

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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Due date is hereby **February 3, 2017** on or before 2:00pm, EST.
2. Price Schedule: The number of hours are estimated number of hours. Note to Offeror to include item
 9. All quantities are estimates for pricing purpose. The Offeror is notified that there will not be adjustments of the labor rates/unit price for variation in quantities between the estimated number of hours and the final quantities ordered in this contract.
3. Evaluation Criteria and Basis for Award: Section 14:
Proposals will be evaluated based upon application of the following Evaluation Criteria: Criteria listed in order of importance.
4. Contract Award: Section 22:
 - (b) A written award mailed or otherwise furnished to the successful offeror at any time prior to withdrawal of the proposal shall result in a binding Contract without further action by either party. Discussion conducted after receipt of an offer do not constitute the Authority's rejection or counteroffer.
 - (c) The Authority reserve the right to reject and any all proposal received and decline to enter into a Contract pursuant to this solicitation, if it deems such action is in the Authority's best interest.

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
SUPPLY AND SERVICE CONTRACT** **RFP-CQ17076/CDS**



**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
SOLICITATION, OFFER AND AWARD**

CONTRACT NO.	SOLICITATION NO. RFP CQ17076/CDS	DATE ISSUED	ADDRESS OFFER TO OFFICE OF PROCUREMENT Office of Procurement 600 Fifth Street NW Washington, DC 20001
<input type="checkbox"/> ADVERTISED <input checked="" type="checkbox"/> NEGOTIATED			

SOLICITATION

Sealed offer in original and Four (4) Technical Volume II copies and One (1) copy on electronic media (USB or CD) for furnishing the services in the schedules will be received at Authority until 2:00 P.M. EST Local time February 3, 2017
(Hour) (Date)

CAUTION – LATE OFFERS: See paragraph 6 of Solicitation Instructions.

All offers are subject to the following:

1. The Solicitation Instructions that are attached.
2. The Terms and Conditions that are attached.
3. The Price Schedule included herein and/or attached hereto.
4. Such other provisions, representations, certifications, and specifications, as are attached or incorporated herein by reference.

Proposer's E-mail _____

Proposer's Phone Number _____

Proposer's Fax Number _____

SCHEDULE

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
-----	-----PER PRICE SCHEDULE-----	-----	-----	-----	\$ -----
(See continuation of Price Schedule)					

DUN & BRADSTREET ID NUMBER: _____

OFFEROR

Name and Address (Street, city, county, state, and zip code)	Name and Title of Person Authorized to Sign Offer (Print or Type)
<input type="checkbox"/> Check if remittance is different from above — enter such address in Schedule	Signature Offer Date

AWARD (To be completed by The Authority)

ACCEPTANCE AND AWARD ARE HEREBY MADE FOR THE FOLLOWING ITEM(S):

ITEM NO.	QUANTITY	UNIT	UNIT PRICE

The total amount of this award is \$ _____

Name of Contracting Officer (Print of Type) WASHINGTON METROPOLITAN TRANSIT AUTHORITY AWARD DATE

PRICE SCHEDULE SHEET - Page 1

ACCS Customer Research - Price Schedule CQ17076 Revised 01-26-17

Task #	Project Development	Base Year			Option Year 1			Option Year 2			Option Year 3		
		Labor Category	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours
Task 1	Project Development	Vice President		17		18		19		20			
		Research Director		32		56		59		62			
		Project Director		50		53		55		58			
		Programmer		2		6		6		6			
Total Task 1													
Task 2	Questionnaire Development	Vice President		1		1		1		1			
		Research Director		6		6		7		7			
		Project Director		13		14		14		15			
		Programmer		50		53		55		58			
Total Task 2													
Task 3	Data Collection	Vice President		25		26		28		29			
		Research Director		74		78		82		86			
		Project Director		95		100		105		110			
		Programmer		10		11		11		12			
Total Task 3													
Task 4	Data Analysis	Vice President		4		4		4		5			
		Research Director		30		32		33		35			
		Project Director		40		42		44		46			
		Programmer		1		1		1		1			
Total Task 4													
Task 5	Report Writing	Vice President		5		5		5		5			
		Research Director		113		113		106		103			
		Project Director		116		113		109		106			
		Programmer		0		0		0		0			
Total Task 5													
Grand Total													

Est # of Hours - Quantities of hours specified are estimates only.

