



Washington Metropolitan Area Transit Authority

Request for Proposals

[Non-Federal]

Title: Parking Permits and On Call Parking Services

Solicitation No.: 0000010804

Contract Type: Firm Fixed Price

Contract ID: CLAND266315

Open Date: Jun 15, 2026 09:00 AM

Pre-Proposal Conference Date: Jun 22, 2026

Question Due Date: Jun 24, 2026

Proposal Due Date: Jul 17, 2026 05:00 PM

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NOTICE TO OFFERORS

SUBJECT: RFP No. 0000010804

The Washington Metropolitan Area Transit Authority ("WMATA") currently operates more than 66,000 daily parking spaces in gated parking structures and surface parking lots ("Park & Rides") at 42 Metro stations in the District of Columbia, State of Maryland, and Commonwealth of Virginia, including more than 2,600 hourly metered ("Kiss & Rides") at these stations.

NOTE:

This RFP [] Does [x] Does Not include Minority Business Enterprise (MBE) requirements.

This RFP [] Is [x] Is Not being issued as a Small/Micro Business set aside for response from small certified businesses only.

If you have any technical, contractual, or administrative questions, please e-mail them to ksingleton@wmata.com no later than the Close of Business, Date. If an amendment(s) is issued resulting from questions and answers, it will be posted on the WMATA Supplier Portal. Please adhere to the question deadline for proposing any questions. All questions must be in writing and may be responded to through amendment(s).

Your proposal must be received with all required submittals as stated below in the RFP, no later than **05:00 PM, Jul 17, 2026**

IN ORDER TO ENSURE THAT YOUR PROPOSAL COMPLIES WITH THE AUTHORITY'S PROCUREMENT PROCEDURES AND THAT IT WILL BE ACCEPTABLE TO THE AUTHORITY, THE FOLLOWING **FORMS MUST BE COMPLETED, SIGNED (IF INDICATED) & SUBMITTED AS SPECIFIED BELOW WITH YOUR PROPOSAL:**

PROPOSAL FORMAT INSTRUCTIONS/REQUIREMENTS --

- ✓ PRICE SCHEDULE- **VOLUME I**
- ✓ TECHNICAL PROPOSAL- **VOLUME II**
- ✓ SOLICITATION, OFFER & AWARD FORM - **VOLUME III**
- ✓ REPRESENTATIONS AND CERTIFICATIONS- **VOLUME III**
- ✓ PRE-AWARD EVALUATION DATA- **VOLUME III**
- ✓ ACKNOWLEDGMENT OF AMENDMENTS (IF ANY)- **VOLUME III**
- ✓ PROOF OF INSURANCE ELIGIBILITY - **VOLUME III**
- ✓ APPENDIX B-2 (IF APPLICABLE) - **VOLUME III**
- ✓ APPENDIX C (IF APPLICABLE) - **VOLUME III**
- ✓ APPENDIX D - **VOLUME II**

NOTE: Please ensure you upload your proposals under the correct Volume and Identify the corresponding title using the drop-down arrow on the WMATA Supplier Portal.

FAILURE TO SUBMIT ANY PORTION OF THESE REQUIREMENTS AS SPECIFIED MAY CAUSE YOUR PROPOSAL TO BE CONSIDERED UNACCEPTABLE AND IT MAY BE SUBSEQUENTLY REJECTED.

Please provide a name and email address of the Point of Contact for your proposal in case the Contract Administrator has any questions.

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

SOLICITATION, OFFER AND AWARD

SOLICITATION		
SOLICITATION ID: 0000010804 CONTRACT ID: CLAND266315	SOLICITATION TYPE: RFP	Date Issued: June 15, 2026 at 12:00 AM
ISSUED BY: Howerton, Yvonne F, Contracting Officer Kazonga T Singleton, Contract Administrator	ADDRESS: Washington Metropolitan Area Transit Authority Office of Procurement and Materials 300 7th Street, SW 5th Floor Washington, DC 20024	CONTACT INFORMATION: Kazonga T Singleton Contract Administrator, at ksingleton@wmata.com (email) and (phone).

All proposals are subject to the following:

1. The Solicitation Instructions that are attached.
2. The Special and Standard Terms and Conditions that are attached.
3. The Price Schedule.
4. Such other provisions, representations, certifications, and specifications as are attached or incorporated herein by reference.

OFFEROR			
Name and Address (Street, City, County, State, and zip code)	Email Address		
	Phone Number		
	DUN & BRADSTREET ID Number		
<input type="checkbox"/> Check if remittance is different from above -- enter such address in Schedule			
Name and Title of Person Authorized to Sign Offer (Print or Type)			
Signature	Offer Date		
AWARD (To be completed by WMATA)			
ACCEPTANCE AND AWARD ARE HEREBY MADE FOR THE FOLLOWING ITEM(S):			
ITEM NO.	QUANTITY	UNIT	UNIT PRICE

Name of Contracting Officer (Print or Type)

SIGNATURE

AWARD DATE

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

SOLICITATION, OFFER AND AWARD

CONTINUATION SHEET

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE FOLLOWING AMENDMENTS

TO SOLICITATION **RFP# Parking Permits and On Call Parking Services**

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Amendment Number _____ Dated _____

Failure to acknowledge receipt of all amendments may render the offer unacceptable.

