

**Metropolitan Washington Airports Authority**  
**PROCUREMENT AND CONTRACTS DEPT.**  
**AMENDMENT OF SOLICITATION**

Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-29 2733 Crystal Drive Arlington, VA 22202	1A. AMENDMENT OF SOLICITATION NO.	1B. DATED
	<b>IFB-20-27848</b>	<b>March 4, 2021</b>
	2A. AMENDMENT NO.	2B. EFFECTIVE DATE
	<b>Three (003)</b>	<b>April 6, 2021</b>

The solicitation identified in Block 1A is amended as set forth in Block 3. Hour and date specified for receipt of offers  is extended,  is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and dated specified in the solicitation or as amended, by one of the following methods:(a) by completing Block 4 and returning copy of the amendment; (b) by acknowledging receipt of this amendment on the Solicitation Offer and Award Sheet, Block 13. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

**3. DESCRIPTION OF AMENDMENT**

The Metropolitan Washington Airports Authority Solicitation IFB-20-27848, entitled "Content for Learning Management Systems" is amended as follows:

1. The bid due date remains unchanged, by 2:00 PM April 13, 2021.
2. Section III, The Price Schedule is hereby deleted in its entirety and replaced with Price Schedule – Amendment No. 003.
3. Section VII, Provision 14, Billing Instructions, is hereby deleted in its entirety and replaced with Section VII, Provision 14 Billing Instructions – Amendment No. 003.
4. Section VII, Provision 42, Payments, is hereby deleted in its entirety and replaced with Section VII, Provision 42 Entitled Payments - Amendment No. 003.
5. Section X, Attachment 001, Statement of Work has been deleted in its entirety and replaced with Section X, Attachment 001 Statement of Work – Amendment No. 003.
6. Section X, Attachment 002, Minimum Qualifications Checklist, has been deleted in its entirety and replaced with Section X, Attachment 002 Minimum Qualifications Checklist – Amendment No. 003.

Except as provided herein, all terms and conditions of the document referenced in Block 1A, as heretofore changed, remain unchanged and in full force and effect.

4A. NAME AND TITLE OF OFFEROR	4B. SIGNATURE	4C. DATE

## SECTION VII - CONTRACT PROVISIONS

### 14 BILLING INSTRUCTIONS - Amendment No. 003

The Contractor shall submit, no more than once each month, an original of both its invoices and the Authority's Invoice Attachment Form (Exhibit J), listing all subcontractors and their activities, either electronically via e-mail to [mwaa.invoices@mwaa.com](mailto:mwaa.invoices@mwaa.com) or in hard copy to the following address:

Metropolitan Washington Airports Authority  
Accounting Department, MA-22B  
1 Aviation Circle  
Washington, DC 20001-6000

Failure to include required Exhibit J Attachment may delay payment of your invoice.

Invoices shall be properly identified with the Contractor's name, address and applicable contract/purchase order number. Invoices without proper identification will be returned to the sender. Invoices in excess of one (1) per month will be returned to the contractor.

The Contractor is encouraged to utilize banks owned and controlled by Disadvantaged Business Enterprises. To obtain a list of Disadvantaged Business Enterprise banks, contact the Department of Supplier Diversity at 703-417-8660.

### 42 PAYMENTS - Amendment No. 003

- A. The Authority shall pay the Contractor the contract price as provided in this contract.
- B. The Authority strongly recommends that contractors participate in a program whereby payments under this contract are made via electronic funds transfer into the contractor's bank. Contractor requests to initiate such service shall include the bank name, address, account number, contact person, telephone number, and American Bankers Association (ABA) 9-digit identifying number. The initial request and any subsequent changes must be signed by the contractor's signatory of the contract and shall be submitted directly to the Authority's Finance Office (MA-22B).
- C. The Contractor shall furnish to the Authority the Invoice Attachment Form (See Exhibit J) which will be included with each invoice submission. This Form shall provide information on all subcontractors, each subcontractor's scope of services, and the subcontract dollar amount for those services. When reviewing the Contractor's invoicing for the reporting period, the Authority will use the Invoice Attachment Form as verification of subcontracting activities and payments. If requested by the Contracting Officer, the Contractor shall furnish a breakdown of the total contract price showing the amount included therein for each principal category of the work, in such detail as requested, to provide a basis for determining payments. In the preparation of estimates the Contracting Officer may authorize material delivered on the site and preparatory work done to be taken into consideration. Material delivered to the Contractor at locations other than the site may also be taken into consideration if:
  - 1. Such consideration is specifically authorized by this contract; and
  - 2. The Contractor furnishes satisfactory evidence that it has acquired title to such material and that the material will be used to perform this contract.

