



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment No. 001		2. EFFECTIVE DATE (Same as block 17)	
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials		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 type="checkbox"/> Amendment Of Solicitation No. CQ15092 Date <u>12/01/2014</u> (See block 7) <input type="checkbox"/> MODIFICATION OF CONTRACT NO. Date _____ (See block 9)	
7. <input checked="" type="checkbox"/> THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS 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 <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 <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. <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. <input type="checkbox"/> 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 1) This Amendment replaces Part II, Section 2 – Special Provisions, Item 33. Safety Requirements 2) This Amendment transmits Clarifications and Interpretations to RFP No. CQ15092 3) This Amendment replaces the price schedule sheet 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 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>Lily Cheung</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) Lily Cheung	17. DATE SIGNED Dec 17, 2014

33. SAFETY REQUIREMENTS

NOT APPLICABLE

CLARIFICATIONS OR INTERPRETATIONS
RFP No. CQ15092

1. QUESTION OR COMMENT: Is this a new contract or an existing one?

CLARIFICATION OR INTERPRETATION: There are existing contracts.

2. QUESTION OR COMMENT: If this is an existing one, what is the name of the current contractor?

CLARIFICATION OR INTERPRETATION: MB Staffing, AppleOne, Temporary Solutions Inc, and Sparks Inc.

3. QUESTION OR COMMENT: Please provide the option year prices for the contract.

CLARIFICATION OR INTERPRETATION: This information must be requested through Public Access to Records Policy (PARP).

4. QUESTION OR COMMENT: What are the current bill rates and mark-up percentages per position?

CLARIFICATION OR INTERPRETATION: This information must be requested through PARP.

5. QUESTION OR COMMENT: How many contract awards will be made?

CLARIFICATION OR INTERPRETATION: Authority will award up to five (5) Indefinite Delivery Indefinite Quantity (IDIQ) contracts.

6. QUESTION OR COMMENT: Is there any estimated budget allocated for this RFP?

CLARIFICATION OR INTERPRETATION: The maximum amount paid to any contractor as the result of this contract awarded during the Base Period (or any Option Period) shall be \$8, 476,475.00.

7. QUESTION OR COMMENT: What are the average length of assignments?

CLARIFICATION OR INTERPRETATION: Typical assignments are 30-60 days.

8. QUESTION OR COMMENT: Do we need register to bid on this RFP?

CLARIFICATION OR INTERPRETATION: Please be advised that all vendors and contractors who do business with the Washington Metropolitan Area Transit Authority (WMATA) must register in the WMATA Vendor Registration System. Registration is located at <http://www.wmata.com>.

9. QUESTION OR COMMENT: On page 8, Notice to Offerors:

a. 8th bullet says APPENDIX B (IF APPLICABLE) - VOLUME III but this appendix is not available in solicitation document?

CLARIFICATION OR INTERPRETATION: Appendix B is not applicable for solicitation CQ15092.

10. QUESTION OR COMMENT: Price Schedule:

a. Do we need to provide filled MS Excel sheet along with Volume I – Cost proposal in CD?

CLARIFICATION OR INTERPRETATION: Please include a printed copy of the MS Excel Price Schedule Sheet in Volume I. The completed MS Excel Price Schedule Sheet should also be included on the USB Drive.

11. QUESTION OR COMMENT: Is there a DBE requirement for this bid?

CLARIFICATION OR INTERPRETATION: There is no DBE requirement for RFP CQ15092.

12. QUESTION OR COMMENT: Is this bid open to all sized companies?

CLARIFICATION OR INTERPRETATION: Please note this is a RFP and all sized companies can submit a proposal.

13. QUESTION OR COMMENT: Item 18 Award (page 13): The RFP states that “The maximum amount paid to any contractor as the result of this contract awarded during the Base Period (or any Option Period) shall be \$8,476,475.00.” Can WMATA please elaborate where this number is derived from?

CLARIFICATION OR INTERPRETATION: This will be the maximum contract value paid to any contractor as the result of this contract awarded.