Authorized Signature

Company Name

Date

SOLICITATION INSTRUCTIONS

1. COMMON TERMINOLOGY

The Washington Metropolitan Area Transit Authority (WMATA) shall use electronic commerce whenever practicable or cost-effective. The use of terms commonly associated with paper transactions (e.g., "copy," "document," "page," "printed," "sealed envelope," and "stamped") shall not be interpreted to restrict the use of electronic commerce. Where necessary, Contracting Officers may also supplement the electronic transactions by using other media of transmission to meet the requirements of any contract action governed by these procedures (e.g., correspondence by email, or to transmit hard copies of drawings). The term 'solicitation' shall refer to this Request for Proposals (RFP).

2. SUBMITTING ELECTRONIC PROPOSALS

- a.** Electronic proposals submitted through the WMATA Supplier Portal are required during the open solicitation period. It is important to pay special attention to the solicitation requirements for submitting your proposal. Proposals will not be permitted after the stated solicitation closing time.
- b.** All proposals will be submitted in a format that identifies the specific solicitation number and title. All formats are accepted except for ZIP, EXE, DLL and XLSM.
- c.** The electronic proposal must contain Offeror's full name, address, phone number, and e-mail address.
- d.** Offerors will be unable to submit a proposal, regardless of format, after the established deadline for the solicitation has passed. Please be sure to verify the proposal deadline and review all amendments.
- e.** When proposals are submitted electronically, the Office of Procurement & Materials (PRMT) will be notified automatically by a system-generated e-mail, immediately upon receipt. This e-mail will be anonymous so as not to identify the vendor.
- f.** Notices sent out from the electronic solicitation system will be sent to the Offerors' designated e-mail addresses. However, each Offeror is responsible for viewing the most current updates and amendments posted on WMATA's Procurement Opportunities

webpage. To ensure that all such notices are received, you must make sure that your profile email addresses are up to date.

- g.** All proposals will be electronically dated, and time stamped upon receipt by the system currently in use by WMATA.
- h.** Submitted proposals will remain unopened by WMATA until the scheduled proposal due date and time.
- i.** WMATA will not be responsible for any delay of delivery, including delays related to e-mail programs, servers, or acts of nature.
- j.** If you have questions concerning the e-procurement process, contact our Procurement IT Team at prmt_suppliersupport@wmata.com. Also include the assigned Contract Administrator, whose name and contact information are included in the solicitation.
- k.** Costs incurred for developing proposals in anticipation of award are the responsibility of Offeror and shall not be charged to WMATA.

3. PROPOSAL FORMAT

- a.** Electronic proposals shall be divided into 3 volumes. All volumes shall have the RFP number, the proposer's identity, volume number, and volume title printed on a cover page. Volumes shall be individually uploaded in the following order:

 - i)** Volume I -- Cost/Price -- consists of the Offeror's cost/price proposal
 - ii)** Volume II -- Technical -- consists of Offeror's technical proposal in compliance with the SOW. (Shall not include cost/price information)
 - iii)** Volume III -- Contractual -- consists of signed solicitation documents to include Representations, Certifications, Pre-Award Data Form, Certificate(s) of Insurance and any other signed contractual documents.
- b.** Cost/Price. All information relating to cost or pricing data must be included in Volume I. Under no circumstances shall cost or pricing data be included elsewhere in the proposal.
- c.** Technical Proposal. The technical proposal should address the stated Evaluation Criteria in such a manner as to enable the Authority to engage in a thorough evaluation of its overall technical merit. Technical proposals shall be specific, detailed and complete and shall demonstrate that the Offeror has a thorough knowledge and understanding of the Contract's requirements. Offerors shall avoid generalized statements that for example, paraphrase the specifications or attest that "standard procedures will be employed." The Authority wants to ensure that the Offeror maintains an understanding of the specific Contract requirements and maintains the means to fully satisfy them.
- d.** Contractual. The Contractual volume shall contain a completed, signed Solicitation, Offer and Award Form and include Representations and Certifications, Pre-Award Data Form, Certificate(s) of Insurance, and acknowledgement of any amendments.
- e.** In the event that the Offeror takes any exception to any of the Contract's terms and conditions, wishes to propose alternative Contract language or is otherwise unwilling or unable to satisfy any of the Contract's requirements such information should be clearly

noted on the first page(s) of Volume III of the proposal. Failure to take exception shall constitute the Offeror's acceptance.

- f. However, If Offeror takes exceptions to WMATA's terms and conditions, or any other requirement(s) of this RFP, the Offeror should be aware that the Contracting Officer may deem Offeror's proposal unacceptable, at his or her discretion.

4. INTRODUCTION

This solicitation is intended to seek proposals from qualified firms who can satisfy the requirements in order to award a contract to perform services and/or provide the supplies as described in the Statement of Work (SOW). Since this is a Best Value solicitation, award of a Contract hereunder shall be to the offeror whose proposal provides the best overall value to the Authority, based upon application of the evaluation criteria set forth in herein.

The Authority contemplates award of a firm fixed price contract. Unless otherwise specified in the Price Schedule, the Authority reserves the right to make multiple awards pursuant to this solicitation.

