



June 14, 2017

MEMORANDUM

TO: Offerors/Recipients
FROM: Alieu Turay
Contracts and Procurement Analyst II
SUBJECT: RFP No. 17-018, Amendment No. 1

NOTIFICATION:

In regard to MWCOG's RFP No. 17-018 issued (June 2, 2017) for the 2017 Washington-Baltimore Regional Air Passenger Survey. This amendment is to publish questions and answers from the pre-bid conference that was held on Monday June 12, 2017.

Questions and Answers

- I. **Question:** Should the survey language be in English only?

Answer: COG anticipates that the survey questionnaire will be in English only. Page 4 of the RFP states that "survey field staff with foreign language skills is highly desirable." This desire exists so that Contractor field staff will be able to adequately survey international flights where many passengers may not speak English as a first language.

- II. **Question:** Would you consider having online version of different languages?

Answer: Yes.

- III. **Question:** Is there a capability [that COG is looking for in responses]?

Answer: COG encourages bidders to submit innovative approaches for successfully completing the scope of work described in Section III of the RFP within the available budget described in Section VII of the RFP. Task 2 in Section III of the RFP states that "COG's research continues to demonstrate that full digital administration of the APS (with hand-held field devices distributed to potential respondents rather than paper questionnaires) is cost prohibitive and not yet sufficiently proven in an at-gate survey requiring high response rates..."

- IV. **Question:** Are you looking for the awarded firm to be the authorized signer [for purposes of applying for and receiving airport identification badges]?

Answer: The designation of an authorized signer (the language used by the Transportation Security Administration [TSA]) or a Designated Certification Official (also called Certification Official, the language used by the Metropolitan Washington Airports Authority) is a serious responsibility that is company-specific. COG will serve as an authorized signer solely for COG staff that apply for and receive airport identification badges for this project. COG will not serve as an authorized signer for the selected Contractor. The selected Contractor must designate an authorized signer(s) from their firm for their employees who apply for and receive airport identification badges for this project at each of the three airports. The policies and procedures for applying for and receiving airport identification badges are governed by the rules and regulations of the airports and by Federal law.

- V. **Question:** If the prime contractor is a DBE certified firm, how does that work?

Answer: If the prime contractor is a DBE certified firm, they will be awarded COG's maximum DBE participation points.

- VI. **Question:** What If the DBE certification is pending, will points be still awarded?

Answer: Points will not be awarded to firms with pending DBE certification. The DBE designation must be approved and available for COG to verify by the closing date and time. No exception will be made.

All other terms and conditions to RFP No. 17-018 remain the same.