Failure to include required Exhibit J Attachment may delay payment of your invoice.

- D. All material and work shall, at the time of payment, become the sole property of the Authority, but shall not be construed as:
1. Relieving the Contractor from the sole responsibility for all material and work upon which payments have been made; or
  2. Waiving the right of the Authority to require the fulfillment of all the terms of the contract.
- F. The Authority shall pay the amount due the Contractor under this contract after:
1. Completion and acceptance of all work;
  2. Presentation of a properly executed voucher; and
  3. Presentation of releases of all claims, liens and encumbrances against the Authority arising by virtue of this contract. The release shall identify other claims, liens and encumbrances, in stated amounts, that the Contractor has specifically excepted from the operation of the release. A release may also be required of the assignee if the Contractor's claim to amounts payable under this contract have been assigned. Any assignment must be approved by the Contracting Officer.
- G. The Authority shall make payments within 30 calendar days after receipt of a proper invoice in the office designated to receive the invoice.
- H. The Contractor promises that it will pay its subcontractors within 10 days following receipt of payment from the Authority. The prime contractor also agrees to return any retainage withheld from subcontractors within 10 days after the subcontractor has satisfactorily completed its work. Any delay or postponement of payment may not take place without prior approval of the Authority. A finding of non-payment is a material breach of this Contract. The Authority may, at its option, increase allowable retainage or withhold payments unless and until the Contractor demonstrates timely payment of sums due subcontractors. Provided, however, that the presence of a "pay when paid" clause in a subcontract shall not preclude Authority inquiry into allegations of nonpayment. Provided, further, that the remedies above shall not be employed when the Contractor demonstrates that failure to pay results from a bona fide dispute with its subcontractor or supplier. The Contractor shall incorporate this provision into all subcontracts in excess of \$5,000 that results from this contract.

**ATTACHMENT 01**  
**STATEMENT OF WORK**  
**REVISED – AMENDMENT THREE**

**STATEMENT OF WORK****METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
LEARNING MANAGEMENT SYSTEM CONTENT****1. Introduction**

The Metropolitan Washington Airports Authority (Airports Authority) requires that a qualified Contractor provide e-learning content to meet the organization's compliance requirements and professional development needs. The course content library must be capable of turn-key integration and compatibility with Workday, the Airports Authority Learning Management System.

**2. Background**

The Airports Authority is a regional agency created in 1986 by an interstate agreement between the District of Columbia (District) and the Commonwealth of Virginia (Commonwealth). The Airports Authority is responsible for the management, operation, and capital improvement of two airports in the Washington metropolitan area, Reagan National (DCA) and Washington Dulles International (IAD) Airports. These airports provide domestic and international air service to over 40 million passengers for the mid-Atlantic region. For additional background information, visit the Airports Authority's web site at <http://www.mwaa.com>.

The Office of Technology is responsible for the delivery of Information Technology (IT), Telecommunications, and Radio technology services and solutions across all business units of the Airports Authority. The Airports Authority is committed to maintaining a high-level of consistent, quality service in public safety, information technology, and telecommunications for airport tenants (telecommunications only) and Airports Authority Employees. To achieve this goal, the Airports Authority established a unified Technology Service Desk (TechWORKS) to handle calls from tenants (telecom only) and employees for assistance with telephone, radio, and information technology support services.

**3. Scope**

The Contractor must provide deployment, configuration, support, and all services necessary to successfully implement the content library for compliance requirements and organizational and professional development. At a minimum, the library must include content to meet federal, state and local industry practices and Airports Authority requirements in the following areas: Information Technology and Security, Leadership/Management Development, Human Resources Legal Compliance, Occupational Safety and Health Administration (OSHA) Safety. For all management levels a series of courses related to compliance with laws and regulations must be provided, to include, but not limited to, Harassment, Family Medical Leave Act (FMLA), Americans with Disability Act (ADA), Ethics, Procurement Integrity, Drug Free Workplace, and related courses.

