

**Wellness Coordinator
RFQ-FY16-HRCB-35100**

Questions and Answers

Q1. Are the costs for printed materials such as brochures, exercise instructions, etc. considered to be reimbursable expenses assuming that the purchase and/or procurement of these items has been approved by the COTR? If so, are we permitted to add a fee to these costs?

A. **WMATA will coordinate the printing of materials as we have an on-site print shop.**

Q2. The RFQ states that our quote is to be based on 1,500 hour level of effort with a 30 hour/week performance schedule. Is this an average of 30 hours per week or a minimum of 30 hours per week? For example, we envision that there might be occasions in which our level of effort could exceed 30 hours in a one week period but be less than 30 hours per week on other occasions.

A. **The level of effort shall not exceed 1500 hours per year.**

Q3. Are we permitted to engage other consultants or subject matter experts with specific training/experience in some of the required wellness categories? These specialists could include nutritionists, health care providers such as nurses or physicians, etc. If so, are the hours included in the 1,500 hour limitation or will these costs be considered as reimbursable expenses assuming prior approval by the COTR?

A. **The level of effort shall not exceed 1500 hours per year.**

Q4. Will we be provided with population demographic information such as disability and Workmen's Compensation claims sick leave, medical claims, etc. so that we can tailor a wellness program that is responsive to the greatest needs of the organization?

A. **This position is a support position and will not be responsible for workforce analysis or overall planning of the wellness program. Please refer to the Scope of Work.**

Q5. Are there presently activities and/or programs in place that promote and/or improve employee health, safety, and wellbeing? If so, will that information be shared with us so that we can factor that into the planning of our wellness program plans?

A. **Yes, programs do currently exist. This position is a support position and will not be responsible for workforce analysis or overall planning of the wellness program. Please refer to the Scope of Work.**