



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment (A02)		2. EFFECTIVE DATE May 1, 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 . RFP CQ18145 Issued Date: April 12, 2018 <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 <u>extended</u> . The proposal due date is extended to <u>Wednesday, May 16, 2018</u> . 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 (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. 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 CQ18145 High Potential Training Program as follows: Answers to questions from interested offerors. The questions are presented as received. 1) Why was the pre-proposal conference canceled? Given the short time frame between questions and answers and the response due date, we would like WMATA to consider extending the date of submission? <u>WMATA Response:</u> The pre-proposal conference was canceled because of logistical problems. Per block 7, the proposal due date is extended to Wednesday, May 16, 2018, at 2:00 P.M. 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 A02-			
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) Monique M. Anderson	17. DATE SIGNED 5/1/18

- 2) Do we have the option to revise the order of the workshops or are they set in stone?
WMATA Response: The order of the workshops is firm. However, you may suggest a revised order with rationale for consideration.

- 3) If yes, what is the progression and how do you see them building on one another?
WMATA Response: The progression is listed in the Program Structure. There are other program modules and components which will be provided internally and integrated throughout the program (e.g., coaching, mentoring, etc.).

- 4) Why are you creating these programs? What do you want to get out of it?
WMATA Response: The overall purpose of the program is to develop Metro's future senior leaders.

- 5) What is the change you want to see in the organization? What is the problem you are trying to solve with the Hipo program?
WMATA Response: We have a lack of qualified internal candidates for key leadership/management positions.

- 6) Are there any internal resources devoted to coaching and follow up, either during or after the program.
WMATA Response: Yes, we consider coaching to be an integral part of the program and internal resources will be provided both during and after the program.

- 7) Would the vendor be interfacing as a partner on best approach to take with coaching so programs are integrating with internal coaching being given?
WMATA Response: No, there is no expectation.

- 8) If not doing internal coaching, do you see coaching as part of the program?
WMATA Response: Refer to the response for question 5.

- 9) Do you envision action learning being 1 project that the cohort team works on as something that is part of the 6-9 month program with a Capstone Presentation at the end or are you just wanting to see action learning as part of each individual workshop.
WMATA Response: We are looking to see action learning built into the individual learning components.

- 10) Does the full RFP need to be responded to or can responses be for specific program capability?
WMATA Response: The Offeror may proposed only on a specific program/course. If that is the case, the Offeror must identify in the Price Schedule the specific course and pricing that corresponds to their technical proposal. WMATA reserves the right to make multiple awards pursuant to this solicitation.

- 11) Can WMATA provide the price schedule document as a Word document so that we can type in the document?
WMATA Response: Please see attached.

- 12) Can we recommend a different length of time for any course proposed?
WMATA Response: You may recommend a different length for any course. However, it is a must to respond to the length of time as per Scope and price schedule. .
- 13) On the price schedule, can we duplicate the course development one-time cost chart as well as course delivery chart and make it specific to each course?
WMATA Response: Yes. The Offeror may proposed only on a specific program/course.
- 14) Are there, or have there been other learning opportunities at Metro for the target population? What types of learning opportunities are available for levels up and levels down?
WMATA Response: We offer leadership development training at all levels of the organization through our MetroLead program. MetroLead has four levels: Silver – for first line supervisors; Gold – for superintendents, assistant superintendents, and managers; Platinum – for General superintendents and directors; and Diamond – for executive leaders.
- 15) Outside of retention and leadership development, what are some of the longstanding and newly forming organizational challenges the business is facing?
WMATA Response: Metro operates in a very challenging environment. It supports a wide range of customers in Virginia, Maryland and Washington, D.C. with a highly diverse four generational workforce and a constrained budget while under almost constant media scrutiny. Amidst these operational challenges, our leaders deal with systemic problems caused by multiple internal cultures, varying esprit-de-corps, entrenched business practices, multiple stove-pipes, and hidden costs. Over the past two years, most of Metro's executive management team has changed with a new focus on building leaders internally.
- 16) One of the goals is for participants to improve their performance in their current jobs. What are Metro's current mechanism for measuring performance? Must the proposed solution integrate that measurement?
WMATA Response: Our performance management program for non-represented employees is called PerforMetro, which is designed to align with Metro's strategic and business objectives and measures employee performance against these objectives. There are three mandatory performance objectives: safety, customer service and professional development. The proposed solution does not need to be integrated with PerforMetro.
- 17) Do you intend to have the program run once per year for a 10 – 15 person cohort, or more than once per year in smaller groups?
WMATA Response: We intend to only run one program per year.
- 18) How will participants be selected for the program?
WMATA Response: Participants must be nominated by their department head. A facilitated talent review process will then be conducted with the Chief Operating Officer and his department heads utilizing a 9-box tool. The final selection will be made by the Talent Management Council.
- 19) The target audience for this program is mid-level leaders. What is the total approximate size of the mid-level leader population?