5. GOODS TO BE FURNISHED/SERVICES TO BE SUPPLIED

In preparing proposals, Offerors are advised that:

- a. If "services" are to be performed pursuant to this solicitation, they must be provided in all respects as specified in the Contract and include the services to be furnished, together with any labor, materials or other work necessary for satisfactory and complete performance.
- b. If "supplies" are to be provided pursuant to this solicitation, they must be delivered in all respects as specified in the Contract and include the items to be furnished, together with any labor, service or other work necessary for satisfactory and complete performance.

6. PREPARATION OF OFFERS

- a. Offerors shall furnish all information requested by the solicitation and, in so doing, are expected to examine the solicitation and all referenced documents carefully. Failure to do so will be at the Offeror's risk.
- b. Offeror shall sign the Solicitation, Offer and Award form and print or type its name on the Price Schedule and on each continuation sheet, if an entry has been made. Erasures or other changes must be initialed by the person signing the proposal.
- c. In preparing the proposal, the Offeror should be aware that all prices for the work shall be deemed to include the cost of all work, labor and materials required by the Contract including, without limitation, delivery charges, insurance, container charges or other expenses bond premiums or any other expenses incidental to the work, including, authorized travel expenses, as well as expenses for compliance with Federal, state or local laws or regulatory requirements. WMATA does not pay for travel within the Metro transit zone (DC, MD and VA). Travel costs may only be included if authorized by the Statement of Work (SOW). All prices are deemed to be Free on Board (F.O.B.) Destination.

7. EXPLANATIONS TO OFFERORS

- a. Any explanation desired by an Offeror regarding the meaning or interpretation of the solicitation or Contract including, without limitation, the terms and conditions, technical specifications or Scope of Work, and Contract drawings, must be requested in writing with sufficient time allowed for a reply to reach all Offerors before the proposal due date. Absent extraordinary circumstances, all inquiries must be transmitted in a time frame to ensure the Contracting Officer's receipt at least ten (10) days prior to the date specified as the proposal

due date. All such requests must be submitted via e-mail to the Contract Administrator. Include the solicitation number and Contract title in any correspondence.

- b. Any information that WMATA furnishes to a prospective Offeror relating to this solicitation will be provided in writing to all prospective Offerors in the form of an amendment if, in the Contracting Officer's judgment, the information is necessary to the preparation and/or submittal of offers, or lack of such information would be otherwise prejudicial to other prospective Offerors.
- c. Oral explanations, representations or instructions of any kind relating to the subject matter of this solicitation given at any time before award of the Contract by any employee, officer or agent of WMATA, will not be binding upon WMATA. WMATA does not assume responsibility for the accuracy of any such communication.
- d. The failure of a prospective Offeror to request an explanation will serve to preclude it from claiming any ambiguity, inconsistency or error that should have been discovered by a reasonably prudent Offeror.

8. AMENDMENTS PRIOR TO DATE SET FOR RECEIPT OF PROPOSALS

- a. WMATA reserves the right to amend any of the terms of this solicitation or the Contract prior to the proposal due date. Copies of any such amendments will be furnished via email to all prospective Offerors.
- b. If, in the Contracting Officer's judgment, any amendment(s) would require material changes to price proposals and/or other substantive element(s) of the proposal, the proposal due date may be postponed for such period as, in the Contracting Officer's opinion, will enable Offerors to revise their proposals. In such instances, the amendment will include an announcement of the new proposal due date.
- c. In the event of an amendment, all other terms and conditions of the solicitation shall remain unchanged.

9. ACKNOWLEDGMENT OF AMENDMENTS

Offerors are required to acknowledge receipt of all amendment(s) to the solicitation on the designated form to be submitted with their proposals. Failure to do so may, at the Contracting Officer's discretion jeopardize the offeror's right to have its proposal reviewed by the Authority.

10. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn via email to the Contract Administrator, if received prior to the due date for proposals. WMATA reserves the right to accept any proposal in its possession as of the due date. Proposals may not be withdrawn 120 days after the proposal due date without the Contracting Officer's written approval.

11. RECEIPT AND REVIEW OF OFFERS BY WMATA

- a. There will be no public opening of offers for this solicitation. Offers will be opened by the designated WMATA representative. All reasonable efforts will be made to ensure confidentiality of the information contained in the offers, consistent with applicable provisions of law and WMATA's Public Access to Records Policy ("PARP").
- b. WMATA may award a Contract on the basis of the initial offers as evaluated in accordance with the Evaluation Criteria, without discussions. Accordingly, the initial offer should contain Offeror's best terms from both a price perspective and be technical perspective.
- c. The Contracting Officer may, in his or her discretion engage in oral or written clarifications with one or more offerors regarding the Authority's understanding of the proposals. In order to engage in discussions, the Contracting Officer shall first make a determination regarding

the initial proposals that he or she deems to be within the competitive range for Contract award.

- d. The "competitive range" is defined as a group of those proposals determined during the RFP evaluation process to have a reasonable chance of being selected for award based on cost/price and technical acceptability as stated in the Evaluation Criteria in the Special Terms and Conditions. Offerors who submit these proposals are chosen for additional discussions and negotiations. Only technically acceptable offers, that have with a reasonable chance of award will be admitted into the competitive range. The Contracting Officer will notify those Offerors eliminated from the competitive range. The Contracting Officer may provide a debriefing to any unsuccessful Offeror that submits a written request for a debriefing.
- e. The Contracting Officer may, following such discussions, direct those Offerors remaining within the competitive range to submit revised proposals and/or Best and Final Offers ("BAFOs"). In such instances, the Contracting Officer shall award the Contract based upon his or her review of the BAFOs in accordance with the Evaluation Criteria contained in the Special Terms and Conditions. Nothing contained herein shall limit, modify or impair the Contracting Officer's right to engage in any additional oral or written discussions or other communications relating to the solicitation that may, be consistent with the Authority's best interests.