14. QUESTION OR COMMENT: Item 16, Article 12 Other Insurance (page 62): The RFP requires Technical E&O insurance of \$2,000,000/claim. Would WMATA consider changing this requirement to \$1,000,000/claim? In our experience in technical staffing, a \$1,000,000 requirement is a commonly required amount for E&O.

CLARIFICATION OR INTERPRETATION: There will be no change.

15. QUESTION OR COMMENT: Part II, Section 2, Item 5: Pricing (page 56): “Prices on the Price Schedule Sheets submitted must include all associated costs, including but not limited to, travel, markups, overhead, and profit.” For statutory taxes such as those associated with the Affordable Care Act, should these be included in the pricing as well?

CLARIFICATION OR INTERPRETATION: Your rate should include all expenses including but not limited to any taxes you pay, travel, markups, overhead, and profit.

16. QUESTION OR COMMENT: Item 20 Characteristics of Temporary Employee Pool (page 13): Offerors must describe, in detail, the current number of active employees in their temporary pool and provide a breakout of the number within each of the skill categories that are specified in the RFP. Offerors must provide documentation of their ability to provide at least five (5) qualified employees per week to client within each of the position categories outlined in the Scope of Work.

*Should the “number of active employees” be restricted to those employees currently working in a temporary role?; those employees qualified and available for assignment?; or just the number of employees in our candidate database?

*Can WMATA please elaborate on what you are seeking with regards to “documentation”?

CLARIFICATION OR INTERPRETATION: The “number of active employees” should not be restricted. We will accept the number employees in the candidate database. Please provide the number of employees per skillset.

17. QUESTION OR COMMENT: Item 20 “Experience of the Firm” (page 13): WMATA is requesting profiles of our 3 largest clients.

*In addition to profiles of our 3 largest clients, is it acceptable to also provide profiles for large clients (\$500k+) with skill sets/categories that align more closely with the Scope of Work?

*Also, several of our largest client relationships are over 15 years old and have had thousands of temporary placements for each. As we have gone through software upgrades in the last few years, much of the older data being requested (the number of personnel furnished and the total number of labor hours furnished to date, by skill category) has not been imported over. Is it permissible to only include data for 2012-Present, which represent the dates of the current Master Services Agreement?

CLARIFICATION OR INTERPRETATION: Offerors must have at least three (3) years of experience providing similar services and scope. Yes you may include data for 2012-Present.

18. QUESTION OR COMMENT: We would like to know if it is required to bid in all positions.

CLARIFICATION OR INTERPRETATION: Yes, you must propose on all positions.

19. QUESTION OR COMMENT: Existing Contractors

How do you plan to handle temporary employees currently on assignment at WMATA through currently approved vendors who may not be awarded this new contract? For instance, we now have employees working on long term assignments at WMATA. If we should not be re-awarded this contract, will you allow our employees to complete their current assignment through our company, or do you plan to transition our employees to another awardee?

CLARIFICATION OR INTERPRETATION: WMATA will allow contractors to complete their current assignments.

20. QUESTION OR COMMENT: Page 13, AWARD.

You state that up to 5 IDIQ Contracts will be awarded and that the maximum amount paid to any contractor during the base period will be \$8,476,475.00. Is the "base period" considered the first year of the contract or the first 3 years of the contract as there are 2 options years for a total of a 5 year contract. Or, are you saying that the entire contract is for that amount which will be spent among the 5 vendors on a rotational basis over the entire contract period?

CLARIFICATION OR INTERPRETATION: The maximum amount paid to any contractor as the result of this contract awarded during the Base Period (or any Option Period) shall be \$8, 476,475.00.

21. QUESTION OR COMMENT: Page 14, Experience of the Firm.

Is it acceptable to list WMATA as one of our references or would you prefer alternate references?

CLARIFICATION OR INTERPRETATION: Please provide references of like size and complexity.

22. QUESTION OR COMMENT: Page 57, Pre-Employment Screening.

Company X currently conducts and absorbs the cost of Criminal Background Investigations on all employees presented to WMATA prior to WMATA conducting their own Criminal Background Investigation. Will this still be a requirement under the new contract?

