




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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment No. 002		2. EFFECTIVE DATE (Same as block 17)	
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Charmyne Reid – (202) 962-1476		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"/> Amendment Of Solicitation No. CQ-15241 Date <u>07/24/15</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) Amendment 002 transmits Clarifications and Interpretations to RFP No. CQ15241.			
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.		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY  (Signature of Contracting Officer)	
12. NAME OF CONTRACTOR/OFFICE BY _____ (Signature of person authorized to sign)		16. NAME OF CONTRACTING OFFICER (Type or print) Allison Robertson	
13. NAME AND TITLE OF SIGNER (Type or print)		14. DATE SIGNED	
		17. DATE SIGNED 11 Aug 2015	

Metro Washington Area Transit Authority (WMATA)
RFP CQ15241_ Financial Systems and Management Operations Analysis
Amendment 002

Questions

Q1. Price Schedule Sheet on Page 12- The solicitation states that, “Please use the Excel spreadsheet to insert your proposed Firm Fixed Price by Phase including Estimated Hours and GSA Mobis 874-1 schedule hourly labor rates for Phase I and Phase II.”

We are assuming that, since this is a GSA MOBIS solicitation, all Offerors should price using their approved GSA MOBIS schedule labor categories – whether they are hourly rates or firm-fixed price weekly rates. The price schedule sheet would be completed using each Offeror’s approved schedule category and unit price to build up to the total Firm Fixed Price.

Can WMATA confirm this assumption is correct?

A. Offerors should use the approved labor category and hourly rate associated with their GSA MOBIS 874-1 schedule.

Q2. Who is the incumbent (current contractor) for these requirements?

A. There is no incumbent (current contractor) for these requirements.

Q3. If this solicitation has no DBE goal, is there any preference given to any response that has either DBE as Prime contractor or Subcontractor? What is the minimum level of effort from DBE to receive any points in the evaluation?

A. There is no preference given for a response that has a DBE as a Prime Contractor or Subcontractor; there is also no prohibition for Offerors that are DBE certified as long as they are a current and qualified GSA MOBIS 874-1 schedule Offeror.

Q4. What are the current reporting and business intelligence tools/technologies used by WMATA?

A. Generically, it is COGNOS at the enterprise level. WMATA uses specific tools within the PeopleSoft application suite for reporting, depending on the requirement. There also are single license instances of SAS used within WMATA.

Q5. Would WMATA provide documentation on current business processes?

A. Offerors are encouraged to refer to WMATA’s website at www.wmata.com for current business processes; where available. The successful Offeror shall be provided access to internal information; including but not limited to; documentation and personnel at their discretion.

Q6. Are there any WMATA IG or GAO Audit reports available to vendors?

A. There are no WMATA IG or GAO Audit reports available to vendors at this time.

Q7. What is the budget or estimated level of effort to meet the requirements?

A. WMATA does not release budgetary information associated with any specific Request for Proposal (RFP). The estimated level of effort shall be determined by the Offeror.

Q8. What are the total number of staff required? Which ones and how many positions are Key?

A. The total number of staff and Key Personnel shall be determined by the Offeror.

Q9. Would WMATA provide a list of interested vendors for this solicitation?

A. WMATA does not release interested vendor information. The list of GSA MOBIS Schedule 874-1 vendors is available at: <http://www.gsa.gov/portal/content/104551>

Q10. We would like to request one week extension in order to adequately respond to the solicitation.

A. WMATA has issued an Amendment to extend the due date to August 27, 2015.

Q11. Is there a requirement for a subcontractor to also have a current GSA Mobis 874-1 Schedule to participate on the above solicitation?

A. The Evaluation Criteria on Page 18 of the RFP states "To be considered, the Offeror(s) must have management consultancy and financial audit capabilities and hold a General Services Administration Federal Supply MOBIS Schedule, SIN 874-1 Consulting, at the time of submittal of the offer.

Q12. Section: Proposal Format Instructions/Requirements- Are there page limits for Volumes I, II, and III? If so, is front matter (i.e., cover page, cover letter, table of contents) included or excluded from this limit?

A. The Proposal Format/Instructions/Requirements in the RFP on Page 15 detail the specific requirements for Proposal submission.

Q13. Section: Evaluation Criteria and Basis for Award- With respect to the requirement for 10 years of past experience, does the 10 years have to be progressive experience? For example, if a firm has been in existence for less than 10 years, but more than 8 years, and, since inception, they have been working with multiple large complex mass transit organizations in the DC/Maryland region, specifically in finance and organizational design, then can they be deemed to meet this qualification based on their multiple contract experience during their shorter existence?

A. Offeror must demonstrate and describe how they meet the requirement for at least 10 years past experience working with large complex organizations, including top transit systems.

Q14. Has WMATA disseminated a survey to the general public to measure customer satisfaction with its services? If so, when was the last survey disseminated, and are the results available for review?

A. WMATA has disseminated a survey to the general public, the data collected is reported quarterly. The detailed information contained within the surveys shall be provided to the successful Offeror. An overall overview of the recent survey results are located at: https://wmata.com/about_metro/scorecard/index.cfm

Q15. Has WMATA disseminated an employee “climate survey” that measures employee satisfaction with their role and WMATA as a whole? If so, when was the last survey disseminated, and are the results available for review?

A. WMATA has disseminated a survey to employees. The data is used for internal planning purposes. The detailed information contained within the surveys shall be provided to the successful Offeror.

Q16. Is WMATA envisioning a deliverable for each step (4 deliverables) or a single deliverable for step 1 and an additional deliverable that would combine all the outputs from steps 2-4?