12. PRICE PROPOSAL EVALUATION.

- a. The Contracting Officer will evaluate proposals for reasonableness, completeness, and realism as appropriate. Costs will be evaluated in terms of the following:
 - i) Submittal of proposed prices for both the base year(s) and the option year(s), if any;
 - ii) Any offer that is materially unbalanced may be rejected. An unbalanced offer is one that is based on prices that are significantly overstated for some items and understated for other items;
 - iii) The Contracting Officer will compare the offers to WMATA's estimate and otherwise determine reasonableness by performing a price analysis, if adequate competition exists. If, in the Contracting Officer's judgment, adequate price competition does not exist, he or she will conduct a cost analysis in order to ascertain whether the proposed price is fair and reasonable;
- b. Offeror shall provide certified cost or pricing data if the Contracting Officer requests it.

13. TECHNICAL PROPOSAL EVALUATION

FOR BEST VALUE RFPs:

- a. WMATA will evaluate technical proposals in accordance with the "Evaluation Criteria and Basis For Award" under the Special Terms and Conditions and render an assessment as to the overall technical merit of the proposal. The proposals failure to demonstrate that it meets or surpasses an acceptable level with respect to any such element may result in a determination that the proposal is unacceptable and thus ineligible for award.

14. PROPOSAL MISTAKE

- a. An Offeror who seeks to withdraw its proposal subsequent to solicitation closing due to a claimed mistake or error in its preparation shall notify the Contracting Officer, in writing, immediately upon realizing the mistake. Such notification must set forth the details of, and explanation for, the claimed mistake. The Contracting Officer shall evaluate the claimed mistake and determine whether Offeror will be permitted to withdraw its proposal. A

proposal may not be withdrawn before 120 days after proposal closing without the Contracting Officer's written approval.

- b. In the event of an apparent discrepancy between any unit price and its associated extended price, the unit price will be presumed to be correct. The Contracting Officer may award a Contract to a successful Offeror based upon the unit price, subject to the additional terms of this clause.
- c. An Offeror claiming a mistake shall, at the Contracting Officer's request, appear before the Contracting Officer to provide testimony and/or documentation that may include Offeror's computation sheets and calculations, to assist in WMATA's determination.
- d. Nothing contained herein shall preclude the Contracting Officer from allowing an Offeror to cure a deficiency in an otherwise acceptable proposal where he or she determines that such deficiency is in the nature of a minor informality or irregularity.

15. PRE-AWARD INFORMATION/CONTRACTOR RESPONSIBILITY

- a. In order to be eligible for award of a Contract, an Offeror must affirmatively demonstrate to the Contracting Officer's satisfaction that it is responsible for purposes of contract award. Such demonstration must include a showing that it maintains the requisite integrity, overall technical expertise and experience, (including prior performance on other WMATA contracts or contracts with other agencies/authorities), and sufficient financial resources to perform the Contract in a timely, satisfactory and appropriate manner. Failure to demonstrate responsibility may result in rejection of Offeror as non-responsible.
- b. The Contracting Officer may conduct a pre-award survey and/or take other actions to obtain information regarding the Offeror's responsibility. The offeror shall promptly supply information that the Contracting Officer requests regarding its responsibility, in such manner and form as he or she requests.
- c. Among other items, the Contracting Officer shall review the following:
 - i) A completed and signed "Pre-Award Evaluation Data" form (copy attached), including all referenced financial statements and information; and
 - ii) Evidence that the Offeror's past performance on contracts with WMATA or other authorities/ agencies was acceptable.
 - iii) Evidence that the Offeror is not suspended, debarred, proposed for debarment or otherwise excluded from receiving Federal awards in the System for Award Management (SAM) at www.sam.gov.
- d. The Offeror's failure to supply this information or otherwise fully cooperate with WMATA's inquiry may result in a determination that the offeror is not responsible for purposes of this solicitation and thereby ineligible for award.

16. REQUIREMENT FOR COST DATA FOR CONTRACT AWARD

WMATA may require the successful Offeror to submit cost data in sufficient detail to permit analysis of the cost elements which make up the proposal prices. In such instances, the successful Offeror may, at the discretion of WMATA, be subject to audit.

17. PRE-AWARD MEETING

WMATA reserves the right to require that a pre-award meeting be held with the successful Offeror prior to Contract award to review Offeror's understanding of the Contract's requirements and/or further assist WMATA in determining Offeror's responsibility for purposes of award. The Contractor shall be represented at such meeting by individual(s) fully familiar with the Contractual

requirements including, representative(s) of one or more major subcontractor(s), if the Contracting Officer requests it.