CLARIFICATION OR INTERPRETATION: WMATA requires that all contractor employees and candidates for employment undergo and pass criminal background screenings before being eligible to work on WMATA property and facilities. WMATA will escort personnel until background check is completed.

23. QUESTION OR COMMENT: Page 76, Multiple Temporary Employment Agencies / Rotational Basis

Could you further clarify this process. For instance, if there is an order for 5 Administrative Assistants in one department, would all 5 orders be called out to the next available vendor on rotation or would each individual position be put in the rotation process? Is there any preference given to the types of positions in conjunction with a particular vendor's expertise or will every single opening be placed in a rotational cycle?

CLARIFICATION OR INTERPRETATION: Each position will be put in a rotational process. There is no preference given to the types of positions in conjunction with a particular vendor's expertise

24. QUESTION OR COMMENT: Will any points be given in the Technical Evaluation process to those companies who are Small, Woman-Owned or DBE status?

CLARIFICATION OR INTERPRETATION: There is no DBE requirement for RFP CQ15092.

25. QUESTION OR COMMENT: What are the incumbent contractors' billing rates?

CLARIFICATION OR INTERPRETATION: This information must be requested through PARP.

26. QUESTION OR COMMENT: Is there any requirement or preference that the contractor have an office in the MD-DC-VA area?

CLARIFICATION OR INTERPRETATION: There is no requirement the contractor must have an office in the MD-DC-VA area.

27. QUESTION OR COMMENT: How are these positions currently being filled?

- Is there an incumbent(s)?
- If so, please provide current pricing.

CLARIFICATION OR INTERPRETATION: There are incumbents. Pricing information must be requested through PARP.

28. QUESTION OR COMMENT: Is there a cost for the initial badge?

CLARIFICATION OR INTERPRETATION: No.

29. QUESTION OR COMMENT: What type of background does the Authority require?

- Can costs be passed through?

CLARIFICATION OR INTERPRETATION: WMATA requires that all contractor employees and candidates for employment undergo and pass criminal background screenings before being eligible to work on WMATA property and facilities. The background check is free of charge.

30. QUESTION OR COMMENT: Inspection of services – Section 20. What is the time frame for us to be notified if services provided do not conform to contract requirements?

CLARIFICATION OR INTERPRETATION: WMATA will notify within 2-4 business days.

31. QUESTION OR COMMENT: Are all positions accessible by mass transit?

- If not, is parking provided at no cost?
- Please provide a list of locations that use contingent staffing.

CLARIFICATION OR INTERPRETATION: Most locations are accessible by mass transit. Parking cost will not be reimbursed (if any). Work assigned will be in the Northern Virginia, Maryland and DC area. Work locations will be identified when we have a need for a work assignment.

32. QUESTION OR COMMENT: Will the Authority accept electronic invoicing?

- Provide ACH payments?

CLARIFICATION OR INTERPRETATION: Yes we accept electronic invoicing and ACH payments.

33. QUESTION OR COMMENT: Is there an option to review pricing each year, during the 3 year term?

CLARIFICATION OR INTERPRETATION: WMATA will make an award based on maximum rate proposed for the base and option periods. Contractors will not be able to exceed the maximum rate proposed after contract award.

34. QUESTION OR COMMENT: Regarding the full-time Safety Superintendent, since all of the positions except the warehouse technician role in this contract are “desk” jobs, is this still mandatory?

- If so, what are the safety superintendent’s daily tasks as they will not be monitoring industrial equipment/processes
- If required, can we bill for the costs of the Safety Super?

CLARIFICATION OR INTERPRETATION: Part II, Section 2 – Special Provisions, Item 33. Safety Requirements is not applicable.

35. QUESTION OR COMMENT: Regarding Mandatory Annual Safety Training, how long does the typical training last?

- If we provide the training, does the Authority provide the materials?
- Is the time spent on safety training billable?

CLARIFICATION OR INTERPRETATION: WMATA will provide the training. The training time will be billable.

36. QUESTION OR COMMENT: Regarding 5b Two-Hour Reporting Time, the best available personnel are typically working at a client site each business day. Is the Authority willing to amend this notice to reflect one (1) business availability?

