



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

**AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT**

1. AMENDMENT/MODIFICATION Amendment 01 (A01)		2. EFFECTIVE DATE August 9, 2018	
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials 600 Fifth St, NW, Washington DC.		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR N/A NAME AND ADDRESS  (Street, city, county, state, and Zip Code)		6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION: <b>IFB CQ18227</b> Issued Date: July 27, 2018	
7. 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 is <b>extended</b> . The Bid due date is extended until <b>2:00 P.M on Wednesday, August 29, 2018</b> . Bidders 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>one (1)</u> copy 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) N/A			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (N/A)  (a) <input type="checkbox"/> This Change Order is issued pursuant to _____  (b) <input type="checkbox"/> 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.  (c) <input type="checkbox"/> This 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 for IFB CQ18227 Motor Vehicle Record Services as follows: Answers to questions from interested bidders. The questions are presented as received with minor revisions.  1. Can our legal team have an extension to review your terms and conditions so we can provide any further questions if needed?  <u>WMATA Response:</u> IFB Solicitation Instructions Article No. 5 Explanation to bidders is extended to COB Tuesday, August 14, 2018. The bid due date is also extended no later than 2:00 P.M on Wednesday, August 29, 2018.  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.  - See attached continuation of A01-			
11. <input checked="" type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN <u>ONE (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 AUTHORITY  BY <u>Monique M. Anderson</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)	17. DATE SIGNED
		Monique M. Anderson	8/9/18

**IFB SOLICITATION INSTRUCTIONS****5. EXPLANATIONS TO BIDDERS**

## Interested Bidders Questions:

1. The fee to acquire a baseline or lookback MVR varies by state. For example, the state fee in Virginia is \$10, Maryland is \$12, and DC is \$7. Can you provide an estimate breakdown of drivers by state? This will allow us to provide a better cost estimate.

**WMATA RESPONSE:** *Estimated breakdown are as follows: Maryland: 68%; District of Columbia: 20%; Virginia: 12%; Others: Less than 1%.*

2. In addition to completing all required documents (under NOTICE TO BIDDERS), what's the preferred format to explain the definite time for performance of services (under PREPARATION OF BIDS, Pg. 12)? Is there a page limit? Can we include a brief company description, system screenshots, and other helpful information?

**WMATA RESPONSE:** *There is no page limit, the bidder is encouraged to provide as much information as they choose.*

3. Will you allow us to redline your terms and conditions? We are a regulated industry and therefore governed under the FCRA and require specific language be included in all agreements. Will you allow for this?

**WMATA RESPONSE:** *The Authority will need to know all the specific languages requested to be included in the contract. Please submit these redlines to the terms and conditions and specific languages to the agreements on or before the due date of explanation to bidders which is on August 14, 2018. WMATA will respond by email.*

*To be considered for award, a bid must be responsive and the bidder must be responsible. Bids may be rejected if they are found to be non-responsive or the bidder is found to be non-responsible. Among other things, a bidder is responsible if the contractor possesses the ability to perform successfully under the terms and conditions of the proposed procurement.*

4. We request if we can have a bit more time to review your Terms and Conditions? Also since we are a regulated industry we will need to redline and insert language that is required under the FCRA (Fair Credit Reporting Act); please advise on both requests above.

**WMATA RESPONSE:** *IFB Solicitation Instructions Article No. 5 Explanation to bidders is extended to COB Wednesday, August 14, 2018. The bid due date is also extended no later than 2:00 P.M on Wednesday, August 29, 2018. Please refer to no. 3 response.*

5. It seems like the SBLPP only applies to Small Businesses AND Local Businesses. We're located in Florida. Is there a program for Small Businesses that are not local?

**WMATA RESPONSE:** *There is no program for Small Business that are not local.*

6. Standard Form 1420 (for Contractor performance evaluation) – would like to see a copy of this form.

**WMATA RESPONSE:** *Please see attached.*

7. In their Inspection of Services section, they require us to maintain an inspection system acceptable to the Authority covering the services of the Contract. I'm unclear as to what they mean: Do they want us to keep a record of all requests through their account? Do they want us to inspect our software? Some clarity is required here.

**WMATA RESPONSE:** *Please refer to the entirety of Chapter III Article 1 Inspection of Services, Sections (a) through (f).*

8. In "Termination for Default" on page 50 of the Agreement, any breach deemed "material" by the Contracting Officer permits the Authority to declare us in default. We need a lot more clarity around what is considered "material," and how that's determined. Right now it is too broad.

**WMATA RESPONSE:** *Please refer to the entirety of Chapter VI Article 2 Termination for Default Sections (a) through (i).*

9. Will there be another post-award contract to sign if we are awarded the bid, or is this the bid itself the final version of the terms and conditions?

**WMATA RESPONSE:** *The IFB terms and conditions are the final version unless amended. There will be a notice of award, notice to proceed and purchase order.*

10. Assuming our company does not agree to these terms, are changes to be made in the document during the bid phase, or is there another process the Authority would prefer us to follow?

**WMATA RESPONSE:** *See WMATA response to no. 3.*

11. My legal has requested to have a word version so they can edit the terms and conditions. As mentioned are CRA and in a regulated industry. We therefore must include specific language required under the FCRA. Please confirm you will accept redlines, and provide a word version that we can return with the response.

**WMATA RESPONSE:** *Please see attached. See WMATA response to no. 3.*

----- End of A01-----

**FOR OFFICIAL USE ONLY  
(WHEN COMPLETED)**

<b>PERFORMANCE EVALUATION - CONSTRUCTION CONTRACTS</b>		1. CONTRACT NUMBER
1. CONTRACTOR (Name, address, and ZIP code)	3. TYPE OF CONTRACT (Check)	A. ADVERTISED
		B. NEGOTIATED  <input type="checkbox"/> CPFF <input type="checkbox"/> FIRM FIXED PRICE <input type="checkbox"/> OTHER (Specify)
		4. COMPLEXITY OF WORK <input type="checkbox"/> DIFFICULT <input type="checkbox"/> ROUTINE
5. DESCRIPTION AND LOCATION OF WORK		

6. FISCAL DATA	a. AMOUNT OF BASIC CONTRACT \$	b. TOTAL AMOUNT OF MODIFICATION \$	c. LIQUIDATED DAMAGES ASSESSED \$	d. NET AMOUNT PAID CONTRACTOR \$
	7. SIGNIFICANT DATES	a. DATE OF AWARD	b. ORIGINAL CONTRACT COMPLETION DATE	c. REVISED CONTRACT COMPLETION DATE
8. TYPE AND EXTENT OF SUBCONTRACTING				

**PART II PERFORMANCE EVALUATION OF CONTRACT (Check appropriate box)**

9. PERFORMANCE ELEMENTS	OUTSTANDING	SATISFACTORY	UNSATISFACTORY
a. QUALITY OF WORK			
b. TIMELY PERFORMANCE			
c. EFFECTIVENESS OF MANAGEMENT			
d. COMPLIANCE WITH LABOR STANDARDS			
e. COMPLIANCE WITH SAFETY STANDARDS			

10. OVERALL EVALUATION  
 OUTSTANDING (Explain in Item 13, on reverse)   
  SATISFACTORY   
  UNSATISFACTORY (Explain in Item 14, on reverse)

**11. EVALUATED BY**

a. ORGANIZATION (Type or print)

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b. NAME AND TITLE (Type or print)	c. SIGNATURE	d. DATE
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**12. EVALUATION REVIEWED BY**

a. ORGANIZATION (Type or print)

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b. NAME AND TITLE (Type or print)	c. SIGNATURE	d. DATE
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