

CLARIFICATIONS AND INTERPRETATION
RFP No. CQ17184/JD Temporary Procurement Staffing Support Services

Question Numbers 1-29

The following clarifications and/or interpretation are provided in response to questions that have been received in reference to RFP CQ17184/JAD:

Question 1

Is this solicitation regarding a new requirement for WMATA or is there an incumbent provider?

Answer: New Requirement

Question 2

How many vendors are providing these services currently?

Answer: See answer to question 1

Question 3

What was the spend on procurement staffing support services during the past year?

Answer: See answer to question 1

Question 4

How many temporary procurement contractors did WMATA request during the past year? Can this be broken down by each of the 5 positions listed in the solicitation?

Answer: See answer to question 1

Question 5

What is the current hourly rate WMATA pays for the five positions listed in this solicitation?

Answer: See answer to question 1

Question 6

What is the average or typical duration of assignment for a temporary contractor?

Answer: Duration of assignment will be determine at each task level.

Question 7

What is the required response time from when WMATA makes a request for a temporary contractor to when a vendor is expected provide candidates?

Answer: Temporary procurement staffs are expected to start within thirty (30) calendar days after the task has been awarded. See amendment 001

Question 8

What is WMATA's process for requesting candidates from multiple vendors?

Answer: Competitive proposals amongst the selected contractors. See amendment 001

Question 9

Are job requests released to all three vendors? Are requested made to one vendor on a rotating basis? Is competition open to all vendors who submit qualified candidates?

Answer: Competitive proposals amongst the selected vendors. See amendment 001

Question 10

We understand that WMATA required two resumes for each position listed in the solicitation. Because there will be a significant gap in time between proposal submission and contract award, must each candidate presented remain available and ready to start for WMATA?

Answer: No, after selection at each task level. Temporary procurement staffs are expected to start within thirty (30) calendar days after the task has been awarded. See amendment 001

Question 11

How does this contract fit within the larger procurement process at WMATA? Is there a particular reason why these five procurement positions are not included in WMATA's larger temporary staffing contracts?

Answer: No

Question 12

Offeror shall provide two (2) resumes of Key personnel from each job category (Senior/Lead Contract Administrator III, Mid-Level Contract Administrator II, Junior Contract Administrator I, and Purchasing Agent) that worked on a similar contract. Can we provide resumes for any two positions, or any specific position?

Answer: Clearly stated in section 14 "Evaluation Criteria and Basis for Award".

Question 13

Is this a new opportunity or is this a re-compete? If a re-compete, who is the incumbent firm(s) and what is the incumbent contract number(s)?

Answer: New Requirement.

What has been the approximately annual spend for positions similar to those in the RFP?

Answer: New Requirement.

Question 14

What is the approximate number of hours WMATA anticipates for each position?

Answer: This contract is an IDIQ, hours will be determine at the task level. See the "Price Schedule Sheet" in the RFP.

Question 15

Section 14, Item 1 Past Performance and Experience: Is it permissible to utilize past performance at WMATA in performance of other temporary staffing service contract(s) that are not procurement and contracts-related positions (administrative, payroll and HR)?

Answer: Clearly stated in the Technical Specification.

Question 16

Section 14, Item 4 Key Personnel: the requirement does not request resumes for the Contract Analyst/Business Analyst position. Please just confirm that resumes are not required for this position.

Answer: Resume is required. See Amendment 001.

Question 17

Who is the incumbent contractor?

Answer: New Requirement.

Question 18

What is the hourly rate for each job category in the most recent year?

Answer: New Requirement.

Question 19

How many temporary procurement professionals were utilized under the existing contract? How many billed hours by job category?

Answer: New Requirement.

Question 20

Key Personnel – RFP Section 14.4 requires two resumes of Key Personnel from each job category. Are you asking for resumes of the vendor's internal professionals that will be the Key Personnel for this contract? Are you asking for resumes of professionals that we intend to place on this project in the job categories listed?

Answer: Clearly stated in section 14 "Evaluation Criteria and Basis for Award".