CLARIFICATION OR INTERPRETATION: We are seeking a Two-Hour Reporting Time when requested.

37. QUESTION OR COMMENT: Under 9. Rejection of Personnel, please clarify if the Authority provides notification four or five hours after the shift begins.

CLARIFICATION OR INTERPRETATION: The Authority will provide notification as soon as there is a determination the employee will be terminated. A replacement employee will be expected.

38. QUESTION OR COMMENT: Under Characteristics of Temporary Employee Pool, “Offerors must provide documentation of their ability to provide at least five (5) qualified employees per week to client within each of the position categories outlined in the Scope of Work.” What type of documentation does the Authority prefer to receive?

CLARIFICATION OR INTERPRETATION: Please provide the number of employees per skillset.

39. QUESTION OR COMMENT: The evaluation criteria appears ambiguous. The solicitation states “Price evaluation will be based on the total cost to the Authority for base year requirements plus optional requirements”. Is WMATA merely taking the “Grant” [sic] total of the Base Years 1 to 3, plus Option Year 1 & 2 (Cell M42)?

CLARIFICATION OR INTERPRETATION: WMATA will evaluate the grand total cost to the Authority for base plus optional years.

40. QUESTION OR COMMENT: What is the methodology to equitably assign proposal and performance risks for technical evaluation scores? What are the minimum expectations?

CLARIFICATION OR INTERPRETATION: The Authority will award up to five contracts resulting from this solicitation to the responsible Offerors whose offer conforms to the solicitation and is determined to be the five lowest priced among those offers rated "Technically Acceptable."

41. QUESTION OR COMMENT: How do the proposal and performance risks scores equate to the 3 proposal evaluation criteria; i.e., "CHARACTERISTICS OF TEMPORARY EMPLOYEE POOL", "EXPERIENCE OF THE FIRM", "EXPERIENCE OF THE PROJECT MANAGER".

CLARIFICATION OR INTERPRETATION: Technical proposals will be evaluated based on the criteria defined in Solicitation Instructions, item 20 and summarized below:

- a. CHARACTERISTICS OF TEMPORARY EMPLOYEE POOL
- b. EXPERIENCE OF THE FIRM
- c. EXPERIENCE OF THE PROJECT MANAGER

42. QUESTION OR COMMENT: Is there a methodology for limiting the number of awards to 5 vendors? If vendor 5 and 6 are within a specific number of total points from each other, what is the basis for eliminating vendor 6? Is WMATA merely taking the 5 lowest priced firms from all technically acceptable?

CLARIFICATION OR INTERPRETATION: The Authority will award up to five contracts resulting from this solicitation.

43. QUESTION OR COMMENT: Is technically acceptable based on a specific score considering proposal and performance risk?

CLARIFICATION OR INTERPRETATION: Technical proposals will be evaluated based on the criteria defined in Solicitation Instructions, item 20 and summarized below:

- a. CHARACTERISTICS OF TEMPORARY EMPLOYEE POOL
- b. EXPERIENCE OF THE FIRM
- c. EXPERIENCE OF THE PROJECT MANAGER

44. QUESTION OR COMMENT: What is the equitable rotation methodology to be used for the identification of firms to contact for routine and "Short Notice Services"?

CLARIFICATION OR INTERPRETATION: WMATA will issue work assignments on a rotational basis regardless of title and length of assignment.

45. QUESTION OR COMMENT: Are resumes required for the "Short Notice Services" or just the identification of an individual?

CLARIFICATION OR INTERPRETATION: WMATA is seeking the identification of an individual.

46. QUESTION OR COMMENT: How will WMATA allow resources to report to their designated work locations within two (2) hours if the WMATA background and badging process is not complete?

CLARIFICATION OR INTERPRETATION: WMATA will escort contractor until the badging process is complete.

47. QUESTION OR COMMENT: We understand that WMATA requests weekly invoices. Will the invoices be reviewed, approved and processed for payment weekly?

CLARIFICATION OR INTERPRETATION: WMATA will review invoices weekly.

48. QUESTION OR COMMENT: We understand that WMATA is not asking for candidate resumes for evaluation in the proposal response or for requests to fulfill a position. Please confirm.