Authorized Signature

Company Name

Date

ACCS Customer Research - Price Schedule CQ17076 Revised 01-26-17

Task 1	Project Development	Base Year			Option Year 1			Option Year 2			Option Year 3		
		Labor Category	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours
		Vice President		17	0.00	18	0.00	19	0.00	20	0.00		
		Research Director		32	0.00	56	0.00	59	0.00	62	0.00		
		Project Director		50	0.00	53	0.00	55	0.00	58	0.00		
		Programmer		2	0.00	6	0.00	6	0.00	6	0.00		
		Total Task 1			0.00		0.00		0.00		0.00		0.00

Task 2	Questionnaire Development	Base Year			Option Year 1			Option Year 2			Option Year 3		
		Labor Category	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours
		Vice President		1	0.00	1	0.00	1	0.00	1	0.00		
		Research Director		6	0.00	6	0.00	7	0.00	7	0.00		
		Project Director		13	0.00	14	0.00	14	0.00	15	0.00		
		Programmer		50	0.00	53	0.00	55	0.00	58	0.00		
		Total Task 2			0.00		0.00		0.00		0.00		0.00

Task 3	Data Collection	Base Year			Option Year 1			Option Year 2			Option Year 3		
		Labor Category	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours
		Vice President		25	0.00	26	0.00	28	0.00	29	0.00		
		Research Director		74	0.00	78	0.00	82	0.00	86	0.00		
		Project Director		95	0.00	100	0.00	105	0.00	110	0.00		
		Programmer		10	0.00	11	0.00	11	0.00	12	0.00		
		Total Task 3			0.00		0.00		0.00		0.00		0.00

Task 4	Data Analysis	Base Year			Option Year 1			Option Year 2			Option Year 3		
		Labor Category	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours
		Vice President		4	0.00	4	0.00	4	0.00	5	0.00		
		Research Director		30	0.00	32	0.00	33	0.00	35	0.00		
		Project Director		40	0.00	42	0.00	44	0.00	46	0.00		
		Programmer		1	0.00	1	0.00	1	0.00	1	0.00		
		Total Task 4			0.00		0.00		0.00		0.00		0.00

Task 5	Report Writing	Base Year			Option Year 1			Option Year 2			Option Year 3		
		Labor Category	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours	Extended Amount	Rate	Est. # of Hours
		Vice President		5	0.00	5	0.00	5	0.00	5	0.00		
		Research Director		113	0.00	110	0.00	106	0.00	103	0.00		
		Project Director		116	0.00	113	0.00	109	0.00	106	0.00		
		Programmer		0	0.00	0	0.00	0	0.00	0	0.00		
		Total Task 5			0.00		0.00		0.00		0.00		0.00

Grand Total		0.00	0.00	0.00	0.00
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Est # of Hours - Quantities of hours specified are estimates only.

PRICE SCHEDULE SHEET – Page 2

Note to Offerors:

1. The prices shown on the Price Schedule shall constitute full compensation for all cost of performance under this contract.
2. Rates shall be fully loaded hourly rates per labor category.
3. Prices shall include 12 minutes surveys, designed for at least a 25% response rate. Contractor should allow for maximum flexibility to make changes.
4. Price shall include one presentation for each data set collected and analyzed
5. The Contract price will be evaluated based on the total price for the base year plus all option years.
6. The initial award amount will be for the total Authority budget amount for this Contract. The Authority's obligation under this contract is limited to the amount of the Orders placed and the availability of funds as described herein.
7. Notification of the availability of additional funds shall be made as soon as practical if and when the funds become available, but not later than June 30 of the respective fiscal year unless a later date is agreed to in writing.
8. Offerors are advised to become familiar with articles for availability of funds, multi-year contracts and cancellation of items. The Contractor is advised not to perform any work or incur any costs for work above the available funding until notified in writing by the Contracting Officer.
9. *All quantities are estimates for pricing purpose. The Offeror is notified that there will not be adjustments of the labor rates/unit price for variation in quantities between the estimated number of hours and the final hours ordered in this contract.*

Authorized Signature

Company Name

Date

identity is appropriately demonstrated and the representative signs a receipt for the proposal before award. A proposal may not be withdrawn after ninety (90) days from proposal closing without the Contracting Officer's written approval.

