



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

RFQ-19-10418 Outplacement Services

May 20, 2019

Questions and Answers

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

1. **Question:** Will the Airports Authority accept a redline or list of exceptions to the Section VII – Blanket Purchase Order General Terms and Conditions with the RFP Response? While we broadly agree to the Airports Authority’s General Terms and Conditions, there are points that we would need to clarify or revise and discuss should we proceed to the contracting phase, such as intellectual property, indemnities, insurance, and limitation of liability.

Answer: This advertisement is a Request for Quotations, not a Request for Proposals. Therefore, the award will be made to the lowest, responsible Offeror whose quotation is in conformance with the solicitation.

2. **Question:** With respect to Section 29 Insurance, we request an exception to the requirement under H. 2. that the Airports Authority be included as an additional insured and with a waiver of subrogation for Business Automobile Liability. While we do maintain Business Automobile Liability coverage, we do not own fleet vehicles nor do we provide transportation services; therefore we do not add Clients on COI as additional insured for automobile liability. Further, we require that personnel who operate vehicles in the course of their duties maintain their own automobile insurance, thus our automobile liability coverage is a fallback to that coverage.

Answer: No. When the Contractor does not own automobiles, the Contractor shall maintain coverage for hired and non-owned automobiles with the Metropolitan Washington Airports Authority included as Additional Insured along with Waiver of Subrogation. This can be satisfied by way of an endorsement to the Commercial General Liability policy or a separate Business Automobile Liability policy.

3. **Question:** Most firms provide one-page flyers or brochures describing the outplacement and career transition services being made available to the exiting individual or executive. Do you have an example career transition syllabus to share with prospective bidders? Or, would a one-page flyer or brochure be sufficient in lieu of a syllabus?

Answer: A one page flyer detailing the offering will be sufficient.

4. **Question:** Please reference the Price Schedule. Is the expectation that prospective offerors provide service fees in hourly durations?

Answer: Pricing shall be based on providing services for a person. Estimated number of people that services will be provided annually is 10.

5. **Question:** Can in -person workshops be conducted on the Airports Authority's premises? Reference Attachment 01 STATEMENT OF WORK, Paragraph 5.5.1 "The Contractor must provide / make available an office location for the exclusive use of supported staff." We will not be able to provide: 5.5. Location. 5.5.1. As we use our offices only for our use of individual sessions. Is this a must to apply for the contract?
- Answer:** **Workshops cannot be conducted on Airports Authority property.**
6. **Question:** When does the Airports Authority plan on securing services? It is important to schedule/secure our Local Career Coaches in the DC/MD/Northern Virginia area.
- Answer:** **It is not necessary to schedule/secure Career Coaches immediately. However, outplacement may occur sporadically so the successful bidder should be prepared to provide services within 2-3 weeks following contract award.**
7. **Question:** What is the approximate number of employees the Airports Authority plan on for the upcoming downsizing?
- Answer:** **There is no immediate plan for downsizing, outplacement services are procured as a precautionary measure.**
8. **Question:** How soon after the Airports Authority announces a reduction in workforce are the services/programs conducted by the Contractor?
- Answer:** **Within 45 days of notice to employee.**
9. **Question:** How soon after the Airports Authority announces a reduction in workforce are the services/programs conducted by the Contractor?
- Answer:** **Within 45 days of notice to employee.**
10. **Question:** What is the general composite of the Airports Authority's workforce that will be impacted by reductions, e.g. Executive/VP, Mid-Level, Administrative, or Lower Level Workers for this upcoming project and future projects? This information is important to know in order to submit the appropriate quotation for the Airports Authority's needs.
- Answer:** **A reduction in force may occur at any level of the organization. Outplacement services are provided to non-bargaining unit employees only.**
11. **Question:** What process are proposals being reviewed and accepted?
- Answer:** **This is a Request for Quotations, not a proposal. Award will be made to the lowest, responsible Offeror whose quotation is in conformance with the solicitation.**
12. **Question:** When does the Airports Authority anticipate making an award? When will the offerors be notified of the award?
- Answer:** **The Airports Authority anticipates making an award within two weeks of the Request for Quotations closing date. An announcement will be posted on the Airports Authority's web site.**