WMATA Response: There are approximately 470 mid-level managers.

- 20) Will the individual and group coaching be led/provided by Metro or the vendor? If by the vendor, should coaching (individual, group, or peer) be included in the solution? If by Metro what is the structure of your coaching program and can that be integrated into the proposed solution?

WMATA Response: Coaching will be provided internally.

- 21) Must the Strategic Thinking course include an online component?

WMATA Response: No, we will consider an instructor-led course, an online course, or a blended version.

- 22) Can you share more about the employees that these leaders lead? (i.e. do they work in teams or are they more often supervising groups of individuals working independently? Are they more often from a particular part of the business? What is the range of number of direct reports for the average leader?)

WMATA Response: For the HiPo pilot, the program participants will be selected from the departments under the Chief Operating Officer. These departments are: Rail Services; Bus Services; Metro Transit Police; Support Services; Operations Budget, Performance and Planning; Access Services; Design and Construction; and COO Administration. They lead and supervise both represented and non-represented employees in operations

- 23) On page 2 the order of the elements that are required for Volume III are different from the order of the elements for Volume III on page 14. Does WMATA have a preference as to the order in which we provide a response for Volume III requirements?

WMATA Response: No, There is no preference to the order of submittals.

- 24) On page 32 of the solicitation, the Pre-Award Evaluation Data form, question #9, WMATA asks "In the last two (2) years has your firm has been denied an award where it was the offeror?" Please clarify the intent- is WMATA asking if our firm has been awarded a contract and had that award revoked for a cause other than Convenience?

WMATA Response: The Offeror may provide and explanation if your firm has been denied an award where it was the offeror.

- 25) On page 98 WMATA has shared the "Program Structure" that provides the order of the six modules. Under the "Deliverables" section on page 98 to 99, the progression of the "tasks/deliverables" is different from the module order in the "Program Structure" section. What is WMATA's preference for the flow/progression of the HiPo Program modules?

WMATA Response: The correct progression is contained in the Program Structure section.

- 26) On page 98 WMATA has indicated that the "initial pilot group will consist of a cohort of 8-10 participants with an anticipated launch date in the fall of 2018. The target audience is mid-level leaders (e.g., Superintendent, manager, etc.)." Have the individuals that will make up the "initial pilot group" already been selected?

WMATA Response: The selection process will be completed in June 2018.

- 27) Under Page 17; Key Personnel. Who are the individuals considered to be "key personnel"?

WMATA Response: Key personnel are the individuals who will develop and/or deliver/facilitate the course content.

28) Under Page 17; Key Personnel. How many resumes should be represented in the response?

WMATA Response: Submit all the resumes of the key personnel based on your proposal.

29) Under Page 100; Past Performance. How many past performance citations should be represented in the response?

WMATA Response: A minimum of (3) past performance projects completed and comparable to the SOW.

30) Under Page 100; Past Performance. Is there a time frame in which the past performance cited in the response must have taken place?

WMATA Response: The past performance shall be within the past five (5) years.

31) Under Page 16; Evaluation Criteria and Basis for Award. What are the key evaluation factors and their corresponding weight?

WMATA Response: Refer to page 18, RFP Solicitation Instructions Section 15 on Ratings for Proposal Evaluation Criteria.

---END of AMENDMENT A02 WMATA RFP CQ18145---