



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

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION Amendment (A003)	2. EFFECTIVE DATE August 11, 2017
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 NAME AND ADDRESS N/A (Street, city, county, state, and Zip Code)	6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. RFQ No.CQ17164 Issue Date: July 21, 2017 <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 proposal due date 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 one (1) 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) ☐ This Change Order is issued pursuant to _____
- (b) ☐ 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) ☐ 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: Answers to Questions for RFP CQ17164 Background Check from Interested Offerors:

- Attached please find the revised price schedule. Please use this Price Schedule in your proposal. The price is now differentiated between United States and International background searches.
- Amend Scope of Work Part A No. 5 to read: Multi-Jurisdictional criminal history search will include county and statewide criminal and civil records. The scope of the investigation must be in the previous ten (10) years.
- Delete Scope of Work Part C No. 6.3.: Delete the words "Contractor is preferred to be a member of the National Association of Professional Background Screeners".

---See Continuation of A003 --

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>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 8/11/2017

Continuation of Amendment A003

To: ALL VENDORS

Subject: AMENDMENT 003
EXPLANATIONS TO OFFERORS
WMATA RFP CQ17164 BACKGROUND CHECK



1) Per the solicitation, there are not criminal searches from counties or statewide requested (which are the most accurate searches). The only criminal searches identified are a national criminal database check (commercial database and not directly from the source) and federal district criminal searches. We work with many transit agencies and have never heard of not using a county and/or state criminal search. Can you please confirm that per the Statement of Work requirements listed on page 88, there are no county or state criminal searches requested?

WMATA Response: The scope of work Part A No. 5 page 88 is amended to read: Multi-Jurisdictional criminal history search will include county and statewide criminal and civil records. The scope of investigation must be in the previous ten (10) years.

2) If the requirements change and searching for county and state criminal searches are required, could WMATA clarify the scope of the investigation requested (how far back, whether county or state, confirming that the information must be obtained directly from the governmental source and/or that the information may not be obtained using automated methods often referred to as 'screen scraping' in the industry)?

WMATA Response: Ten (10) years.

3) Generally full time personnel have a specific number of sick days and vacation. During the time in which the 2+ full time people have such time, would we be required to backfill their position during time off?

WMATA Response: No, the contractor would not be required to backfill the on-site positions during their vacation and sick days.

4) Per the pricing page, there is a single rate for the background check package regardless of whether the search is conducted within the US or outside. We usually see these separated due to reduced cost for searches within the US. Can you confirm that this unit rate is for searches both within the US and outside?

WMATA Response: The price schedule of the RFP has been amended. Please refer to attachments in this amendment A003 for the revised price schedule. Please use the revised price schedule forms in your proposal. The price between United States and International background check has been differentiated.

5) Our company is unable to provide contractors to sit on site. Are you open to proposals without this piece?

WMATA Response: Yes, proposals without the on-site support personnel is acceptable.

**Washington
Metropolitan Area
Transit Authority**

600 Fifth Street, NW
Washington, D.C. 20001
202/962-1234

*By Metrorail:
Judiciary Square-Red Line
Gallery Place-Chinatown
Red, Green and
Yellow Lines*

*A District of Columbia
Maryland and Virginia
Transit Partnership*

Per A001 dated July 27, 2017, the Authority reserves the right to make separate awards to different vendors on the Background Check and On-Site Personnel Staffing requirement as specified in the Price Schedule. However the Authority may also make a single award to a vendor who proposed on both of the requirements in the Price Schedule, if it is in its best interest of WMATA.

6) I do not see the pricing that you are currently paying for these services in any of this material you provided. We would like to know what you are currently paying for your background check and supporting compliance processes under the award for your current vendor.

WMATA Response: WMATA cannot provide the current pricing for the background checks.

7) Who is your current provider for background screening services? Please provide their current pricing, if possible.

WMATA Response: The current provider is First Choice Background Screening. WMATA cannot provide the current pricing.

8) What is your estimated budget for this project?

WMATA Response: WMATA cannot provide the budget for this project.

9) Are there any pain points with your current provider?

WMATA Response: WMATA cannot provide the pain points with the current provider.