13. RECEIPT AND REVIEW OF PROPOSALS BY THE AUTHORITY

- (a) There will be no public opening of proposals for this solicitation. Proposals will be opened by the designated Authority representative and copies of the three (3) volumes of the proposal will be distributed for review by Authority designated personnel only, as appropriate. All reasonable efforts will be made to ensure confidentiality of the information contained in the proposals, consistent with applicable provisions of law.
- (b) The Authority may award a Contract on the basis of the initial proposals as evaluated in accordance with the Evaluation Criteria without discussions. Accordingly, the initial proposal should contain the offeror's best terms from both a price and technical standpoint.
- (c) Notwithstanding a determination by the Authority to proceed without conducting substantive negotiations or discussions with offerors, the Authority may engage in communications with one (1) or more offerors relating to clarification(s) of their proposals.
- (d) The Contracting Officer may, in his or her discretion engage in oral or written discussions with one (1) or more offerors regarding the Authority's understanding of the proposals and/or to discuss deficiencies in the initial proposals. In determining those offerors with whom he or she chooses to engage in discussions, the Contracting Officer shall first make a determination regarding the initial proposals that he or she deems to be within the competitive range for Contract award. The Contracting Officer shall conduct discussions with all offerors submitting proposals that are within the competitive range.
- (e) The Contracting Officer may, following such discussions, direct those offerors whose proposals are within the competitive range to submit Best and Final Offers ("BAFOs"). In such instances, the Contracting Officer shall award the Contract based upon his or her review of the BAFOs in accordance with the Evaluation Criteria. Nothing contained herein shall limit, modify or impair the Contracting Officer's right to engage in any additional oral or written discussions or other communications relating to the solicitation that may, be consistent with the Authority's best interests.
- (f) The Authority maintains the right to waive informalities and minor irregularities in proposals at any time during the solicitation process.

14. EVALUATION CRITERIA AND BASIS FOR AWARD

BEST VALUE

Proposals will be evaluated based upon application of the following Evaluation Criteria: *Criteria listed in order of importance.*

(a) Technical Approach:

- i. Contractor must describe their approach in meeting the requirements as specified in the Scope of Work of the RFP. The Contractor shall provide a detailed project plan to include at a minimum the following:

A successful Offeror must maintain sufficient facilities that will allow it to adequately perform Contract as specified herein. WMATA may make site visits prior to Contract award to examine the offeror's facilities. This may include a visit to the Contractor's in-house call room operations and a verification of the necessary equipment, supplies, etc.

22. CONTRACT AWARD

- (a) At the conclusion of the technical and price evaluation processes, the Contracting Officer will award a firm fixed price Contract to the responsible offeror whose proposal conforms to the solicitation and is the most advantageous to the Authority based upon application of the Evaluation Criteria. Such determination shall be based upon the initial proposals received where the Contracting Officer determines not to conduct discussions or shall be based upon the BAFOs, if the Contracting Officer directs their submission.
- (b) *A written award mailed or otherwise furnished to the successful offeror at any time prior to withdrawal of the proposal shall result in a binding Contract without further action by either party. Discussion conducted after receipt of an offer do not constitute the Authority's rejection or counteroffer.*
- (c) *The Authority reserve the right to reject and any all proposal received and decline to enter into a Contract pursuant to this solicitation, if it deems such action is in the Authority's best interest.*

23. PERFORMANCE/PAYMENT BONDS- N/A

24. OPPORTUNITY FOR DISADVANTAGED BUSINESS ENTERPRISES TO PROPOSE

The Washington Metropolitan Area Transit Authority hereby notifies all prospective offerors that it will affirmatively ensure that disadvantaged minority business enterprises will be afforded full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the basis of race, color, creed, sex, religion, national origin, disability, sexual preference or gender identity in consideration for award.

25. WMATA'S TAX EXEMPT STATUS

- (a) Pursuant to Article XVI, Paragraph 78, of the Washington Metropolitan Area Transit Authority's Compact, as adopted by the State of Maryland, the District of Columbia, and the Commonwealth of Virginia, with the authorization and consent of the Congress of the United States, the Authority has been accorded exemption from taxes as follows:

"The Authority and the Board shall not be required to pay taxes or assessments upon any of the property acquired by it or under its jurisdiction, control, possession or supervision, or upon its activities in the operation and maintenance of any transit facility or upon any revenues therefrom, and the property and income derived therefrom shall be exempted from all Federal, State, District of Columbia, municipal, and local taxation. This exemption shall include without limitation, all motor vehicle license fees, sales taxes and motor fuel taxes."