



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment 001		2. EFFECTIVE DATE (Same as block 17)	
3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Wondem Asres		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR 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>CQ17085</u> <u>WMATA</u> <u>Payroll Garnishment and Employment Tax</u> <u>Administration</u> <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)	
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 <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> 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>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)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. (b) <input type="checkbox"/> 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/MODIFICATION WMATA hereby amends RFP CQ17085 by: 1. Incorporating the questions received from vendors and WMATA's response per Appendix 1. 2. Extending the proposal due date to COB February 10, 2017 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>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 2/1/2017

Appendix 1

CQ17085 WMATA Payroll Garnishment and Employment Tax Administration (with W-2 Services Option)

Vendors' Questions and WMATA's Responses

1. What the total employee count for the W-2s would be for WMATA?

Answer: WMATA processed approximately 13,816 Employee W-2s for CY 2016.

2. **Solicitation, Offer and Award:** **SOLICITATION** section states, "Sealed offer in original and two (s) copies for furnishing the supplies or services in the schedules will be received at..." However, in **RFP SOLICITATION INSTRUCTIONS, ITEM 10 – PROPOSAL FORMAT INSTRUCTIONS/REQUIREMENTS, Section (a) – Proposal Format**, requirements define Volume I be submitted with one (1) original and one (1) copy; Volume II be submitted with one (1) original and three (3) copies; and Volume III be submitted with one (1) original and one (1) copy with an electronic copy of all three volumes. Please confirm the requirements for hard-copy submittal of originals and copies for all volumes of the RFP response.

Answer: Please submit your proposal as it is stated under "RFP SOLICITATION INSTRUCTIONS, ITEM 10 – PROPOSAL FORMAT INSTRUCTIONS/REQUIREMENTS, Section (a) – Proposal Format".

3. **Price Schedule Sheet:** Please clarify the values presented in the Tax and Garnishment tables. Are these sample fees in whole-dollar increments? Please identify the source of this information and how these values are interpreted by WMATA.

Answer: The numbers indicated under the second column are quantities. Please use the revised Price Schedule attached here.

4. **Price Schedule Sheet:** Does WMATA want W-2 services pricing included in this same price schedule? Does WMATA want W-2 services pricing presented as an attachment, presented as an optional service? Please clarify your expectations for fees related to W-2 services.

Answer: The Price Schedule was revised to include W-2 processing. Please include the rates as part of this schedule, not as a separate attachment.

5. **Pricing Schedule Sheet:** Will WMATA allow provision for additional pricing? Please advise how any additional pricing scenarios should be presented in our response for WMATA's consideration.

6.

Answer: Please complete the Price Schedule Sheet as provided below.

7. **RFP SOLICITATION INSTRUCTIONS, Item 14 – Evaluation Criteria and Basis for Award – Technically Acceptable – Low Price – Item (1) / Item 1:** This section appears to only speak to wage garnishments-related information and makes no mention of payroll tax depositing and filing services or

employee W-2 services. Please clarify evaluation criteria regarding these services, as defined in the RFP.

Answer: Revised evaluation criteria is as follows:

1. Past performance with clients of similar size, garnishment volumes, and complexity (number of employees, state filings, and pay frequencies).
 - a. How many garnishment clients and number of payments in a month
 - b. Number of clients of similar employee volumes as WMATA
 - c. Reference contact information for clients in similar size
2. Comprehensiveness of garnishment operational process and program
 - a. Effort/work remaining to be performed by WMATA
 - b. Process to insure each garnishment order's stipulations are met
 - c. How orders are set by priority and comply with the Consumer Credit Protection Act
 - d. Quantity of data and process flow between vendor and WMATA
 - e. Due dates and process required for payments of liabilities by WMATA to cover payroll deductions, agency/creditor/custodial parent payments and monthly fees
3. Processes to ensure timeliness in tax processing:
 - a. Process to insure each periods' taxes are processed and remitted timely each period (pay period, quarterly, annually).
 - b. Quality of data and process flow between vendor and WMATA
 - c. Process to reconcile periodic tax filings
 - d. Communications and reporting with WMATA when transmittals are not received according to schedule (to prevent late filing penalties)
4. Project Approach
 - e. Project Plan, timeline, complexity, conversion period and WMATA requirements and effort
 - f. Vendor conversion team members and their roles
 - g. Frequency, quantity, and type of communication between vendor and WMATA Payroll
 - h. Interaction between vendor and WMATA Payroll and IT
 - i. Employee communications and change management
5. Capabilities of the vendor's online systems utilized by WMATA
 - a. System ability to accurately process routine and required periodic online interactions
 - b. Demonstrated ease of use by WMATA Payroll/employees
 - c. Functions available for review and audit of employee deductions, wage order review, and payments, and taxes

- d. Reports available to WMATA users and auditors via online portal
 - e. How long it takes before online portal documentation is available to employees
 - f. Retention periods for online documentation accessed through the portal
6. Call Center Operation
- a. Comprehensiveness of employee support
 - b. Tracking and performance measurements
 - c. Guaranteed response time maximums
 - d. Responsiveness to WMATA Payroll team inquiries/issue resolution

8. **RFP SOLICITATION INSTRUCTIONS, Item 18 – Technical Proposal Evaluation:** Please clarify “minimum standard for acceptability with respect to each element,” as defined (and referenced above) in paragraph 14. Does this include garnishments, payroll tax and filing services, and employee W-2 services? Clarification of minimum standards for our response is appreciated.