10) Why are you evaluating new providers for background screening services?

WMATA Response: The current contract is expiring and WMATA is seeking to re-compete these services.

11) What is your anticipated start date?

WMATA Response: October 2, 2017

12) Will preference be given to providers that are accredited (not just a member) by the National Association of Professional Background Screeners (NAPBS)?

WMATA Response: No, preference will not be given to providers that are accredited nor members of NAPBS. The Scope of Work has been amended to delete Part C No. 6.3. Delete the words "Contractor is preferred to be a member of the National Association of Professional Background Screeners".

13) As a privately held company, financial information is considered highly confidential in nature, and it is our preference not to include this type of data during the RFP process. May vendors submit letters from their banking institution and certified public accountant attesting to their financial strength in lieu of the requested cash on hand, sources of credit, and financial statements? If selected as a finalist, we would be happy to provide you with the requested financial information upon the completion of a mutual nondisclosure agreement.

WMATA Response: Per notice to offerors, in order to ensure that your proposal complies with the Authority's procurement regulations and that it will be acceptable to the Authority, the forms must be completed & submitted as specified.

14) The Past Performance Evaluation Form asks for vendor clients to provide their contract value. Many of our clients are uncomfortable with providing this private information. Are reference clients allowed to leave this value blank, or substitute contract value with volume of annual searches?

WMATA Response: This portion must not be left blank. Volume substitution in lieu of value is acceptable.

15) Under Pre-Award Evaluation Data, questions 7 and 8, vendors are asked to provide a list of "current" contracts and a list of "similar" contracts. Please clarify the difference between these two lists.

WMATA Response: Current means on going and state percentage of completion. Similar are completed contracts in the last two (2) years.

16) To respect the privacy of our clients, we do not typically list "contract amounts," as requested under questions 7 and 8 regarding contract lists under Pre-Award Evaluation Data. Can vendors provide annual order volume, instead of contract amounts?

WMATA Response: Per notice to offerors, in order to ensure that your proposal complies with the Authority's procurement regulations and that it will be acceptable to the Authority, the forms must be completed & submitted as specified.

17) Is your current provider integrated with PeopleSoft 9.1 TAM/CG?

WMATA Response: No.

18) Regarding section 9.1 on page 90 of the RFP document: do you require SSN, birthdate, prior work experience, and education information to be returned to PeopleSoft?

WMATA Response: Yes.

19) Does WMATA wish to capture the disclosure and authorization release form in PeopleSoft?

WMATA Response: No.

20) Section 9.2.11 on page 91 states: "Describe the methodology for data conversion of legacy data when the contract ends." Please clarify. What are you seeking from the vendor with this question?

WMATA Response: What we are seeking to know is how the vendor goes about working with a client to decommission or provide the data that WMATA would need to reference for future inquiries, court cases, etc.

21) Does the current provider have two on-site, full time representatives at WMATA? If so can you please provide the current pricing for this service?

WMATA Response: No, the current provider does not provide on-site personnel.

22) Are you willing to have two dedicated, full-time representatives located at the provider's headquarters instead of two on-site provider representatives at the WMATA location?

WMATA Response: The two (2) On-site support personnel must be located at the Jackson Graham Building or at any other designated WMATA location. WMATA is not willing to have them located in the provider's headquarters.

23) Regarding proposal evaluations: can you provide a breakdown of how the evaluation criteria will be weighted?

WMATA Response: The rating for acceptability criteria is low price technically acceptable. A rating of acceptable is required to be eligible for award consideration.

24) Can WMATA provide more specifics on what specific background checks are run and how often? As a vendor that already does business with WMATA, we may be able to offer cost savings by bundling a price with the services already being used with us, but we need more concrete numbers to come with an estimated annual spend on the background check side.

WMATA Response: Please refer to the RFP Scope of Work for specific background checks.

PLEASE REFER TO THE ATTACHED REVISED PRICE SCHEDULES AND
USE IT IN YOUR PROPOSAL.

