



PRE-BID CONFERENCE

IFB-20-27848

Content for Learning Management System

March 18, 2021

10:00 AM



Disclaimer

The information contained in this presentation is for informational purposes only.

In the event of a discrepancy between the information contained herein and the IFB documents, the IFB documents will take precedence.



Summary of Solicitation

- Procurement Method: Invitation for Bids (IFB)
- Performance Period: One (1) year base period from the effective date of the contract
- Option Years: Four (4) one-year options, exercised at the discretion of the Authority
- Anticipated Contract Award: June 2021
- Contract Type: The Authority contemplates award firm fixed-unit price contract resulting from this solicitation.
- Zero (0%) percent LDBE participation requirement, however LDBE participation is encouraged.
- Contractors are encouraged to ask questions or clarifications during the Q&A period. **Material changes to the Terms and Conditions are non-negotiable.**



Proposal Requirements

Proposals are due April 6, 2021, NLT 2:00 PM Local Time

Proposals shall be submitted via the submission link provided on the solicitation's information page which is linked to <https://www.mwaa.com/business/current-contracting-opportunities>

Bids to perform the work or to furnish the supplies or services in the Price Schedule shall be submitted through the solicitation's submission portal by 2:00 P.M. local time, April 6, 2021. Bids will be publicly opened 30 minutes thereafter. See Section V – Solicitation Provisions for additional information.



Bid Submission

Part 1 - Representation Package

Proposals and modifications thereof shall be submitted via the submission link provided on the solicitation's information page which is linked to <https://www.mwaa.com/business/current-contracting-opportunities>

Format: PDF, combined into a single file. **(DO NOT INCLUDE PRICE)**

- Solicitation Offer and Award Page
- Representations and Certifications, Section IV
- LDBE Certification Exhibits as applicable:
- Exhibit A, Voluntary Efforts to Obtain MBE/WBE Participation
- Minimum Qualifications (Section X – Attachment 02)
- Insurance Affidavit (Section X – Attachment 03)
- Information Security Certification – SSAE or Information Security Questionnaire (Section X, Attachment 04)
- Bidder's Terms and Conditions (including Subscriber Agreements, Non-Disclosure Agreements (NDAs) etc.)

If the Bidder's Terms and Conditions conflict with MWAA, your firm's bid may be deemed non-conforming.



Bid Submissions

Part 2 -Price Proposal

Format: PDF, Microsoft Excel Format combined into a single file and PDF

- Price Schedule, Section III (Microsoft Excel)
- Exhibit D, Contract Participation Form (PDF Format)



Metropolitan Washington Airports Authority **PRICE SCHEDULE - Revised - Amendment One**

NAME OF OFFEROR OR CONTRACTOR	SOLICITATION OR CONTRACT NUMBER	PAGE
Type Contractor Name Here	IFB-20-27848	Section III

SCOPE OF WORK

The Contractor shall provide all labor and supervision to furnish e-learning content to meet the Airports Authority compliance requirements and professional development needs in accordance with the Statement of Work.

ITEM NO.	SUPPLIES/SERVICES	EST. QTY.	UNIT	UNIT PRICE	AMOUNT
BASE YEAR					
01	Learning Management System Content (Comprehensive Catalogue) Must include the following content courses: Business Skills, Information Technology and OSHA Safety	1,800	EA		
SUBTOTAL - BASE YEAR					
(Item 01)					



Exhibit D

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
CONTRACT PARTICIPATION FORM (ORIGINAL)

Solicitation Number: _____
 Date: _____
 Offeror Name: _____
 Project Name: _____

LDBE Participation Percent Requirement: _____
 Base Contract Price: _____
 Original Contracted LDBE Eligible Participation: _____
 Original Percent Contracted LDBE Eligible Participation: _____

The Offeror shall submit the Contract Participation Form to the Contracting Officer with the offer. Please insert additional rows if needed.