CLARIFICATION OR INTERPRETATION: We are not seeking resumes for the evaluation for the proposal.

49. QUESTION OR COMMENT: How will WMATA ensure that all awarded vendors equitably receive an open/impartial opportunity to respond to a requirement?

CLARIFICATION OR INTERPRETATION: WMATA will issue work assigns on a rotational basis.

50. QUESTION OR COMMENT: Does the Contractor have to bid on all positions listed in the RFQ?

CLARIFICATION OR INTERPRETATION: Yes.

51. QUESTION OR COMMENT: Is WMATA requiring the contracting company to perform a background check on the resources and for the WMATA background check to be performed as well, or will one suffice due to the time constraints of two business day turnaround listed in the RFQ?

o What happens if the background doesn't come back in that two business day turnaround period listed in the RFQ?

CLARIFICATION OR INTERPRETATION: WMATA requires that all contractor employees and candidates for employment undergo and pass criminal background screenings before being eligible to work on WMATA property and facilities. WMATA will escort personnel until background check is completed.

52. QUESTION OR COMMENT: Who are the incumbents and the total contracting value each of them received during the past contract?

CLARIFICATION OR INTERPRETATION: The incumbents are MB Staffing, AppleOne, Temporary Solutions Inc, and Sparks Inc. The contract value information must be requested through PARP.

53. QUESTION OR COMMENT: What is the annual spend for each of the past contract years?

CLARIFICATION OR INTERPRETATION: The annual spend for each of the past contract years must be requested through PARP.

54. QUESTION OR COMMENT: Please provide the past contract expenditure total for each of the job descriptions on pages 79-82?

CLARIFICATION OR INTERPRETATION: The past contract expenditure total for each of the job descriptions must be requested through PARP.

55. QUESTION OR COMMENT: Page 4: How are we to complete the schedule section since there are several items that need to be included?

CLARIFICATION OR INTERPRETATION: Offer may reference the price schedule sheet.

56. QUESTION OR COMMENT: Must a vendor be register in SAM?

CLARIFICATION OR INTERPRETATION: WMATA uses information for SAM to help determine responsibility.

57. QUESTION OR COMMENT: Can we provide a reference for any contracts that finished in the last 36 months or must they be active contracts only?

CLARIFICATION OR INTERPRETATION: Offerors must have at least three (3) years of experience providing similar services and scope.

58. QUESTION OR COMMENT: Can you provide additional clarification on the Metric System used - Page 71

CLARIFICATION OR INTERPRETATION: To the extent U.S. DOT or FTA directs, the Contractor agrees to use the metric system of measurement in its Project activities. WMATA will inform the contractor if metric system is required.

59. QUESTION OR COMMENT: Can you please provide the current bill rates for the each of the current contract providers for all of the job descriptions?

CLARIFICATION OR INTERPRETATION: This information must be requested through PARP.

60. QUESTION OR COMMENT: Must the temporary agency have an office in the District of Columbia?

CLARIFICATION OR INTERPRETATION: No.

61. QUESTION OR COMMENT: Are vendors required to bid on all positions?

CLARIFICATION OR INTERPRETATION: Yes.

62. QUESTION OR COMMENT: What specific background checks/screenings are required?

CLARIFICATION OR INTERPRETATION: WMATA requires that all contractor employees and candidates for employment undergo and pass criminal background screenings before being eligible to work on WMATA property and facilities. WMATA will escort personnel until background check is completed.

63. QUESTION OR COMMENT: Can vendors submit redlines/exceptions to the provided sample contract?

CLARIFICATION OR INTERPRETATION: The RFP terms are not a sample contract. Offerors may submit exceptions to WMATA terms and conditions.

64. QUESTION OR COMMENT: With respect to Affordable Care Act (ACA) costs, would WMATA prefer these charges as a separate line item on the invoices, or instead incorporated directly into our mark-up/bill rates? Please clarify.

CLARIFICATION OR INTERPRETATION: Your rate should include all expenses including but not limited to any taxes you pay, travel, markups, overhead, and profit.