18. RESTRICTION ON DISCLOSURE AND USE OF DATA

WMATA shall provide all reasonable precautions to ensure that proprietary, technical and pricing information remains within the review process. Offerors shall attach to any proprietary data submitted with the offer the following legend:

- a. "The data furnished pursuant to this solicitation shall not be disclosed outside WMATA, be duplicated, or used, in whole or in part, for any purpose other than to evaluate the offer in compliance with WMATA's PARP. If a Contract is awarded on the basis of this offer, WMATA shall have the right to duplicate, use, and disclose this data, in any manner and for any purpose consistent with the execution of the Contract.
- b. This legend does not limit WMATA's right to use information contained in this data if WMATA obtains it from another independent, legitimate source.
- c. Except for the foregoing limitations, WMATA, its employees or its agents may duplicate, use, and disclose in any manner and for any purpose whatsoever, all data furnished in any proposal to this solicitation."

19. ENGLISH AND UNITED STATES CURRENCY

With respect to both this solicitation and the resultant Contract:

- a. All communications (oral, written, electronic and otherwise including but, not limited to, software coding) shall be in English.
- b. All pricing shall be in United States dollars.

20. EQUAL EMPLOYMENT OPPORTUNITY

In order to be eligible for award of a Contract pursuant to this solicitation, Offeror will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

21. REQUEST FOR RECORDS

WMATA regularly receives requests for records from the public. It is WMATA's policy to make official agency records, including electronic records, available to the public, unless specifically prohibited by WMATA's PARP or applicable laws.

- a. "Records" means any existing writings, drawings, maps, recordings, tapes, film, microfilm, correspondence, forms, cards, photographs, optical disks, photocopies, and records stored by computer (electronic records) that are made or received by WMATA in connection with a public contract. A record does not include uncirculated personal notes, papers, electronic records and any other records that were created and retained solely as work papers for personal use of the Contracting Officer, Contract Administrator or other WMATA employee or agent.
- b. After award of this Contract, WMATA may release and/or post the name of the successful Offeror and the amount of the award in the ordinary course of business. This information is available on WMATA's website under "Business with Metro" or directly from the Contract Administrator.
- c. Upon WMATA's request, the successful Offeror shall provide WMATA with redacted copies of its technical and price proposals with confidential and proprietary information redacted. Redactions shall be made only to those portions or pages of the proposal that the successful Offeror claims are confidential. By identifying portions or pages of the proposal as confidential, the successful Offeror warrants that it customarily and actually treats the

identified portions or pages as confidential. If the successful Offeror's proposal is responsive to a PARP request, WMATA will require Offeror to sign a statement affirming that Offeror customarily and actually treats as confidential all information redacted by Offeror. If any of Offeror's redactions are challenged through a PARP appeal or otherwise, the Offeror shall assist WMATA in defense of its redactions and reimburse WMATA for any and all damages, liabilities, fees, and other costs incurred by WMATA in defense of Offeror's redactions.

- d. Requests for Records that are not made available during the procurement or debriefing process will be submitted in accordance with the PARP. Requests must be in writing and sent by mail to the PARP Administrator, Legal Department 7E, Washington Metropolitan Area Transit Authority P.O. Box 44390 Washington, D.C. 20026-4390, or by electronic mail at parp@wmata.com or by facsimile to the attention of the PARP Administrator at (202) 962-2550. If a request for records is sent directly to a Contract Administrator, department, or independent office, that entity shall immediately forward the request to the PARP Administrator in the Legal Department. If records are subject to a PARP request, a member of the PARP team will contact the company to begin the PARP document review process, which includes providing detailed written justifications for any information for which exemptions are claimed.
- e. Neither WMATA's proposal/debriefing process nor the PARP process generally allow for the release of information that would cause competitive harm to the proposers, other organizations, WMATA's employees, or interests. Information that will be withheld includes the following:
 - i) The names of unsuccessful Offerors;
 - ii) The technical and price proposals of unsuccessful Offerors;
 - iii) Personal information (this does not include education and qualifications which are released) about the successful Offeror or its employees that is not available to the public on the website of the successful Offeror;
 - iv) WMATA's technical evaluation of any proposals submitted to WMATA pursuant to a solicitation;
 - v) The names of the vendors who file a protest to the solicitation or its award;
 - vi) The written adjudication of any protests;
 - vii) Personal information concerning WMATA's employees;
 - viii) Trade secrets and confidential commercial or financial information obtained from an offeror; and
 - ix) Unit price details of the successful price proposal (this does not include the bottom line price, which is released);
- f. If your company's records are subject to a PARP request (i.e., if it is the successful Offeror), a broad claim of confidentiality for the entire proposal or pages of the proposal is rarely acceptable and will likely be rejected during the PARP process. Therefore, WMATA

suggests that you narrowly identify your confidential/proprietary information based on the following guidance

- g.** Information that may be withheld/redacted:
 - i)** Detailed pricing except bottom line offer amounts;
 - ii)** Trade secrets;
 - iii)** Unique proprietary solutions not publicly known;
 - iv)** Employee/personnel names below the executive level; however, information regarding qualifications of employees is released; and
 - v)** Subcontractor/vendor identities, if not publicly known.
- h.** Public information subject to release:
 - i)** Any information on your company's website;
 - ii)** Publicly known information (even if not on your company's website);
 - iii)** General company background;
 - iv)** Mere compliance with RFP requirements; and
 - v)** Anything standard to the industry.

