



METROPOLITAN WASHINGTON
AIRPORTS AUTHORITY

**QUESTIONS & ANSWERS
SOLICITATIONS 1-09-C092 & 1-09-C133
TEMPORARY PROFESSIONAL ACCOUNTING AND AUDITING SERVICES**

1. Question: Define "materials" and "equipment"?

Answer: Materials and equipment are any materials and/or equipment required to provide qualified professional personnel support services.

2. Question: Since 1-09-C092 has a 100% LDBE designation are we required to complete the Voluntary Efforts to Obtain MBE/WBE Participation forms?

Answer: No, the Voluntary Efforts to Obtain MBE/WBE Participation forms are not mandatory.

3. Question: Is the "estimated dollar value" per employee or total for project 1-09-C133?

Answer: The estimated dollar value is the estimated total for each solicitation.

4. Question: Will 1-09-C092 and 1-09-C133 contracts run simultaneously or are they separate contracts?

Answer: Both contracts are separate and will run simultaneously. Offerors may submit proposals for both if they qualify. However, no offeror will be awarded more than one contract. It will be at the sole discretion of the Airports Authority as to NTE value & number/type of awards to each firm.

5. Question: Are these positions (Financial Project Manager, Audit Manager, and Senior Audit Manager) going to be filled in the Base Year, Option Year 1 or Option Year 2?

Answer: The exact timing of placement has not been determined. However, it may be in any, all or none of the option years

6. Question: Will the current provider for the Accountant, Accounting Manager/Controller, Senior Audit Manager automatically have the hiring contract for those three positions or will there be a separate hiring contract/bid process for these three positions?

Answer: No, the current contractor will not have the hiring contract nor will there be a bid process for these positions.

7. Question: 1-09-C092 lists annual hours of 1,000, 2000, and 1500 for the project; yet, 1-09-C133 has no such restrictions. Is the contract for 2000 for each of the three positions?

Answer: Both 1-09-C092 as well as 1-09-C133 list estimated hours of 1,000, 2,000 and 1,500 for each year. The supplemental professional support services are the only positions that do not have an estimated value added to the total. For supplemental professional support services, the offeror is to provide an hourly rate for the job descriptions they provide.

8. Is the pre-bid conference mandatory?

Answer: No.

9. Question: Verify that the LDBE requirement has been changed from 100% to 0%.

Answer: There are (2) two Solicitations available: 1-09-C092 (100% LDBE) & 1-09-C133 (0% LDBE). The LDBE requirement has not been changed.

10. Question: Section 10: This section states that the client will not be furnishing any equipment. Does that mean that we need to provide our own laptops and other computer equipment?

Answer: No, on-site equipment will be provided.

11. Question: Section 11: This section states that we will have to pay for the electricity to be run from the client's source to our temporary source. I did not think either of these clauses were relevant to this particular RFP, but were included because this is the standard contract used by MWAA, but I wanted to verify with you.

Answer: Correct.

12. Question: My Company is certified by MWAA as an LDBE. What percentage can be subcontracted to a non-LDBE firm?

Answer: There are (2) two Solicitations available: 1-09-C092 (100% LDBE requirement for the prime and all subcontractors) & 1-09-C133 which has no such restrictions.

13. Question: Is there an incumbent? If so, who?

Answer: The incumbents are:

- **Resources Global Professionals**
- **Premier Staffing Source, Inc.**
- **Answer Staffing Services**
- **Watkins, Meegan, Drury & Company, LLC**

14. Question: What was the previous contract amount?

Answer: The (4) four previous contracts were awarded for a total of \$450,000.00

15. Question: Can we hand deliver proposals?

Answer: Yes.

16. Question: Do resumes count towards total page count?

Answer: Resumes do not count toward the page total if they are contained in an exhibit.

17. Question: During the pre-proposal conference, it was stated the work will be performed at four (4) MWWA locations, however, Section V-5, Item #13, states all work will be performed at MWWA, Ronald Reagan Washington National Airport, Arlington County, Gravelly Point, Virginia. Please clarify.

Answer: Under these contracts work may be performed at any of the following four (4) locations:

- 1. DCA**
Metropolitan Washington Airports Authority
Ronald Reagan Washington National Airport
Arlington County
Gravelly Point, Virginia
- 2. IAD**
Metropolitan Washington Airports Authority
Washington Dulles International Airport
Loudoun County
Chantilly, Virginia
- 3. DULLES TOLL ROAD**
Metropolitan Washington Airports Authority
Dulles Toll Road Office
8500 Toll Plaza Lane
McLean, VA 22102
- 4. DULLES METRORAIL OFFICE**
Metropolitan Washington Airports Authority
Dulles Metrorail Office
1593 Springhill Rd, suite 300
Vienna, VA 22182

18. Question: Evaluation Criteria, Criterion 1, Page 2, Experience of Offeror's Personnel: Representative resumes for the Offeror's service coordinators (points of contact). Are you only requiring the resume of the company's point of contact for this effort?

Answer: We require representative resumes for the Offeror's service coordinators (points of contact) and temporary workers, who might be assigned under this contact (three per job category listed in the Schedule).

19. Question: Will resumes be counted against the 50-page limit, are can resumes be submitted as attachments?

Answer: Please refer to the answer for 16.

20. Question: Offeror will provide job descriptions outlining the minimum requirements, experience, and responsibilities for the following (3) three supplemental positions (include representative resumes). Are these representative resumes required in addition to the resumes required for paragraph 2, Experience of Offeror's Personnel, temporary workers who might be assigned under this contract?

Answer: Yes, include representative resumes for the supplemental professional services positions.

21. Question: Who are the incumbents that are currently performing work?

Answer: Please refer to the answer for 13.

22. Question: The Statement of Work provides experience requirements for the classification of "Auditor" ranging from 5 to 10 years. What experience levels are expected for the position of Audit Manager and Senior Audit Manager?

Answer: Each Offeror will provide job descriptions outlining the minimum requirements, experience and responsibilities for the supplemental positions.

23. Question: Are Microsoft Word or other modifiable versions available for the Solicitation Offer and Award page, Section IV (Representations and Certifications, Section VI (Use of Contract by Other Jurisdictions), and LDBE Exhibit A (Voluntary Efforts to Obtain MBE/WBE Participation)?

Answer: No.

24. Question: If we have any proposed modifications/additions to the contract, what is the appropriate stage in the process to submit them?

Answer: Submission of a complete proposal is due July 27, 2009 at 2:00 PM.

25. Question: Under Criterion 3, should we include project descriptions for past performance examples, or just the reference information specifically requested?

Answer: Provide what was requested in the solicitation.

26. Question: Under Section VII - 15, are all of the types of Liability Insurance listed applicable for this Solicitation?

Answer: Yes.

27. Question: Should the electronic copy of the price proposal be included in the Price Proposal envelope?

Answer: Yes.

28. Question: Who are the incumbents?

Answer: Please refer to the answer for 13.

29. Question: What is the estimated award date?

Answer: September, 2009.

30. Question: At the pre-proposal conference it was mentioned, but not stated officially, that a green card is accepted for individuals that perform the work. Does this remain true or must they be US citizens?

Answer: US citizens and legal aliens are acceptable individuals for this contract.

31. Question: I understand that 1-09-C092 has a 100% LDBE requirement. However, I would like to know if our subs can be a non LDBE?

Answer: Please refer to the answer for 12.