Question 21

Is this a new requirement or is there any incumbent on it?

Answer: New Requirement.

Question 22

Does this requirement needs any references?

Answer: Clearly stated in section 14 "Evaluation Criteria and Basis for Award".

Question 23

Past Performance and Experience:

- Offeror shall narratively provide detailed experience in providing Temporary Procurement Staffing Support Services with billing for at least \$300,000; for at least two years; for at least two transit properties or large organizations. Provide contact information to include contract number; contact person and telephone number; value of contract and number of Temporary Procurement Staff supplied and duration of contract. Organization may be contacted for references.

- a) Question 1: Does failure to meet the requirement for two contracts with billings of at least \$300,000 result in disqualification?

Answer: Clearly stated in section 14 "Evaluation Criteria and Basis for Award".

- b) Question 2: Does a contract that exceeds two years and \$300,000 under a prime contractor with a transit agency count or must the contract be directly with the agency?

Answer: Clearly stated in section 14 "Evaluation Criteria and Basis for Award".

Question 24

The Section "STATEMENT OF WORK" captures the following roles whose rate card is being sought as part of this IDIQ proposal.

- Senior/Lead Contract Administrator III
- Mid-Level Contract Administrator II
- Junior Contract Administrator I
- Purchasing Agent
- Contract Analyst
- Business Analyst

Our understanding of the descriptions for "Contract administrator/purchasing agent" roles suggest that the Contractor loaned staff would be required to undertake "managerial decisions" including *"perform the entire contract life cycle from "cradle to grave", chair Pre-Proposal/Pre-Bid meetings, chair Source Selection Committee meetings and make recommendations to management"*. Will WMATA staff take responsibility for all managerial decisions made in the Contract administrator/purchasing agent roles?

Answer: Duties listed in the 'Statement of Work' are professional duties. The Temporary Procurement Staff will not have a warrant. See amendment 001.

Question 25

Does responding to/participating in this solicitation preclude the successful bidder from participating on other proposals (procurement related) that may come up in future, especially since one of the requirements for the roles is recruitment capabilities including *"finding potential candidates, ability to retain new and incumbent staff and adequately pre-screening these potential candidates in accordance with the requirements"*?

Answer: No, the contractor shall provide an effective plan to mitigate the conflict of interest. See amendment 001.

Question 26

In the section "PRICE SCHEDULE SHEET", each table for hourly rate card has a line requesting "TOTAL HOURLY RATE" at the end. Is this meant to be a summation or average of the role-wise hourly rates?

Answer: NO, clearly stated on the Price Schedule Sheet.

- Similar to above, the total hourly rate requested for all years states – *"Total Hourly Rates for Base Year + Option Year One + Option Year Two + Option Year Three + Option Year Four"* – Is this average or summation of rates of all years?

Answer: No, clearly stated on the Price Schedule Sheet.

Question 27

What is the typical lead time for exercising Options (post base year)?

- Related to Section "4. OPTION FOR INCREASED OR DECREASED QUANTITIES OF SUPPLIES" stating "*The Contracting Officer may exercise the option by written notice to the Contractor within a reasonable amount of time before exercising the option.*"

Answer: Clearly stated on page 33 of RFP CQ17184.

Question 28

Is the maximum contract ceiling \$1,500,000 for all five years in total, or is it \$1,500,000 for each year? (i.e. \$1,500,000 for all five years, or \$7,500,000 for all five years?)

Answer: Clearly stated on the Price Schedule Sheet.

Question 27

Will the task orders issued under this IDIQ award be competitively bid or will the successful bidder be compelled to provide services if called on by WMATA?

Answer: Competitive proposals, see amendment 001

Question 29

If the task orders are competitively bid, will the qualified firms be required to bid on all task orders issued under the IDIQ?

Answer: Yes, see amendment 001

Question 29

Will this contract create OCI (conflict of interest) in pursuing other work with WMATA?

Answer: See amendment 001, the contractor shall provide an effective plan to mitigate the conflict of interest.