22. NOTICE OF PROTEST POLICY

- a.** WMATA's procedure for the administrative resolution of protests is set forth in Chapter 17 of WMATA's Office of Procurement & Materials Best Practices Manual (BPM). The procedures contain strict rules for filing a timely protest, for responding to a notice that a protest has been filed, and other procedural matters.
- b.** The basis on which FTA will review a grantee's protest decision is defined in Chapter 17 of the BPM and in FTA Circular 4220.1G as may be updated from time to time. FTA will generally exercise discretionary jurisdiction over cases deemed to involve issues important to the overall third-party contracting program. FTA's decision to decline jurisdiction over a protest does not imply approval of or agreement with the Authority's decision or that FTA has determined that this Contract is eligible for Federal participation.
- c.** Alleged violation(s) must be submitted to the Contracting Officer who will administratively decide the protest.
- d.** Nothing contained herein or in the FTA Circular shall be construed to define WMATA as a federal agency. Legal action, if permitted, contesting WMATA's decisions is governed by the Washington Metropolitan Area Transit Authority Compact, Pub. L. No. 89--774, 80 Stat. 1324 (1966), as amended. Nothing herein shall be construed as a waiver of any of WMATA's immunities from suit.

23. WMATA'S TAX EXEMPT STATUS

- a.** Pursuant to Section 78 of WMATA's Compact, as adopted by the District of Columbia (D.C. Official Code § 9-1107.01 et seq.), the State of Maryland (Md. Transportation Code §10-204), and the Commonwealth of Virginia (Code of Virginia § 33.2-3100 et seq.) and consented to by the U.S. Congress in Pub. L. 89-774, 80 Stat. 1324 as amended, WMATA has been accorded exemption from taxes as follows: "WMATA and the Board shall not be required to pay taxes or assessments upon any of the property acquired by it or under its

jurisdiction, control, possession or supervision, or upon its activities in the operation and maintenance of any transit facility or upon any revenues therefrom, and the property and income derived therefrom shall be exempted from all Federal, State, District of Columbia, municipal, and local taxation. This exemption shall include without limitation, all motor vehicle license fees, sales taxes and motor fuel taxes."

- b.** WMATA shall not be required to pay late charges, fines or any form of pre-judgment interest.
- c.** By submitting the proposal, Offeror certifies that none of the taxes that WMATA is exempt from are included in its proposal.
- d.** WMATA shall not be responsible for social security taxes, other employment taxes, income tax, gross receipts taxes or franchise taxes imposed on the Contractor.
- e.** The Contractor shall notify the Contracting Officer within in 30 days of discovery, (or within 30 days of when an event should have been discovered), of matters that may have resulted in an over charge to WMATA because of inclusion of taxes in the Contract price from which WMATA is exempt under this clause and shall take action as the Contracting Officer directs. WMATA shall be entitled to a reduction in the Contract price reflecting such amount and a refund of monies paid related to such taxes, plus applicable interest.

PRE-AWARD EVALUATION DATA

PROJECT DESCRIPTION: Parking Permits and On-Call Parking Services

1. Name of firm _____
2. Address: _____
3. ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture
4. Date organized _____.
State where incorporated or organized _____.
5. Names of officers or partners:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
6. How long has your firm been in business under its present name?
7. Attach as Schedule One (1) a list of similar current contracts that demonstrate your firm's technical proficiency, each with contract amount, name of contracting party, character or type of work and percentage of completion.
8. Attach as Schedule Two (2) a list of similar contracts, each with contract amount, name of contracting party, and character or type of work for similar contracts completed in the last two (2) years.
9. In the last two (2) years has your firm been denied an award where it was the successful Offeror? If the answer is yes, attach as Schedule Three (3) the full particulars regarding each occurrence.
10. Has your firm failed to complete, in the last two (2) years, any contract on which it was the successful Offeror? If the answer is yes, attach as Schedule Four (4), the full particulars regarding each occurrence.
11. Financial resources available as working capital for the Contract:
 - a. Cash on hand: \$ _____
 - b. Sources of credit: _____
12. Attach as Schedule Five (5) previous two years of financial statements and letters from banks regarding credit as required by "Pre-Award Information" clause..
13. What percentage of work (Contract amount) does your firm intend performing with its own personnel?
14. Attach as Schedule Six (6), a list of all principal subcontractors and the percentage and character of work (Contract amount) that each will perform. Principal items of work shall include, but not be limited to, those items listed in the "Pre-Award Information" clause.
15. If the Contractor or subcontractor is in a joint venture, submit "Pre-Award Evaluation Data" forms for each member of the joint venture.

The above information is confidential and will not be divulged to any unauthorized personnel.

The undersigned certifies to the accuracy of all information.

COMPANY: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

TECHNICAL SPECIFICATIONS -- SCOPE OF WORK

Introduction

The Washington Metropolitan Area Transit Authority ("WMATA") currently operates more than 66,000 daily parking spaces in gated parking structures and surface parking lots ("Park & Rides") at 42 Metro stations in the District of Columbia, State of Maryland, and Commonwealth of Virginia, including more than 2,600 hourly metered ("Kiss & Rides") at these stations.