The Airports Authority workforce to be served by the content library consists of approximately 1,800 full-time equivalent employees and contractors who work in the Northern Virginia area. The Airports Authority workforce consists of the following:

- Management/Administrative Support - Personnel responsible for the development, implementation, management, and support of the organizational programs and activities of the Airports Authority. Personnel are mostly salaried professional occupations, such as Finance, Legal, Business Administration, Human Resources, and Information Technology.

Leadership/Management Development courses provided by the Contractor must provide content for three levels of management: basic supervision, mid-level management and executive level management. For all management levels a series of courses related to compliance with laws and regulations must be provided, to include, but not limited to, Harassment, Family Medical Leave Act

(FMLA), Americans with Disability Act (ADA), Ethics, Procurement Integrity, Drug Free Workplace, and related courses.

Examples of required courses include:

Basic supervision	Mid-Level Manager	Executive
<ul style="list-style-type: none"> <li>• Essential Skills of Supervision</li> <li>• Communication Skills</li> <li>• Improving Work Habits</li> <li>• Effective Discipline</li> <li>• Resolving Conflict</li> <li>• Providing Performance Feedback Delegating</li> <li>• Essential Skills of Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Developing Performance Goals</li> <li>• Leading High-Impact Teams</li> <li>• Managing Diversity and Inclusion</li> <li>• Lean Operations</li> <li>• Data Analysis</li> <li>• Airport Operations</li> <li>• Interviewing Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Leading and Sustaining a Culture of Innovation</li> <li>• Operations Strategy</li> <li>• Driving Organizational Change</li> <li>• Planning and Delivering Effective Presentations</li> </ul>

**Information Technology Courses**

The Contractor must provide Information Technology (IT) courses appropriate for end users and IT professionals. Course offering examples include:

IT Professionals	End Users
Certifications Networking Courses Programming Courses Information Security Courses	<ul style="list-style-type: none"> <li>• Desktop Applications</li> <li>• Security Awareness</li> <li>• Purchase Card Industry Data Standards</li> <li>• Information Security</li> <li>• Productivity tools</li> </ul>

- Public Safety – Fire, Police, and Emergency Communication personnel including, but not limited to, dispatchers, emergency medical technician, firefighters, and police.
- Trades – The Airports Authority Trades include a wide range of skilled and licensed professionals who manage airport operations and infrastructure, including but not limited to, electricians, plumbers, maintenance, carpenters, engineering & inspectors, construction, operators, machinists, etc.

**4. Management Requirements**

The Contractor must provide services to support the following:

**4.1. Project Management**

The Contractor must provide a project plan to achieve a successful implementation of on demand content as outlined in the SOW. The Project plan must include the approach to execute this effort, the general process that will be utilized, resource expectations from Airports Authority staff, in addition to duration estimates and reporting outputs. The plan must include the master schedule for completion of all activities within scope. (Deliverable 01)

**4.2. Implementation**

Contractor must ensure the solution is operational for its intended use.

**4.3. The Contractor must provide monthly status reports on progress made and support provided and participate in monthly status meetings, either virtually or in person. (Deliverable 02)**

## 5. Content Requirements

### 5.1. Minimum Requirements

- 5.1.1. Courses must report basic learner data (completion, test scores, actual duration) must be able to be stored and reportable by a third-party Learning Management System.
- 5.1.2. Course must function on all versions of Microsoft Edge, Internet Explorer, Google Chrome, and Safari.
- 5.1.3. Courses must be viewable on any mobile device and operating system (iOs and android).
- 5.1.4. Courses have accessibility capabilities that meet the Americans with Disabilities Act Section 508.
- 5.1.5. Courses must include learning objects and apply adult learning best practices.

## 6. Contractor Requirements

### 6.1 Minimum Requirements

- 6.1.1. Contractor must provide content updates especially content related to compliance, technology, and security topics.
- 6.1.2. Airports Authority specific data must be owned by the Airports Authority, Contractor shall extract and provide Authority's data as and when requested.
- 6.1.3. Contractor must submit a comprehensive course catalog that includes all subject matter areas detailed in Attachment A, including the minimum required courses, and the Statement of Work. Where applicable, the courses must be accredited by a nationally recognized third-party accreditation/certification organization, or written in collaboration with subject matter experts, or written with legal guidance or review.

