

## RFP CQ16030/KAM QUESTIONS AND ANSWERS

**1. Question:**

In the RFP it states that pricing will be compared to WMATA estimates, what formula is being used to derive WMATA's estimates?

**Answer:**

WMATA's estimates are based on market research.

**2. Question:**

How does WMATA define "defects in performance"? How is this definition applied to reducing the contract price to reflect the reduced value of services performed?

**Answer:**

The COTR monitors performance and therefore, determines the defect. As a result, PRMT would work with the COTR to determine the value/risk.

**3. Question:**

How does WMATA collect quality control/quality assurance data when dealing with people vs. dealing with product/supplies?

**Answer:**

Quality review of functional assessments accomplished, required staff is available during established business hours, verified by WMATA management reviewing and initialing staff time sheets.

**4. Question:**

Is CQ16030 safety section stating that safety supplies (eg. first aid kits, gloves, AEDs, pulse oximeters, blood pressure cuffs, etc) are the responsibility of the contractor to provide?

**Answer:**

All required equipment used for assessments is supplied by WMATA.

**5. Question:**

In the statement, "costs incurred by METRO due to inadequate staffing levels be withheld from payment owed to contractor by METRO", How are those costs determined?

**Answer:**

Hourly contract rate of FTE for contractual hours not met will be deducted.

**6. Question:**

If extra staffing coverage is requested and arranged and METRO realizes that it is no longer needed, are those costs reimbursed?

**Answer:**

WMATA only requires 3 FTEs on site, no additional staffing beyond that is needed.

**7. Question:**

If the Contracting Officer determines that a change (decrease) of cost or time is required on the contract and adjusts pricing within their rights, would such action invoke the contractors right to terminate?

**Answer:**

No, this is the cost of doing business and would be generally performance based.

**8. Question:**

**Page 4, Solicitation, Offer and Award Form.** The required number of sealed offers listed on this form (under the 'Solicitation' heading) differs from the requirements given on pages 10 and 11 under Proposal Format. Please clarify which portion Proposers are to follow.

**Answer:**

Use pages 10 & 11.

**9. Question:**

**Page 11, (b) Cost/Price.** All pricing information is only to be included in Volume I, however, the 'Solicitation, Offer and Award' form (to be included in Volume III) requests pricing information. Please clarify whether pricing information can be provided in Volume III as requested.

**Answer:**

Volume III does not request pricing, it requests completed signed solicitation documents. Pricing must only be submitted in Volume I.

**10. Question:**

**Page 24, Pre-Award Evaluation Data,** states that the "provided information is confidential and will not be divulged to any unauthorized personnel." Since this form is to be included within Volume III – Contractual, are proposers required to also label it as stated on page 17, Section 24. Restriction on Disclosure and Use of Data?

**Answer:**

Label it as Confidential.

**11. Question:**

Please confirm that per the "N/A" placed on page 86 and the blank percentage amount on page 88, there is no Small Business & Local Preference Program (SBLPP) requirement for this RFP and that the forms in the Appendix are not required to be returned.

- a. If we have misinterpreted the RFP and there is in fact an SBLPP goal for this contract, please consider extending the proposal due date to allow for adequate time to contact SBLPP subcontractors.

**Answer:**

N/A means not applicable. No SBLPP is required.

**12. Question:**

**Page 15, 17. Pre Award Information/Contractor Responsibility, (c).** Please confirm (1) Pre-Award Evaluation Data Form and (2) Evidence of good standing in SAM are required to be submitted with the proposal.

- a. Please also confirm (3) DBE Data, is not required to be submitted with proposal.

**Answer:**

Proposers are required to submit the Pre-Award Evaluation Data as required on pages 23 & 24.

Proposers are not required to provide the SAM Report.  
No DBE is required with this Solicitation.

**13. Question:**

**Page 2, Notice to Offers, Certificate of Insurance.** Please clarify what is to be submitted to fulfil this; will a letter of insurability from our insurance carrier suffice?

**Answer:**

A complete Certificate of Insurance is required per the Requirements on pages 51-54.

**14. Question:**

**Page 24, 12. Pre-Award Evaluation Data.** This item refers to the Pre-Award Information article. Is that referring to **Section 17, Pre Award Information/Contractor Responsibility** on **page 15**? If not, where may we find the Pre-Award Information Article?

**Answer:**

Yes

**15. Question:**

**Page 80, Item D.** The RFP states that “all contract staff approved to perform functional assessments will work fewer than 40.0 hours per week.” Can contract staff work full-time (40 hours) as long as overtime is not accrued?

**Answer:**

Required staff hours are M – F 8:00 am to 4:30 pm (8 hours per day with 30 minute lunch). No overtime without prior authorization.

An Amendment will be issued to revise the hours per week.

**16. Question:**

**Page 80, Item F.** The hours listed for three staff add up to more than the 6,000 hours on the pricing sheet. Can you clarify? Are three staff members needed at all the times listed in (f)?

**Answer:**

Required staff work 40 hour weeks, 52 weeks a year, excluding federal holidays. Yes.

**17. Question:**

**Page 81, Section 1.4 Evaluation Site.** Please clarify the following:

- a. How much space will the Authority provide the contractor to conduct its work?
- b. Will the Authority supply printers, paper, phones, computers, etc?
- c. Will the contractor be responsible for any rent, utilities or any other costs associated with operating and maintaining the Transit Accessibility Center?

**Answer:**

- a. Each FTE will have a work area that includes a desk, locker tower, and two side chairs
- b. Yes
- c. No

**18. Question:**

**Page 82, Section 1.5 Functional Evaluations.** Who will be responsible for providing sign language and foreign language interpreters should they be required? For applicants that need language translation, will WMATA provide translators?

**Answer:**

WMATA

**19. Question:**

**Page 82, Section 1.5 Functional Evaluations** Who will be responsible for providing TDD equipment and associated costs?

**Answer:**

WMATA

**20. Question:**

**Page 79, Section 1.2 Responsibilities of the Contractor.** Regarding the documents completed during the assessment, are paper documents or electronic documents preferred? In addition to any written documentation, is an electronic documentation system utilized (other than required, typed Microsoft Word document)?

**Answer:**

All assessment documentation is completed on assessment forms. Data is also entered into TRAPEZE/CERT. Signed chart notes are also required to be entered onto a Word® document and placed in the applicants file.

**21. Question:**

What is the anticipated start date for the contract?

**Answer:**

Within 1 day of award.

**22. Question:**

When does WMATA estimate awarding the contract?

**Answer:**

As soon as the Technical Evaluation is completed and the award documents are signed off by WMATA's office of General Counsel.

**23. Question:**

Will Mobility Assessment Evaluators have (or have access to) computers provided by WMATA to complete their documentation?

**Answer:**

Yes

**24. Question:**

Who is the incumbent provider of Functional Assessment services and what is their current rate per hour?

**Answer:**

NovaCare

Any information on pricing must be requested through a PARP request to Ms. Sylvia Edwards, [sedwards1@wmata.com](mailto:sedwards1@wmata.com).