WMATA's parking facilities are fully automated and controlled from a centralized Parking Operations Control Center ("POCC"). Parking fees are approved by WMATA's Board of Directors and published annually in the WMATA Tariff. Fees are paid by a SmartTrip® card or credit card upon exiting the parking facilities during authorized revenue collection hours. Parking revenue collection hours are typically 7:30 AM to one hour after closing of the rail service, Monday through Thursday, and 7:30 AM to one hour after closing of the rail service on Fridays, and 24-hour parking will begin soon at a limited number of facilities. These revenue collection hours may be subject to change by WMATA's Board of Directors. The awarded contractor will be advised of any changes to collection hours.

WMATA offers reserved permit parking for an additional monthly charge of \$45 - \$65, depending on the Metro station, at many of its Park & Rides. WMATA also charges special event ("Special Event") parking fees of up to \$25 per day at select Park & Rides at various times. WMATA has a non-rider ("non-Rider") parking fee of up to \$15 per day, which is charged to people who park at Park & Rides but who have not taken a Metrorail or Metrobus ride within 2 hours of leaving the applicable Park & Ride. Parking fees are currently not charged to transit riders on weekends or federal holidays unless a Special Event is declared by WMATA's General Manager/CEO. Parking fees are charged to non-Riders on weekends and federal holidays.

WMATA desires to enter into a five (5) year contract with a parking management and services company ("Contractor") to provide one or more of the services described herein, as authorized by WMATA.

Task I shall constitute the base contract. Work under Task I shall commence upon issuance of a Notice to Proceed (NTP).

Tasks II through VI must be authorized and shall not be construed as guaranteed services. These tasks shall be performed only if and when authorized by WMATA, at WMATA's sole discretion.

Services under Tasks II through VI shall be requested on an as-needed basis, and the scope of such services may be assessed, descoped, modified, or refined based on the analysis and recommendations provided under Tasks II through VI, as applicable.

No work under Tasks II through VI shall begin unless and until written authorization is issued by WMATA's Contracting Officer's Technical Representative (COTR) or other duly authorized WMATA representatives. Any work performed without such written authorization shall be at the Contractor's sole risk and expense and shall not be eligible for payment.

WMATA's Office of Real Estate & Parking ("LAND") is the umbrella office that the Contractor will be responsible to generally. The Parking Operations branch ("PARK") within LAND is specifically responsible for the management and oversight of this contract and to whom the Contractor will report, unless otherwise identified in this scope of work ("SOW")

Scope of Work

The Contractor may be requested to provide one or more of the services listed below. This contract will have a term of five (5) years. During the term of the contract, WMATA may add or delete services based on WMATA's operational requirements. WMATA retains the right to change Contractor staffing levels, based on operational requirements for the services provided. WMATA will provide the Contractor with thirty (30) day notice of any requested staffing modification and/or request to add or eliminate services under contract.

I. Monthly Reserved Parking Permit Fulfillment

In Park & Rides that are regularly full, WMATA offers a monthly reserved parking permit for an additional \$45 to \$65 per month, depending on the Metro station, in addition to the daily parking rate that parkers pay. Monthly reserved permits are issued by the Contractor to the individual subscriber and are identified by a hangtag. Tasks required of the Contractor to provide this service include:

At the beginning of each operational year, validate the locations where WMATA offers monthly reserve parking permits, as well as the number of reserve parking spaces offered.

Supply and install, or remove as needed, reserved parking signs above the appropriate number of reserved parking spaces.

Distribute station-specific hangtag reserved parking permits valid for one month to each registered reserved permit customer via U.S. mail by the twentieth (20th) day of the month, in advance. Each month's hangtag shall be color-coded to facilitate enforcement during monthly transitions.

Maintain all reserved parking permit accounts and accept and process all monthly payments.

Maintain an accurate, reserved parking permit customer electronic database.

Establish a WMATA-approved internet-accessible online portal linked to the WMATA webpage for registered reserved permit customers to access their reserved parking permit accounts.

The Contractor shall ensure that the internet-accessible online portal is highly available, reliable, and operational in accordance with WMATA Information Technology standards. System availability shall meet or exceed ninety-nine and one-half percent (99.5%) uptime every month, excluding scheduled maintenance approved in advance by WMATA.

Scheduled maintenance shall be performed during off-peak hours whenever practicable and communicated to WMATA and affected users in advance. Emergency maintenance shall be communicated as soon as reasonably practicable.

Accept reserved parking permit monthly payments online.

Accept major credit card payments in a Payment Card Industry (PCI)-Data Security Standards (DSS) compliant environment.

Accept WageWorks payments.

Maintain and manage a dedicated bank account for monthly reserved permit revenue collected.

Provide total sales and monthly revenue reports to WMATA for each month's reserved parking permit sales by the twentieth (20th) day of each month, for the prior month.

Familiarize staff with facilities in order to respond to and resolve routine reserve parking permit concerns or questions.

Provide dedicated staff to manage customer phone calls, the internet-accessible online portal,

and customer correspondence and emails.

Maintain and manage a reserve parking permit program waitlist for each Metro station.

Establish direct contact to hold a regular meeting with LAND and PARK staff on a monthly basis to review customer issues, revenues, subscriptions, trends, and other operational issues.

Communicate with customers through email regarding account status and the parking facility

Status and changes that may affect reserve parking.

Deliverables

The contractor shall recommend which Park & Rides and the number of reserved permit parking spaces in each Park & Ride should be made available at the start of every contract year.