LIST THE PRIME AND ALL FIRST TIER FIRMS PARTICIPATING IN THIS CONTRACT Identify whether firms are "P, S, JV, SP, B, H, MFG, in next column.		TYPE OF FIRM (see below)	FEDERAL TAX ID (also known as Employer Identification Number) nine digit number.	Enter "X" for all that apply				ADDRESS (Number, Street, City, State, ZIP)	DESCRIBE TYPE OF WORK (Electrical, Paving, etc. with notation e.g. "Labor Only", "Material Only", "Complete") Item Number if Applicable, Quantity, Unit Price	AGREED PRICE**** (Base Contract Only)	LDBE ELIGIBLE PERCENTAGE	LDBE ELIGIBLE DOLLARS
				LDBE	MBE	WBE	OTHER					
EX	SAMPLE	S	55-5555555	X	X			12345 Main Street, Washington, DC 20001	Furnish and install Structural Steel	\$985,000.00		
	Prime Contractor or Joint Venture											
P												
	LDBE and Non-LDBE Subcontractors, Suppliers, etc.											
1												
2												
3												
4												
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20												
21												
TOTAL AGREED PRICE MUST EQUAL BASE CONTRACT PRICE AS SHOWN ON THE PRICE SCHEDULE												

I, _____ (Type or Print Name), a duly authorized representative of _____ (Type or Print Name of Firm or Prime Contractor) certify that the information furnished above is correct and to the best of my knowledge represents the current status of the Firm or Prime Contractor's subcontracts with the listed Subcontractors.

Signature: _____ Title: _____ Date: _____

* TYPE OF FIRM

- P = Prime Contractor (if LDBE, counts at 100%)
- S = Subcontractor (if LDBE, counts at 100%)
- JV = Joint Venture (if LDBE, counts at 100%)
- SP = Stocking Supplier/Distributor (if LDBE, counts at 60%, unless 100% LDBE Requirement)
- B = Broker, Agent, Packager (if LDBE, typically counts at 5%, unless 100% LDBE Requirement)
- H = Hauler (if LDBE, counts at 60%, unless 100% LDBE Requirement)
- MFG = Manufacturer (if LDBE, counts at 100%)

- ** MBE = A certified Minority Business Enterprise (Attach current certification letter, if applicable)
- *** WBE = A certified Women Business Enterprise (Attach current certification letter, if applicable)

(Information regarding MBE/WBE participation will be used for generalized statistical purposes and program analysis.)
 **** AGREED PRICE = For the purpose of this form, only include Base Contract value. Do not include Option Years or Alternates in this form.
 Post award, LDBE percentage shall be based on the current contract amount, to include any Option Years, Alternates or Modifications, as applicable.
 Agreed Price for each firm listed is the amount that they are self-performing and cannot include any work being subcontracted.



Scope of Work

- 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.



Scope of Work continued

- 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.



Scope of Work continued

- 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 Contractor must provide deployment, configuration, support, and all services necessary to successfully implement the content library for compliance requirements and organizational and professional development.



Minimum Qualifications

- Firm has previously provided and will provide the course content topics as described in the SOW.
- 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 LMS applications.
- 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.



Planholder List

PLANHOLDER LIST FOR SOLICITATION IFB-20-27848 CONTENT FOR LEARNING MANAGEMENT SYSTEM

CONTRACTOR NAME	PRIMARY CONTACT	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	TAX NUMBER	HOW FIRM INTENDS TO PARTICIPATE IN SOLICITATION				
						PRIME	J.V.	SUB	SUPPL.	OTHER
1. BLACK FOX	MARCELLUS WADDE	10770 COLUMBIA PIKE, SUITE 3000	SILVER SPRING, MD 20901-4409	301-308-1980	202-217-3409	X				
2. MERIDIAN KNOWLEDGE SOLUTIONS	SCOTT KAPTUR	1800 RESTON METRO PLAZA, 6TH FLOOR	RESTON, VA 20190	501-513-3409		X				
3. SAVVY TECHNOLOGY SOLUTIONS	MEL WORKU	1231B GOOD HOPE ROAD SE	WASHINGTON, DC 20020	202-200-1240		X	X	X		
4. SKILLSOFT CORPORATION	SARAH RIZVI	300 INNOVATIVE WAY, SUITE 201	NASHUA, NH 03002	603-214-2810		X				



On-Line Resources

- All questions concerning this solicitation must be submitted by 3:00 PM March 19, 2021 via the Airports Authority's website.
- Answers to all questions received will be posted online, and all registered Planholders will be notified.
- This presentation will be posted to the Airports Authority website.



QUESTIONS?



METROPOLITAN
WASHINGTON
AIRPORTS AUTHORITY

MWAA.COM



@Reagan_Airport

@Dulles_Airport

@Dulles_Toll_Road



reaganairport

FlyDulles

dullestollroad

