

SOLICITATION NO. 1-09-C129

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

HUMAN RESOURCES SERVICES FOR COMPENSATION SUPPORT

July 13, 2009

RESPONSES TO QUESTIONS

NOTICE: Questions may have been edited for clarity and relevance.

1. Question: Is there an incumbent vendor for this service? If so, who is the vendor and what is the contract duration and value?

Answer: Currently, we do not have an incumbent contractor.
2. Question: MWAA issued Request For Proposal (RFP) 1-09-C068 in May 2009 for Compensation Support. That solicitation was cancelled in its entirety. What changes have been made between these two solicitations?

Answer: A 75% reduction in the Local Disadvantaged Business Enterprise (LDBE) requirement.
3. Question: Is there any assurance that the current RFP will not be cancelled as well?

Answer: The Airports Authority does not anticipate cancelling this solicitation.
4. Question: What annual volume of work is expected to be generated under this contract for 2009, 2010, and 2011?

Answer: Unknown at this time.
5. Question: Please confirm what was said at the bidders' conference: that there is no additional weight given to proposals with LDBE set asides in excess of 25% of the total proposed cost.

Answer: Confirmed.
6. Question: Will the Airports Authority consider proposals for more than \$100,000/yr to ensure obtaining quality consulting services, or is the annual \$100k an absolute maximum?

Answer: Reference Solicitation, SECTION X – ATTACHMENTS, ATTACHMENT 02 - EVALUATION CRITERIA - Paragraph A through C to determine how proposals are evaluated.
7. Question: Please provide the name of the consultants that provided the last quadrennial study.

Answer: Human Resources Research Organization.

8. Question: With regard to the Trades Pay Study, will the unions be involved in the process and will the results have to be negotiated with the unions before MWAA can implement changes?
- Answer: The Airports Authority, not the Contractor, will notify the unions (AFGE Local 2303 at Dulles Airport and Local 1118 at Reagan Airport) in writing of study commencement, receive and respond to any input they provide, brief them on results and send a copy of the final report to the Union President. The Airports Authority is under no legal obligation to, and does not, negotiate results.
9. Question: May I please ask if a contractor has previously held a contract for this service? If so, who is the contractor and what was the contract duration and value?
- Answer: See Answer to Question 1.
10. Question: What is the estimated value of a contract resulting from this RFP?
- Answer: Up to \$100,000 annually.
11. Question: Is the consultant / contractor expected to utilize the Airport Authority's existing job factor evaluation system? Or is the consultant / contractor expected to provide a new the job evaluation system for use by the Authority?
- Answer: In providing job evaluation services, if any, the Contractor must use the existing job evaluation systems. They are described in item 2a of the Statement of Work. Neither "Major Study 1", nor "Major Study 2" in the Statement of Work, involves job evaluation. The job content points to be used in points-to-pay regressions will be provided by the Airports Authority for each benchmark job.
12. Question: To confirm, the compensation studies for Trades and White Collar will be direct compensation only (i.e. excluding benefits such as paid leave, health, and retirement).
- Answer: Correct.
13. Question: Can a W/MBE owned company fulfill both categories for the purposes of this contract?
- Answer: Yes, however; W/MBE percentage is a goal not a requirement.
14. Question: SOW indicates the two studies will begin in July, is this realistic?
- Answer: Reference Addendum No. 1 which revises the date. The SOW phrase "begin in July" (which is found twice on SOW page 1 should be revised to say "begin in August." Similarly, the SOW phrase "end of September" (which is found twice on SOW page 1) should be revised to say "end of October."
15. Question: When do you anticipate awarding the contract?
- Answer: Anticipated award will be mid August.

16. Question: Have there been previous job analyses done? Will the contractor have access to this information?

Answer: The Contractor will be given access to all job analyses as needed. However, we do not see the need for job analysis work by the Contractor for "Major Study 1" or "Major Study 2". Conversely, as desired by the Contractor, we will share job descriptions to supplement the benchmark job definitions already written.

17. Question: If we submit a proposal as subcontractor to another party and a proposal as the primary contractor, will that disqualify us?

Answer: No.

18. Question: Please provide an updated schedule of all proposal and project due dates.

Answer: Proposal Due Date remains unchanged. Reference Addendum No. 01 for changes to the SOW.