

Compliance Matrix

RFP FQ15205/RSS - Public Participation Plan for Outreach Teams

The offeror must submit the Compliance Matrix together with the Technical Proposal. The offeror must check the 'C' Compliant, 'NC' Not Compliant, or 'NA' Not Applicable box for each section or sub-section listed. If a box is checked 'NC' or 'NA', the offeror must provide comments as to why the functional or technical requirement cannot be met (or is not applicable) and propose alternatives, if any, which are equivalent or better for WMATA's consideration.

Section No.	C	NC	NA	COMMENTS
Refer to "Proposal Evaluation Criteria" under Solicitation Instructions (SI) #22 Pages 19-21.				
1. Qualification of Key Personnel				
1.1 Identify if any /all subcontractors with descriptions..				
1.2 Must provide background checks as part of hiring process (if it is not already a standard practice).				
1.3 Submit resumes of the following key personnel:				
1.3.a Executive/Senior Management resume (at least 10 years experience)				
1.3.b Project Manager resume (at least 5 years experience)				
1.3.c On-Site Supervisor resume (at least 3 years experience, if applicable)				
1.3.d On-site Outreach team member resume (at least 1 year experience)				
2. Past Performance based on Scope; must submit at least 3 projects similar in scale within the last 5 years				
2.a Projects examples of transit, govt, education..				
2.b Previous successful efforts to partner with Client's marketing and communications team.				
2.c High quality customer service in fast-paced, high-stress environments.				
2.d Specialization in cultural sensitivity and providing diverse, bilingual staff within the DC metro area.				
2.e List past similar Outreach projects ...				
3. Experience of Outreach Project Management; must submit at least 3 projects of similar scale within the last 5 years..				
3.a Ability to provide high-quality reports and track performance.				
3.b Strategies to hire, train and retain outreach staff.				
3.c Ability to provide local presence in DC metro area.				
3.d Past similar projects				
Must Conform to the SCOPE OF WORK (All Terms and Conditions, see attachments)				

Name of Authorized Person and Signature

Date

Company Name