



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
 600 Fifth Street, NW, Washington, DC 20001-2651
AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION A001	2. EFFECTIVE DATE (see block 17)		
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Wondem Asres, Contract Administrator 600 Fifth Street, NW, Room 3C-01C Washington, DC 20001	4. ADMINISTERED BY (If other than block 3)		
5. CONTRACTOR NAME AND ADDRESS	6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO RFI 03272015 DATED <u>March 27, 2015</u>		
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, ___ 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 <u>prior to the opening hour and date specified.</u>			
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 _____			
10. DESCRIPTION OF AMENDMENT/MODIFICATION RFI 03272015 is amended to incorporate the following revisions per Appendix A and B. 1. Section 3a is deleted and replaced with a revised version of Section 3a. 2. Sections 6 and 7 of the Nondisclosure Agreement are deleted and replaced with a revised version of Sections 6 and 7. 3. Clarification questions and Answers. 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. 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 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) Wondem Asres	17. DATE SIGNED April 13, 2015

Appendix A
RFI 03272015
Review and Development of Revised Human Resources Policies

Appendix A

3a. The purpose of this Request for Information (RFI) is to help the WMATA obtain market information on methodologies, approaches, and/or capabilities for planning purposes. Proposals should include

1. Recommended methodology and project phases, which must address at a minimum:
 - a. Methodological approach
 - b. An initial analysis of current policies, procedures and practices for legal compliance, best practices and weaknesses in addition to the primary weaknesses identified above (together, “deficiencies”), which shall include a plan for prioritizing and addressing the deficiencies;
 - c. An analysis of HR business needs to ensure, for instance, that procedures are practical, not burdensome and support the different needs of business units
 - d. An analysis of whether current policies should be updated/consolidated, replaced in whole or in part and/or restructured, which shall include an assessment of the impact of these changes on other non-personnel policies and practices
 - e. An overarching approach to understanding Metro’s business environment as it applies to the breadth and scope of policy changes
 - f. Completion of P/Is that meet the requirements above for new P/Is, including all necessary forms
 - g. Development of Standard Operating Procedures for each policy (internal and external)
2. Method and staffing for each phase
3. Time frame for each phase, resulting in the earliest possible project completion
4. How contactor will provide guidance on maintaining P/Is
5. All policies, instructions and forms will be subject to Metro review and approval

Appendix A
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**Washington Metropolitan Area Transit Authority
RFI**

NONDISCLOSURE AGREEMENT

6. If the Company is awarded the contract, the terms of this agreement will remain in effect for two years after the contract is terminated.

7. The Company acknowledges and agrees that due to the unique nature of the highly sensitive information contained In the List, any breach of this agreement would cause irreparable harm to WMATA for which damages are not an adequate remedy, and that WMATA shall therefore be entitled to equitable relief in addition to all other remedies available at law. However, the liability cannot exceed the contract value amount.

Appendix B

RFI 03272015

Review and Development of Revised Human Resources Policies

CLARIFICATION QUESTIONS AND ANSWERS

RFI 03272015

Review and Development of Revised Human Resources Policies

(The cross reference numbers are in reference to the original document)

1. Although the RFI states on page 4 “resulting in the earliest possible project completion”, does WMATA have a specific period of performance in mind for this work?

Answer: Not at this time. Responders are encouraged to propose time and completion suggestions.

2. In the RFI on page 4 in Section 3a it sometimes references “policies”, sometimes “procedures” and sometimes “practices” interchangeably. Is it fair to consider that WMATA desires that all HR policies, practices and procedures be under consideration for review, analysis and revision?

Answer: Yes.

3. In the RFI on page 4 in Section 3a.1.a, it references an initial analysis of current policies, procedures, and practices for legal compliance, technology, best practices, and weaknesses. Can WMATA provide more guidance on what technology refers to in this context?

Answer: WMATA uses PeopleSoft 9.1. We are looking to leverage the technology to automate work processes to the fullest extent

4. What HR program area or areas within WMATA will lead this work?

Answer: HR Project Management Office

5. Are there any RFI proposal length and formatting requirements/specifications?

Answer: No

6. In the RFI on page 4 in Section 3a.2, WMATA has requested “Staffing for each phase.” Does this mean: A) a detailed breakdown of proposed staff, level of effort and budget for each phase, B) a detailed breakdown of proposed staff and level of effort only for each phase, or C) information about proposed staff only.

Answer: None of the above. WMATA is requesting the methodology – how the project will be staffed by responders.