### 6.2 Minimum Support Requirements

- 6.2.1 Contractor must provide support within 2 hours of support request.
- 6.2.2 Contractor must ensure the content delivered to the Airports Authority is provided in the required formats. The contractor must address any issues related to format to ensure system capability.
- 6.2.3 Contractor must notify the Airports Authority at least 14 calendar days in advance of its intent to release any major improvements or enhancements that will impact access to course content.
- 6.2.4 Unscheduled downtime due to unforeseen circumstances will be communicated immediately to the Airports Authority along with restoration efforts and timely updates.
- 6.2.5 Contractor must provide its standard commercial maintenance services to include all upgrades and technical support for its subscriptions.

### 6.3 Course Files Provided

- 6.3.1 The Contractor must provide a secure website from which a course package can be downloaded in a variety of course package options and versions.
- 6.3.2 The Contractor must provide a minimum of two options of course packaging.
  - Shareable Content Object Reference Model (SCORM) version 1.2,

- Aviation Industry CBT Committee (AICC),
- The Experience Application Programming Interface (XAPI),
- Hypertext Markup Language (HTML5) etc.)

**Deliverables**

<b>No.</b>	<b>Title</b>	<b>Due Date</b>	<b>Format Required</b>	<b>Distribution Recipients</b>	<b>Review Complete Due Date</b>
1.	Project Plan	10 business days following award	MS Word; MS Project; PDF	COTR; Alternate COTR; IT Technical Staff;	10 business days
2.	Monthly Status Reports	Initial; 30 business days following award, every 30 days thereafter.	MS Word; PDF	COTR; Alternate COTR; IT Technical Staff	10 business days

**ATTACHMENT A**

1. **Public procurement** regulates the purchasing by public sector bodies and certain utility sector bodies of contracts for goods, works, or services. Training on procurement topics ensures that suppliers, buyers, and employees stick to the terms laid out in their contracts, protecting the organization from fraud, corruption, and rogue spending. At a minimum, courses must include the following topics:
  - Procurement integrity/code of conduct
  - Ethics
  - Risk management
  
2. **OSHA compliance training** covers the basic components of common safety and health hazards for employees and supervisors in the General and Construction industries. At a minimum, the courses must include the following topics:
  - Defensive driving
  - Collisions
  - Supervisor training on substance abuse and commercial drivers
  - Back injury
  - Confined spaces
  - Scissor lifts
  - Hand power tool safety
  - Aerial platforms
  
3. **Employment compliance training** delivers information that protects organizations and individual employees by ensuring laws and regulations are understood and adhered to. Training on compliance topics is meant to keep employees safe, allow operations to run smoothly, and create a culture of respect. At a minimum, the courses must include the following topics:
  - Diversity
  - Harassment
  - Hiring
  - Discrimination
  - HIPPA
  - Risk Management
  - Emergency Preparedness
  - Substance Abuse

**ATTACHMENT 02**  
**MINIMUM QUALIFICATIONS**  
**REVISED – AMENDMENT THREE**

### MINIMUM QUALIFICATIONS CHECKLIST

#### METROPOLITAN WASHINGTON AIRPORTS AUTHORITY CONTENT FOR LEARNING MANAGEMENT SYSTEM

Bidders responding to this Invitation for Bid (IFB) must certify, by checking each box below and by signing this Minimum Qualifications Checklist, that the company meets minimum the technical requirements of this IFB. **The failure to certify will render the bidder non-responsive to the IFB, and the submitted bid will not be considered. The requirements are:**

- Firm must submit a comprehensive course catalog that includes all subject matter areas detailed in Attachment A, including the minimum required courses, and the Statement of Work. Where applicable, the courses must be accredited by a nationally recognized third-party accreditation/certification organization, or written in collaboration with subject matter experts, or written with legal guidance or review.
- Firm will meet the minimum requirements of course functionality.
- Firm will meet delivery requirements as described in the SOW.
- Firm has experience providing learning management content for Workday Learning or other similar platforms.
- Firm will meet support and security requirements described in the SOW.
- Firm has successfully providing Learning Management Content for a minimum of three (3) years.
- Submit a minimum of three (3) professional references from firms whom the bidder has provided similar services outlined in the SOW. Include the name of company, contact person, address, telephone number, e-mail address, and the years services were performed.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Authorized Representative of Firm

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date