65. QUESTION OR COMMENT: Regarding the required USB copy, should there be separate PDFs for each of the individual volumes (i.e., a single combined PDF for Volume I, II and III individually)? If so, should the pricing spreadsheet be converted to a PDF and included in Volume I? Please clarify.

CLARIFICATION OR INTERPRETATION: Each volume should be a separate PDF. Please include the completed MS excel pricing spreadsheet on the USB. There is no need to convert the MS excel pricing spreadsheet to a PDF.

66. QUESTION OR COMMENT: The RFP says "Offerors must describe, in detail, the current number of active employees in their temporary pool and provide a breakout of the number within each of the skill categories that are specified in the RFP"

My question is whether all employees have to be in the contractor pay roll?

CLARIFICATION OR INTERPRETATION: The contractor on the pay roll or 1099.

67. QUESTION OR COMMENT: Para 20a. RFP states: Offerors must describe, in detail, the current number of active employees in their temporary pool and provide a breakout of the number within each of the skill categories that are specified in the RFP. Does this imply offeror must have these personnel under current employment at time of submittal?

CLARIFICATION OR INTERPRETATION: No.

68. Reference 1: RFP page 7., paragraph 2., sub-paragraph a., "PREPARATION OF OFFERS" states "...Offerors are expected to examine the Request for Proposals and all referenced documents..."
Question 1: There does not appear to be a list of "referenced documents" in the solicitation. Will WMATA please provide a list of "referenced documents?"

CLARIFICATION OR INTERPRETATION: Please refer to section Solicitation Instructions, item 16 titled "Proposal Format Instructions/Requirements."

69. Reference 2: RFP page 7., paragraph 2., sub-paragraph d., "PREPARATION OF OFFERS" states "...Offeror must state a definite time for delivery of supplies or for performance of services unless otherwise specified in the solicitation..."
Question 2: Contract holders normally perform services at a definite time as defined by the organization that lets the contract. How does WMATA envision bidders providing a "definite time for...performance of services" that by definition are temporary and yet to be identified in specific task orders?

CLARIFICATION OR INTERPRETATION: Please refer to Part II, Section 2 – Special Provisions, item 1 title "Period of Performance."

70. Reference 3: RFP page 11. paragraph 15., sub-paragraph c., "Technical Proposal" states "...The Contracting Officer shall obtain information regarding the responsibility of a prospective contractor whose offer is in the competitive range..."
Question 3: Since awards will be based on Technically Acceptable, Lowest Price criteria, how will WMATA define offers in the "competitive range?"

CLARIFICATION OR INTERPRETATION: "Competitive Range" is defined as those proposals determined during the RFP evaluation process to have a reasonable chance of being selected for award and are chosen for additional discussions and negotiations. The Competitive Range shall be determined on the basis of cost/price and other factors that were stated in the RFP solicitation as the basis of award as well as the nature and extent of the competition.

71. Reference 5: RFP page 12., paragraph 16., sub-paragraph b., "Technical Proposal" states "The technical proposal shall enable WMATA evaluating personnel to make a thorough evaluation and arrive at a sound determination as to whether or not the proposal will meet the specifications in accordance with the Authority's requirements. Technical proposals shall be specific, detailed, and complete and demonstrate that the Offeror has a thorough knowledge and understanding of the requirements. Offeror's shall avoid statements that paraphrase the specifications or attest that "standard procedures will be employed," are inadequate to demonstrate how it is proposed to comply with the requirements of the specifications, and this clause."

Question 5a: We suggest the above statement of what WMATA directs contractors to include in their Technical Proposal does not provide sufficient information to allow bidders appropriate direction to submit a

compliant and compelling proposal. Will WMATA please provide additional information on what, specifically, it wants bidders to provide and the format in which to provide that information?

Question 5b: How, specifically, does WMATA want bidders to “demonstrate that the Offeror has a thorough knowledge and understanding of the requirements.”