(Except as provided herein, all terms and conditions of the document referenced in block 6, remain unchanged and in full force and effect)

----End of Amendment A003 WMATA RFP CQ17164---

PRICE SCHEDULE SHEET

WMATA CQ17164 BACKGROUND CHECK

Price Schedule for BASE YEAR (Amendment A003)

Background Check

Description	Estimated Quantity per Year	Unit of Measure (UOM)	Unit Rate (\$)	Extended Price per Year (Base Year)	Comments
UNITED STATES Searches Background Check, Includes Part A, B, and C	2,000	EACH	\$	\$	
INTERNATIONAL Searches Background Check, Includes Part A, B, and C	400	EACH	\$	\$	
			TOTAL =	\$	

On-Site Personnel - Staffing

Estimated Staffing/ Position	Estimated Quantity of Person/s (A)	No. of Hours Per Day (B)	Unit of Measure	No. of Days Per Week (C)	\$ Unit Rate per Hour (D)	Extended Price (E) E= A x B x C x D	No. of Weeks Per Year (F)	Extended Price per Year (Base Year) (G) G = E x F
Background Screening Coordinators	2	7.5	Hour	5	\$	\$	52	\$

All rates shall be fully loaded, meaning that all direct and indirect costs are included, including profit, overhead, G&A, etc. All expenses, including, but not limited to photocopying shall be included.

The estimated quantity is not a guarantee of the actual quantity to be required or ordered.

Authorized Name & Signature

Company Name

Date

WMATA Vendor Number

PRICE SCHEDULE SHEET (Continuation)

WMATA CQ17164 BACKGROUND CHECK

Price Schedule for OPTION YEAR 1 (Amendment A003)

Background Check

Description	Estimated Quantity per Year	Unit of Measure (UOM)	Unit Rate (\$)	Extended Price per Year (Option Year 1)	Comments
UNITED STATES Searches Background Check, Includes Part A, B, and C	2,000	EACH	\$	\$	
INTERNATIONAL Searches Background Check, Includes Part A, B, and C	400	EACH	\$	\$	
			TOTAL =	\$	

On-Site Personnel - Staffing

Estimated Staffing/ Position	Estimated Quantity of Person/s (A)	No. of Hours Per Day (B)	Unit of Measure	No. of Days Per Week (C)	\$ Unit Rate per Hour (D)	Extended Price (E) E = A x B x C x D	No. of Weeks Per Year (F)	Extended Price per Year (Option Year 1) (G) G = E x F
Background Screening Coordinators	2	7.5	Hour	5	\$	\$	52	\$

All rates shall be fully loaded, meaning that all direct and indirect costs are included, including profit, overhead, G&A, etc. All expenses, including, but not limited to photocopying shall be included.

The estimated quantity is not a guarantee of the actual quantity to be required or ordered.

Authorized Name & Signature

Company Name

Date

WMATA Vendor Number

PRICE SCHEDULE SHEET (Continuation)

WMATA CQ17164 BACKGROUND CHECK

Price Schedule for OPTION YEAR 2 (Amendment A003)

Background Check

Description	Estimated Quantity per Year	Unit of Measure (UOM)	Unit Rate (\$)	Extended Price per Year (Option Year 2)	Comments
UNITED STATES Searches Background Check, Includes Part A, B, and C	2,000	EACH	\$	\$	
INTERNATIONAL Searches Background Check, Includes Part A, B, and C	400	EACH	\$	\$	
			TOTAL =	\$	

On-Site Personnel - Staffing

Estimated Staffing/ Position	Estimated Quantity of Person/s (A)	No. of Hours Per Day (B)	Unit of Measure	No. of Days Per Week (C)	\$ Unit Rate per Hour (D)	Extended Price (E) E = A x B x C x D	No. of Weeks Per Year (F)	Extended Price per Year (Option Year 2) (G) G = E x F
Background Screening Coordinators	2	7.5	Hour	5	\$	\$	52	\$

All rates shall be fully loaded, meaning that all direct and indirect costs are included, including profit, overhead, G&A, etc. All expenses, including, but not limited to photocopying shall be included.

The estimated quantity is not a guarantee of the actual quantity to be required or ordered.

Authorized Name & Signature

Company Name

Date

WMATA Vendor Number