



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION M001	2. EFFECTIVE DATE August 7, 2017		
3. ISSUED BY PURCHASING SECTION Monique M Anderson PRMT – JBG Department of Procurement	4. ADMINISTERED BY (If other than block 3) Kimberly Gillespie Occupational Health and Wellness 616 H Street NW Washington, DC 20001		
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>CQ17178/CDS</u> DATE <u>July 20, 2017</u> (See block 7) <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)		
7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS <input type="checkbox"/> The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input 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 _____ copies 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 The purpose of this amendment is to clarify the number of copies, the submittal of list of past contracts and Insurance requirements. See attachment. 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 type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN _____ COPIES TO ISSUING OFFICE.	<input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT		
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)	17. DATE SIGNED
		Monique M. Anderson	08/07/17

- I. Offerors are requested to submit a list of past performance contracts similar in size and scope with their submittals. See revised sections 14(a) Evaluation Criteria and Basis for Award and section 6 Scope of Work.
- II. Copies Needed: Offerors shall provide an electronic copy of their entire proposal. In addition to the electronic copy, Offerors shall provide the following copies & originals.
 - a. Volume 1: One original and one copy
 - b. Volume 3: Once Original and 4 copies
 - c. Volume 4: One original and one copy
- III. Insurance Requirements: Sole Proprietors are to provide the requested Professional Liability insurance only. All other companies are requirement to provide adequate worker comp, business auto and commercial general liability coverage in the amount of \$1,000.000.

All other issues remain the unchanged.

End of Section

unemployment hearing and court cases resulting from mental health and/or substance abuse interventions

- q. Offer recommendations regarding additional or updated procedures, guidelines, and protocols of WMATA
- r. Promote healthy and safe behavior through health education, training and counseling through wellness/fitness programs; weight management, smoking cessation, hypertension management, diabetes management, fatigue management and stress management

5. Selection Criteria/Evaluation:

- a. Current Contractor license to practice in Washington, DC; eligible to obtain Maryland and Virginia license.
- b. Current EAC and SAP Certifications.
- c. Evidence of a minimum of 3 year as a PsyD/SAP/EAC or SAP/EAC with MA/MS Counselor. MA/MS in Professional Counseling, Industrial Organizational (I/O) Psychology preferred
- d. Minimum of 1 year of experience consulting with Medical Examiners (ME) regarding fitness-for-duty medical evaluations as requested to address physical/mental abilities of the employee to perform assigned duties.
- e. Minimum of 1 year of experience regarding employees referred for substance abuse treatment as well as mental/emotional problems as well as knowledge, skill and ability of providing expert testimony for depositions, arbitrations, unemployment cases and worker's compensation cases.
- f. Familiarity with Federal Drug and Alcohol Programs and procedures for both DOT and Non-DOT testing in accordance with DHHS and US DOT 49 CFR part 40.
- g. Contractor shall provide a list of past performance contracts similar in size and scope to this requirement to include the following: (1) the title of the contract, (2) procuring organization, (3) current Point of Contact name, phone number and email address, (4) contract award date, (5) contract completed date and (6) contract value.

6. Resumes:

- a. Resume which shall include:
 - i. Description of previous Contractor's work experience as a counselor as a contractor or with an employer as well as
 - ii. Description of previous Contractor's work experience supporting an Employee Assistant Program (EAP)
 - iii. Evidence of a minimum of 3 year as a SAP/EAC with MA/MS Counselor/Psychology. MA/MS in Professional Counseling, Industrial Organizational (I/O) Psychology preferred
 - iv. Licenses and Certificates:
 - v. Copy of current contractor (s) license to practice in Washington, DC; eligible to obtain Maryland and Virginia license
 - vi. Copy of current Contractor (s) Certifications
 - vii. Provide three references

~End of Section~

14. EVALUATION CRITERIA AND BASIS FOR AWARD

TECHNICALLY ACCEPTABLE – LOW PRICE

- (a) The Authority will award Contract(s) resulting from this solicitation to the responsible offeror(s) whose proposal conforms to the solicitation and is determined to be the lowest priced among those proposals rated “technically acceptable.” For purposes of determining whether a proposal is “technically acceptable” for purposes of this solicitation, the following Criteria for Acceptability shall apply:

Qualifications:

- i. Contractor’s proposed candidate shall have a minimum Master of Arts (MA) or Master of Science in Counseling; Industrial Organizational (I/O) Psychology preferred. Contractor shall provide resumes of candidates.
- ii. Current SAP and EAC Certifications
- iii. Current Contractor License to practice in the Washington DC and the ability to be license in MD and VA within one year.
- iv. Minimum of 3 years of experience as a PsyD/SAP/EAC or SAP/EAC with MA/MS Counselor
- v. Minimum of 3 years of experience in Occupational Medicine environment
- vi. Minimum of 1 year of experience consulting with Medical Examiners (ME) in the area of fitness-for-duty medical evaluations.
- vii. Minimum of 1 year of experience with working with Federal Drug and Alcohol Programs.
- viii. Minimum of 1 year of experience with working with procedures for both DOT and non-DOT testing in accordance with DHHS and US DOT 49 CRF part 40.

Experience and Past Performance:

- i. Contractor shall demonstrate successful past performance on contracts similar in size and scope of this requirement within the last 5 years.
- ii. Contractor shall provide a minimum of 3 reference letters of past performance on a similar requirement within the last 5 years.
- iii. Contractor shall provide a list of past performance contracts similar in size and scope to this requirement to include the following: (1) the title of the contract, (2) procuring organization, (3) current Point of Contact name, phone number and email address, (4) contract award date, (5) contract completed date and (6) contract value.

Submittals:

- i. Contractor shall provide a copy of current contractor license to practice in the Washington. DC.
- ii. Contractor shall provide a current copy of SAP and EAC certifications.
- iii. Contractor shall provide 3 reference letters
- iv. Contractor shall provide required minimum insurance
- iv. Contractor shall provide a list of past performance contracts similar in size and scope to this requirement to include the following: (1) the title of the contract, (2) procuring organization, (3) current Point of Contact name, phone number and email address, (4) contract award date, (5) contract completed date and (6) contract value.