CLARIFICATION OR INTERPRETATION: 5a. WMATA may have Communications with Proposers Before Establishing the Competitive Range Communications are exchanges between Contracting Officers and proposers, after the receipt of proposals that occur during the proposal evaluation process prior to the proposals being scored by the TET. These communications may be conducted to clarify the Authority’s understanding of the proposal, clarify past performance issues for responsibility determinations, or facilitate the proposal evaluation process.

5b. Please refer to section Solicitation Instructions, item 20 titled “Proposal Evaluation Criteria.”

72. Reference 6: RFP page 13., paragraph 18., AWARD, states: “... IDIQ contract, the minimum guaranteed amount for the Base Period and for each Option Period for each IDIQ contract awarded will be \$500.00.

Question 6a: Is the \$500.00 figure a typo?

Question 6b: Did WMATA intend to state the minimum guaranteed amount for the Base Period and for each Option Period for each IDIQ contract awarded would be \$5,000.00 or \$50,000?

Question 6c: Since the base period for the resultant contracts will be 36 months, is it WMATA’s intent to maintain a minimum guaranteed amount for the Base Period for the resultant contract of \$13.89 per month for each month of the base period?

CLARIFICATION OR INTERPRETATION: 6a. The minimum guaranteed amount for the Base Period and for each Option Period for each IDIQ contract awarded will be \$ 500.00. 6b. The minimum guaranteed amount for the Base Period and for each Option Period for each IDIQ contract awarded will be \$ 500.00. 6c. The minimum guaranteed amount for the Base Period and for each Option Period for each IDIQ contract awarded will be \$ 500.00.

73. Reference 7: RFP page 13., paragraph 19., BASIS FOR AWARD, states: “...TECHNICALLY ACCEPTABLE – LOW PRICE...”

Question 7: Did WMATA mean to state “TECHNICALLY ACCEPTABLE – LOWEST PRICE?”

CLARIFICATION OR INTERPRETATION: The Basis for award is TECHNICALLY ACCEPTABLE – LOW PRICE.

74. Reference 8: RFP page 13., paragraph 19., BASIS FOR AWARD, subparagraph a. states: “...The Authority may (1) reject any or all offers if such action is in WMATA’s interest, (2) accept other than the lowest offer, ...”

Question 8: How does WMATA justify accepting other than the five lowest offers, if the award criterion is Technically Acceptable – Lowest Price?

CLARIFICATION OR INTERPRETATION: The Authority will award up to five contracts resulting from this solicitation to the responsible Offerors whose offer conforms to the solicitation and is determined to be the five lowest priced among those offers rated “Technically Acceptable.” The Authority will not award to a Technically Unacceptable offeror.

75. Reference 9: RFP page 13., paragraph 20., PROPOSAL EVALUATION CRITERIA, subparagraph a., CHARACTERISTICS OF TEMPORARY EMPLOYEE POOL, states: “ Offerors must describe, in detail, the current number of active employees in their temporary pool and provide a breakout of the number within each of the skill categories that are specified in the RFP. Offerors must provide documentation of their ability to provide at least five (5) qualified employees per week to client within each of the position categories outlined in the Scope of Work.

Question 9a: As a Disadvantaged Business Enterprise (DBE) participating in the Small Business and Local Preference Program (SBLPP), our firm does not have the financial resources to retain active employees in a temporary pool. Virtually everyone in our “temporary pool” is either a (1) former employee, (2) current employee of another firm or (3) unemployed. Will WMATA remove the requirement that all individuals in our temporary pool be active employees of our firm?

Question 9b: Requiring DBEs and firms in the SBLPP to provide documentation of our ability to provide at least five qualified employees per week within each of the position categories outlined in the Scope of Work is a virtually impossible requirement. From a simple mathematical perspective that would require the ability to provide 10,000+ qualified employees per year (e.g., 39 position categories x 5 qualified employees per week = 195 qualified employees per week x 52 weeks (number of weeks in a calendar year) = 10,140 qualified employees per year. Will the WMATA reconsider this unattainable requirement and in its place establish a reasonable requirement that DBEs and those in the SBLPP can respond to?

CLARIFICATION OR INTERPRETATION: No exceptions will be made.