Answer: Vendor’s should provide responses as applicable for each element for Payroll garnishments and employment tax administration. Applicable response for employee w-2 services should be provided in a separate addendum

9. **PART III: TECHNICAL SPECIFICATIONS – Statement of Work – Item 1.1 – Background:** WMATA states, “WMATA Payroll is processed using PeopleSoft (currently v9.1)...” Do you currently have mapped out update plans that would apply over the proposed five-year term of this agreement? Please note that we have always provided and maintained appropriate data extracts as new versions of PeopleSoft have been released.

Answer: WMATA is currently evaluating its ERP Strategy; however, no defined timeline has been developed relating to upgrading to PeopleSoft v.9.2. Vendor response should be related to supporting the current version 9.1; however, vendors should also capable to support the payroll garnishment and employee tax administration as well as employee W-2 services on PeopleSoft version 9.2 as well

**Revised Price Schedule
Base Year**

Description	Annual Quantity	Vendor Unit Cost	Estimated Annual Cost
Payroll Tax Administration			
Monthly Federal Income Tax processing fee	12		
Monthly State Income Tax processing fee for three States (DC, MD, VA)	36		
Quarterly Tax Filings	4		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
Garnishment Administration			
Cost per new lien processed	2,400*		
Cost per Disbursement	96,000*		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
W-2 Services (Optional)			
Printing and Mailing	13,816*		
Initial Setup Fee, if applicable	1		
Annual integration fee (e.g., interface, system maintenance, etc.), as applicable	1		

* Annual estimate. Actual amounts may vary.

Option Year One

Description	Annual Quantity	Vendor Unit Cost	Estimated Annual Cost
Payroll Tax Administration			
Monthly Federal Income Tax processing fee	12		
Monthly State Income Tax processing fee for three States (DC, MD, VA)	36		
Quarterly Tax Filings	4		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
Garnishment Administration			
Cost per new lien processed	2,400*		
Cost per Disbursement	96,000*		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
W-2 Services (Optional)			
Printing and Mailing	13,816*		
Initial Setup Fee, if applicable	1		
Annual integration fee (e.g., interface, system maintenance, etc.), as applicable	1		

* Annual estimate. Actual amounts may vary.

Option Year Two

Description	Annual Quantity	Vendor Unit Cost	Estimated Annual Cost
Payroll Tax Administration			
Monthly Federal Income Tax processing fee	12		
Monthly State Income Tax processing fee for three States (DC, MD, VA)	36		
Quarterly Tax Filings	4		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
Garnishment Administration			
Cost per new lien processed	2,400*		
Cost per Disbursement	96,000*		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
W-2 Services (Optional)			
Printing and Mailing	13,816*		
Initial Setup Fee, if applicable	1		
Annual integration fee (e.g., interface, system maintenance, etc.), as applicable	1		

* Annual estimate. Actual amounts may vary.

Option Year Three

Description	Annual Quantity	Vendor Unit Cost	Estimated Annual Cost
Payroll Tax Administration			
Monthly Federal Income Tax processing fee	12		
Monthly State Income Tax processing fee for three States (DC, MD, VA)	36		
Quarterly Tax Filings	4		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
Garnishment Administration			
Cost per new lien processed	2,400*		
Cost per Disbursement	96,000*		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
W-2 Services (Optional)			
Printing and Mailing	13,816*		
Initial Setup Fee, if applicable	1		
Annual integration fee (e.g., interface, system maintenance, etc.), as applicable	1		

* Annual estimate. Actual amounts may vary.

Option Year Four

Description	Annual Quantity	Vendor Unit Cost	Estimated Annual Cost
Payroll Tax Administration			
Monthly Federal Income Tax processing fee	12		
Monthly State Income Tax processing fee for three States (DC, MD, VA)	36		
Quarterly Tax Filings	4		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
Garnishment Administration			
Cost per new lien processed	2,400*		
Cost per Disbursement	96,000*		
Monthly integration fee (e.g., interface, system maintenance, etc.), as applicable	12		
W-2 Services (Optional)			
Printing and Mailing	13,816*		
Initial Setup Fee, if applicable	1		
Annual integration fee (e.g., interface, system maintenance, etc.), as applicable	1		

* Annual estimate. Actual amounts may vary.

Authorized Signature

Company Name

Date