and prepared to provide suitable personnel.** Please see Page 18 – 19(b) – Proposal Format and Instructions/Requirement s - Factor 2: Staffing.

84. Question: Ref. Section 19, PROPOSAL FORMAT AND INSTRUCTIONS/REQUIREMENTS, b. Volume II – Technical Proposal. b. Factor 2: Staffing, pg 18. If the requirement is to include a Statement by the candidate in response to this solicitation, that he or she is now or will be affiliated with the vendor, can we assume that the affiliation could be with the prime contractor or the partner proposed as a subcontractor in this proposal? In other words, the candidate may belong to a prime or a proposed subcontractor.

Answer: Yes. The offeror **shall include a statement from the candidate for each resume submitted** stating that he or she is now or will be affiliated with the offeror and are to be submitted with the proposal for the IDIQ. Please see Page 18 – 19(b) – Proposal Format and Instructions/Requirement s - Factor 2: Staffing.

85. Question: Is the Pre-proposal Conference mandatory or optional?

Answer: The Pre-proposal Conference is not mandatory.

86. Question: Is the Pre Proposal Conference on Monday, April 13 required?

Answer: The Pre-proposal Conference is not mandatory.

87. Question: A Section 4. Prices and Costs, p. 8 – WMATA is requesting: Direct Labor Rate; Fringe Benefits; Overhead; G&A; Fee; and Loaded Labor Rate. Our Financial system only provides Loaded Labor Rate. If we only complete the Loaded Labor Rate column in this form **will we be considered non-responsive?**

Answer: Yes. Submission will be deemed non-responsive.

88. Question: **Section 10. Proposal Guarantee and Section 11. Contract and Bonds**, p. 13 – These sections state that these two items are not required for this bid. However, pages 107 to 112 of the RFP includes these forms. Please confirm that neither a Proposal Guarantee nor a Performance Bond are required.

Answer: Proposal Guarantee and Contract and Bond forms are not required. See N/A – Not Applicable in the Table of Contents.

89. Question: Understanding this is an IDIQ contract with potential awards to multiple vendors for which tasks will be competed for on an as needed basis, a fixed cost or estimated number of service hours and price value cannot be determined. With this in mind, on the DBE forms B-1 & B-2, should we just include the DBE

vendor name/address along with general type of work and insert (30%) of work performed and up-to (30%) of work performed, if using multiple subcontractors?

Answer: Actual agreed price will be determined at the task order level/RFQ stage after award. Please insert 30%. **DBE forms: B-1, B-2 and B-3 is required for each Task Order Group.**

90. Question: What should be inserted for projected DBE commencement and completion date?

Answer: 30% goal (per year) applies to each contract year across all awarded Task Order Groups (1-8).

91. Question: RFP Letter requests questions by Close of Business on April 1. Solicitation Instructions, Section 6, states that questions must be received by the Contracting Officer no later than 10 calendar days before the date for receipt of proposals. Please confirm that questions may be submitted up to 10 calendar days prior to proposal due date. If yes, please provide the email address to submit questions after April 1.

Answer: See Amendment - A002 dated 3/27/2015. All questions due on or before April 1, 2015.

92. Question: Solicitation Instructions, Section 18, states that only one offer will be accepted from a single prime contractor. If a firm is named as a Subcontractor on a Prime Contractor's proposal, may that same firm (the Subcontractor) submit a separate proposal as the Prime Contractor?

Answer: No. Prime cannot subcontract to another prime under the same TOG for the same labor categories.

93. Question: Would such submittal be considered a material nonconformity and result in rejection of one or both proposals?

Answer: Yes.

94. Question: May a firm be named as a Subcontractor on more than one proposal so long as each proposal has a unique Prime Contractor?

Answer: Yes.

95. Question: Solicitation Instructions, Section 19 – b, states the technical proposal page limit per TOG is 25 pages. It further states that the Authority will not evaluate any pages in excess of 30 pages. Is this an error and if so, please provide the correct page limit per TOG. We'd also like to confirm that the 25 (or 30) page limit does not include resumes.

Answer: Maximum page limit for the technical proposal, excluding resumes is 25 pages.

96. Question: The Liquidated Damages provision in Article 29 of Part II, Section 2 – Special Provisions is not clear to us. Please provide clarification as to the events that will trigger liquidated damages and the amount that will be assessed.

Answer: The liquidated damages provision is invoked if the contractor fails to complete the work within the specified period of performance in an individual task order. Metro reserves the right to make liquidated damages part of any and all task orders. The exact amount will be stated in the RFQ for the individual task order.

97. **Question:** Will vendors be invited to participate in presentations as a second round of vetting or will selection be made based solely on RFP responses?

Answer: Selection will be made based on RFP responses only.

98. **Question:** On the document labeled RFP FQ15124 - IT Staff Augmentation_RFP Part 1.pdf in the section labeled SUPPLY OR SERVICES AND PRICES/COSTS, #4 PRICES AND COSTS” under the Notes, it says “Pricing for task orders will not exceed the escalation rate published in the current Bureau of Labor and Statistics Employment Cost Index.”**Can you please provide the exact web address for the Bureau of Labor and Statistics Employment Cost Index that you refer to on page 7, note 2.**

Answer: Bureau of Labor and Statistics - Employment Cost Index – December 2014.

www.bls.gov/bls/list.htm

99. **Question:** If we do not provide a resume for a specific labor category, can we still provide a rate for that labor category?

Answer: No. If a labor category is not proposed, rates cannot be submitted. Past performance and experience must be provided for all proposed labor categories. **Proposed rates will be based only on labor categories proposed and its corresponding levels.**

Example: Sr. Solutions Engineer –Level 1-3. Only one resumes is required. Bidder submits a resume for level 2. **Rates can be proposed for all levels associated with the Sr. Solutions Engineer labor category.**