76. Reference 10: RFP page 76., SCOPE OF WORK FOR TEMPORARY EMPLOYMENT SERVICES CONTRACT, paragraph 2. states "...individuals employed will be for temporary work/assignments and will be primarily for specific projects or for short term technical assistance to meet specific needs that do not exist..."

Question 10: This statement defies logic. Will WMATA please provide potential bidders with what WMATA's intent is by including the above referenced statement in its solicitation?

CLARIFICATION OR INTERPRETATION: WMATA is seeking qualified contractors to provide temporary personnel, as needed, to perform the duties of each of the positions listed in this Scope of Work.

77. Reference 11: RFP pages 76. and 77., SCOPE OF WORK FOR TEMPORARY EMPLOYMENT SERVICES CONTRACT, paragraphs 5a., 5b. and 6. states "...Contractor's Response to Requests for Short Notice Services: Following the receipt of each telephone request for short notice services, the contractor will respond in the following manner: 5a. Telephone Confirmation Within (2) (sic) Business Hours: Within two (2) hours of the time that each telephone request for services is received, the Contractor(s) will search their pools of temporary personnel, identify the individual(s) with the requisite credentials and hourly rates and telephone the COTR to confirm the availability of a placement(s) to fill the request...If the contractor receiving a given service order fails to confirm their ability to place a temporary employee for the order within the required two (2) business hours, the service order will be issued to the alternate contractor and the alternate contractor will then have an exclusive two business hours period to confirm their ability to make the placement... 5b. Two Hour Reporting Time: All temporary personnel must report to their designated work locations within two (2) hours from the time that the work order confirmation is received (Refer to 5.a. above.)...and "6. Location of Work Assignments: WMATA is an organization with facilities located in Washington, DC, Maryland, and Virginia. The Contractor must be prepared to provide temporary employees to all WMATA facilities.

Question 11a: We suggest a 2-hour deadline to confirm the availability of placement is unreasonable. Will WMATA consider providing contractors a more reasonable deadline to confirm the availability of placements to fill the request?

Question 11b: We suggest a deadline for personnel to report to their designated work locations within 2 hours from the time the contractor receives work order confirmation from WMATA is unreasonable. Using WMATA's trip planner to plan travel from the Germantown Community Shopping Center to the Wiehle-Reston East Metro Station, using the most efficient means available from WMATA bus and rail service, (http://www.wmata.com/rider_tools/tripplanner/tripplanner_form_solo.cfm) is in excess of 2 hours and 10 minutes. This would make it literally impossible for a temporary worker living in Germantown to report to the Wiehle-Reston East Metro Station for work within 2 hours of WMATA notification. Will WMATA consider providing contractor employees a more reasonable deadline to report to their designated work location?

CLARIFICATION OR INTERPRETATION: 11a. No. 11b. No.

78. Reference 12: RFP page 78., paragraph 9., Rejection of Personnel states: "...If the Authority determines that any temporary employers assigned by the Contractor(s) are not qualified to perform the services, the Authority may notify the Contractor(s) within the first four (5) hours (sic) after the employee starts to perform the services. In such cases, the Authority will not be billed for any hours worked by the unqualified employee.

Question 12a: What criteria with WMATA use to make a judgment within 4 or 5 hours (RFP erroneously states "...first four (5) hours...") of a temporary workers arrival that the employee is NOT qualified to perform the required services?

Question 12b: If WMATA issues a task order for temporary services, but then decides the employee is unqualified, but they worked for 4 or 5 hours, what is the legal justification for withholding remunerating the contractor for the employee's time working on a valid task order?

CLARIFICATION OR INTERPRETATION: 12a. WMATA will need to terminate the assignment if they cannot perform the job assignment. A replacement is expected. 12b. WMATA will pay for the time worked.

PRICE SCHEDULE SHEET

Please complete the Price Schedule Spreadsheet and provide the sub-total for each corresponding tab below:

Price Summary - Payroll	
Base Year 1	
Base Year 2	
Base Year 3	
Option Year 1	
Option Year 2	
Total	

Price Summary - 1099	
Base Year 1	
Base Year 2	
Base Year 3	
Option Year 1	
Option Year 2	
Total	

Authorized Signature

Company Name

Date