



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment (A002)		2. EFFECTIVE DATE July 14, 2017	
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 NO. <u>RFQ No.CQ17112</u> Issue Date: June 23, 2017 <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____	
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 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>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			
(a) <input type="checkbox"/> This Change Order is issued pursuant to _____			
(b) <input checked="" type="checkbox"/> The Changes set forth in block 10 are made to the above numbered contract/order. 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 RFP CQ17112 are as follows:			
1) Chapter I Terms and Conditions No. 6 Ordering to read:			
a) The Contracting Officer shall order services to be furnished under this Contract by the issuance of delivery orders or task orders. Such orders may be issued throughout the Period of Performance.			
b) All delivery orders or task orders are subject to the terms and conditions of this Contract. In the event of a conflict between a delivery order or task order and this Contract, this Contract shall control.			
2) RFP Solicitation Instructions under Introduction to add:			
(e) The Authority contemplates award of a firm fixed priced contract. Unless otherwise specified in the Price Schedule, the Authority reserves the right to make multiple awards pursuant to this solicitation.			
3) Solicitation RFQ No.CQ17112 Federal / State Lobbying is also amended to provide explanation to the Offeror/s who have made inquiries on the meaning or interpretation of the solicitation. (See next pages)			
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 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>Tonia C. Nixon</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) Tonia C. Nixon	17. DATE SIGNED 7/14/2017



To: ALL VENDORS

Subject: AMENDMENT 002
EXPLANATIONS TO OFFERORS
WMATA RFP CQ17112 FEDERAL/STATE LOBBYING

1) For the price schedule sheet, I see that the total estimated hours are already filled in. Are those numbers suggestions or examples? Or is 57 hours per month the maximum amount of time WMATA will allow us to work on these assignments? I see there is a statement that "the estimated quantity is not a guarantee of the actual quantity to be required or ordered." If you could please clarify this further, I would appreciate it.

WMATA Response: The estimated hours per month are not guaranteed but estimates. The actual hours will be determined and agreed upon with the successful awarded vendor through the issuance of delivery orders or task orders. Actual hours may differ from original estimates.

2) The pricing schedule sheet has three positions filled in: principal/partner, director and manager/researcher. Again, are these positions suggestions?

WMATA Response: Yes, they are suggestions. Titles and roles vary widely at government relations firms depending on how they are structured but the Authority will focus on the resumes of the roles, their qualifications, and responsibilities.

3) Regarding the above positions, does WMATA expect firms to provide just three people to handle the scope of services described in this RFP? Or can multiple people serve in these positions? For example, can two people be "principals/partners," and three people serve as "directors," etc.

WMATA Response: We do not have a set number of professionals that would be required to service the contract. Firms' should use their discretion, as to how they can best provide the services requested, to fulfill the contact requirements.

4) Does the RFP envision those submitting proposals to take a leading role in state lobbying in Virginia, Maryland, and the District of Columbia or would this role be secondary, merely assisting with these efforts? Also, would registration as a lobbyist in Virginia, Maryland, or the District of Columbia be required to fulfil the scope of services under the RFP?

WMATA Response: The VA, MD & DC lobbying would support our in-house team, not play a leading role. Registration as a lobbyist in VA, MD and DC would be a requirement.

**Washington
Metropolitan Area
Transit Authority**

600 Fifth Street, NW
Washington, D.C. 20001
202/962-1234

*By Metrorail:
Judiciary Square-Red Line
Gallery Place-Chinatown
Red, Green and
Yellow Lines*

*A District of Columbia
Maryland and Virginia
Transit Partnership*

5) Do we need to register with WMATA prior to submitting the proposal in response to the RFP?

WMATA Response: No, but to do business with WMATA, Vendors must be registered in the WMATA Vendor Registration System. Registration shall be required before award.

6) Will you be considering bringing on more than one consultant for your federal and state lobbying needs under this RFP, or do you intend to hire just one firm under this RFP?

WMATA Response: The Authority reserves the right to make multiple awards.

7) In WMATA RFP CQ-17122, the PRE-AWARD EVALUATION DATA form includes the following:

9. In the last two (2) years has your firm been denied an award where it was the offeror?

If the answer is yes, attach as Schedule Three (3) the full particulars regarding each occurrence.

I am requesting that you provide additional information concerning the nature of the "award" referenced in item #9.

WMATA Response: Award means an award of a contract, grant or other form of federal, state or local assistance.

---End of Amendment A002 WMATA RFP CQ17112 ---