7. In the RFI on page 4 in Section 3a.2, WMATA has requested “Staffing for each phase.” Does this include for key staff: A) bios, B) resumes, or C) both?

Answer: See #6 above. See Appendix A for revised requirements.

Appendix B

RFI 03272015

Review and Development of Revised Human Resources Policies

8. If responding to the RFI as a team (including a prime and a subcontractor or subcontractors), is each teaming organization required to sign the NDA allowing access to the HR Policies document or will the NDAs between the teaming contractors for purposes of responding suffice?

Answer: Prime contractors are required to sign and submit the NDA and are responsible for obtaining signed NDAs from subcontractors (teaming organizations) and subcontractors are required to sign and submit the NDA. The NDA between prime and sub-contractors will not suffice.

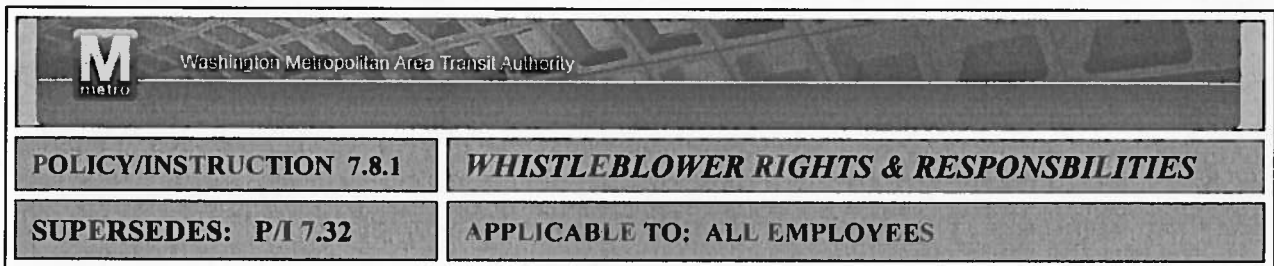
9. Does Metro have a desired date for all phases of the project to be completed?

Answer: Not at this time. It will depend upon the initial analysis of existing policies and executive management decision in that regard.

10. Can you list the specific policies for which the Board of Directors maintain oversight and do they apply to both the bargaining and non-bargaining unit employees?

Answer:

- a. The Board of Directors are required to have oversight of the following policies as they are directed related to compliance and federal funding:
 - i. Drug and Alcohol Policy and Testing Program (DOT/FTA)
 - ii. Drug Free Workplace
 - iii. Whistleblower Rights and Responsibilities
 - iv. Equal Employment Opportunity (including Affirmative Action Plan)
 - v. Sexual Harassment
- b. The Board of Directors ratifies each collective bargaining agreement for the five bargaining units.
- c. Some policies apply to all employees, regardless of union status.
 - i. Each policy contains a header with an applicability section. See example below (text in red):



11. Will proposers have access to the governing collective bargaining agreements for the 85% of employees covered?

Answer: Yes

12. Are any of the bargaining units currently in negotiations with Metro and can you provide the duration (start and end dates) for the current contracts?

Appendix B

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Review and Development of Revised Human Resources Policies

Answer: See below:

Bargaining Unit	CBA Expiration	Status
Amalgamated Transit Union Local 689	June 30, 2016	Current
International Brotherhood of Teamsters Local 922	October 31, 2016	Current
Office of Professional Employees International Union Local 2	June 30, 2016	Current
Fraternal Order of Police Lodge 1	September 30, 2017	Current
International Brotherhood of Teamsters Local 639	September 30, 2013	Negotiations

13. Please provide clarification on the difference in developing new policies and procedures and the development of standard operating procedures for each policy.

Answer: "Procedures" and "standard operating procedures" are used interchangeably.

14. In addition to PeopleSoft 9.1 are there any other systems that would require integration and impact the Metro enterprise?

Answer:

- a. Documentum
- b. Trapeze

15. The subject solicitation states it is a "Request for Information" (RFI) and the "Liabilities of WMATA" states that "This RFI does not constitute a solicitation for proposals to enter into negotiations to award a contract." However, there is language referencing the submission on a proposal. Please confirm that a vendor who does not submit a response to this RFI will still be allowed to submit a proposal on any future solicitation for the services; i.e., failure to provide information in response to the RFI does not preclude a vendor from competing on the actual Request for Proposal (RFP).

Answer: Yes. A vendor that does not submit response to the RFI will be permitted to submit a proposal should WMATA issue a RFP. However, WMATA encourage vendors to submit their responses to the RFI.