A. Offerors should describe their methodology and proposed deliverables.

Q17. The RFP requests draft report and recommendations at 90 days, and final report and recommendations at 160 days.

- What is WMATA envisioning the contractor to do between submittal of draft report and final report?
- What does WMATA envision the differences between the draft and final reports?
- Is WMATA anticipating all 4 steps to be completed by day 90 for the draft report and recommendations?

A. The contractor may be collaborating with Key WMATA personnel to clarify report finding recommendations, making revisions, fact-finding and updating the draft to meet the final report timeline.

A. Final report shall be the version ready for both internal and external review.

A. Yes

Q18. Can WMATA expand on its desired scope related to its ERP system?

A. No the requirement is clearly defined.

Q19. Does WMATA envision the ERP scope to be contained in Step 2 - Financial Management Assessment or Step 2 - Enterprise Business Management Operations Assessment or both?

A. Offerors should describe their methodology and proposed deliverables.

Q20. There are not enough clear requirements to price the Phase II optional tasks effectively. The level of effort remains unclear, as the scope, timing, and resources required will be highly dependent on the outputs of the Phase I effort. Would WMATA consider a time and expense effort with a proposed resource rate card, or can WMATA provide additional requirements to clearly scope our fixed price?

A. No time and expense effort shall not be considered to price the Phase II optional tasks. Offerors should propose the level of effort deemed appropriate based to accomplish Phase II.

Q21. Where is the DBE requirement form, for Appendix B?

A. Appendix B is not contained in this RFP.

Q22. What is Appendix C? (reference Notice to Offerors, page 2)

A. The Notice to Offerors lists Appendix C (if applicable). Appendix C is not contained in this RFP.

Q23. Page 77- This page says the vendor shall provide a project cost estimate NLT 170 days after award for the implementation of Phase 1, Task (g). However, the pricing worksheet requires a price for the Option Period upon submission. Will the vendor be able to adjust the price quote provided upon submission for the Option Period if it is deemed to be inaccurate after Phase 1, Tasks (a) – (f) are completed?

A. No

Q24. Submission Instructions: Does WMATA have a page limitation for Volumes I or II?

A. Volume I shall contain the Excel Price Schedule Sheet provided with the RFP. Volume II shall be limited to 20 pages with 12-point font size (no reduction are permitted- except in organization charts or other graphic illustrations) and page margins of 1 inch on the top, bottom, and sides. In those instances where a font size reduction is allowable, no smaller than a 10-point reduction is recommended. Offerors shall ensure that the print is easily readable. Any attachments, appendices, or exhibits are included in the page limitation. The resumes for Key Personnel (if applicable), any table of contents (consisting of topics and page numbers only), introduction letters, and past performance summaries are not included in the 20-page limitation.

If an Offeror's Volume II exceeds the page limitation, only the first 20 pages will be distributed to the evaluation team. All Volume II information shall be in Volume II to be considered.

Q25. Submission Instructions- Does WMATA have a font size restriction on text, tables, and figures in Volumes I and II?

A. Please refer to Question 24.

Q26. Submission Instructions- For Volume I, does WMATA desire any additional information in addition to the pricing tables provided with this solicitation?

A. Please refer to Question 24. Proposal Format Instructions/ Requirements are contained within the RFP on Page 15.

Q27. General- Is there an incumbent performing similar work? If so, will they be allowed to bid on this work?

A. There is no incumbent performing this work.

Q28. General- Are current or recent providers of similar services (e.g. financial audits, IT development, and efficiency analyses) allowed to bid, or is there an Organizational Conflict of Interest that would preclude them from submitting a proposal?

A. This RFP is for full and open competition. Please refer to the RFP on Page 63; Section 18, titled Organizational Conflict of Interest.

Q29. General - Given that WMATA is using GSA MOBIS for this solicitation, would the Authority consider making this solicitation a set-aside for small business MOBIS holders only?

A. No, WMATA will not consider making this a set-aside for small business MOBIS holders only.

Q30. General- Would WMATA consider adding a DBE participation goal to this requirement, given the large number of registered DBEs on the NAICS codes relevant to this requirement?

A. This RFP is for full and open competition.

Q30. General- Does the Authority have an anticipated start date for the base period of performance for this requirement?

A. WMATA's anticipated start date is on or around October 23, 2015.

Q31. Can WMATA please clarify the core differences between Objectives A, B, and D?

A. The objectives are clearly stated; WMATA seeks to improve business operations through process improvements and welcomes quality recommendations.

Q32. Can Proposers offer advantageous alternatives in their proposals to potentially meet WMATA's objectives? For example, Step 2C references "the assessment of WMATA's enterprise business procedures, operations workflow practices, internal and external communications, and performance management methods", however the sub-Tasks include only items related to "Organizational structure."

A. Yes; the Technical Specification recommends alternatives steps or methods that meet the defined objectives and tasks.

Q33. In Step 2b, the Financial Systems and Management Operations Analysis refers to a "Management tool that provides financial and operational accountability based on key Statistical Indicators and volume measures" - is WMATA's expectation that the Vendor assess your existing Management tool(s), or build a Management tool to be handed off at the completion of the engagement?

A. Assessment of existing management tools and recommendations for improvements. There is no requirement to build the tool(s).

Q34. The solicitation references "DBE requirements per Attachment B." Are there DBE requirements associated with this solicitation? If so, can WMATA provide Attachment B?

A. DBE requirements are not established for the RFP.

END OF AMENDMENT 002