Contractor shall distribute all station-specific hangtag reserved parking permits valid for one (1) month to each registered reserved permit customer via U.S. mail by the twentieth (20th) day of each month, in advance.

Contractor shall transfer all monthly reserved parking revenue collected by wire transfer to an account provided by WMATA Office of Treasurer ("TRES") no later than the twentieth (20th) day of each month, for the prior month. WMATA bank account information shall be provided upon award of the contract.

Contractor shall provide physical documentation of all wire transfers, total sales and monthly revenue reports by the twentieth (20th) day of each month, for the prior month, for purposes of WMATA audit trails.

The contractor will provide bank reconciliation reports and bank statements no later than the twentieth (20th) day of each month for the prior month.

Performance and Acceptance Criteria

The contractor will provide bank reconciliation reports and bank statements no later than the twentieth (20th) day of each month for the prior month.

Contractor will deposit through wire transfer all WMATA reserve parking revenue collected to an account provided by TRES no later than the twentieth (20th) day of each month, for the prior month.

The contractor will provide further documentation yearly or as needed for WMATA internal and external auditors.

Technical Specifications

All payment processing conducted through the online portal shall comply at all times with the current Payment Card Industry Data Security Standards (PCI-DSS).

The Contractor shall maintain PCI-DSS compliance for all applicable systems and shall provide evidence of compliance, including Attestation of Compliance or Attestation of Validation, upon request by WMATA.

The Contractor shall cooperate fully with WMATA and any external auditors in connection with PCI-DSS compliance reviews or audits.

Cybersecurity and Data Protection

The Contractor shall implement and maintain administrative, technical, and physical safeguards consistent with industry best practices and WMATA cybersecurity requirements to protect the confidentiality, integrity, and availability of WMATA data and customer information.

Such safeguards shall include, at a minimum:

- Secure user authentication and access controls
- Encryption of sensitive data in transit and at rest, as applicable
- System monitoring and logging
- Incident response and recovery procedures

The Contractor shall promptly notify WMATA of any actual or suspected cybersecurity incident, data breach, or unauthorized access involving WMATA systems or data, in accordance with WMATA incident notification requirements.

The Contractor shall cooperate with WMATA in investigation, mitigation, remediation, and reporting activities related to any such incident.

The contractor shall provide a permit hangtag template to the specification of the current WMATA-approved hangtag permit as shown on Attachment 1.

Location of work and any constraints

The contractor shall provide a dedicated phone line for the WMATA reserved parking program.

The contractor shall provide a dedicated staff to handle the WMATA reserve parking program to handle the following, and all other, issues:

Customer service complaints and inquiries

Permit fulfillment

Reserved parking space inventory updates

Waitlist requests

Lost hangtag permit replacement with charge approved by WMATA

3. Additional Services to be Authorized

II. Marketing of Underutilized Parking Spaces

Some Park & Rides are consistently underutilized by the public. WMATA wants to maximize its revenues at these underutilized Park & Rides in innovative ways.

Quarterly, Contractor shall evaluate stations with low parking utilization and recommend to WMATA how to increase both transit rider utilization and Non-Rider utilization. The recommendations may include solutions that are strategic, relate to marketing, alternative uses, new pricing structures, or other.

Quarterly, Contractor will evaluate Metro stations with excess parking utilization (i.e., where parking facilities are oversubscribed) and recommend to WMATA how to better accommodate transit riders. These strategies may include changing the configuration of parking facilities, the mix of parking facilities, the pricing structure, marketing solutions, or other.

Upon WMATA's determination of which of the above strategies to pursue, Contractor will be responsible for marketing WMATA's available parking spaces.

Marketing methods may involve multiple touch points and methods and may include some strategies that WMATA will self-perform and some strategies that the Contractor shall perform.

The types of marketing strategies that could be considered include, but are not limited to:

Direct mail to local businesses and residential developments (WMATA and/or Contractor performed)

Web-based reservation and/or information system; WMATA's webpage is one portal, Contractor could provide, or Contractor could recommend WMATA's subscription to key web-based services/portals

Door-to-door/cold calling of area businesses, institutions, and residential developments (Contractor performed)

All forms of media advertisements (WMATA and/or Contractor could perform)

Parking application (Contractor performed)

Deliverables

Quarterly, Contractor shall submit a parking utilization report to WMATA that includes recommended station-by-station strategies for increasing asset utilization by transit riders and Non-Riders. The recommendations will include specific marketing and management strategies for increasing utilization and revenue of the Park & Rides.

The contractor shall develop marketing methods and presentation materials for WMATA's approval. Once approved by WMATA, Contractor shall:

Implement, operate, and manage the marketing programs for which it is responsible

Work with WMATA's Office of Marketing and PARK to coordinate Contractor activities with WMATA's existing marketing programs.

Performance and Acceptance Criteria

WMATA shall approve any recommended strategy to be implemented prior to Contractor delivery of such marketing programs.

The schedule and activation dates of the Contractor's marketing programs will be determined at the time of program approval.

III. Leasing/Licensing of Parking Spaces

WMATA's Use Regulations stipulate the use of WMATA property, including parking facilities, by third parties. The Use Regulations permit the leasing/licensing of parking spaces for commercial uses and permit civic and not-for-profit uses. The Use Regulations also permit the sale of food and beverage, which greatly increases the availability and attractiveness of WMATA's parking lots and parking facilities for license/lease to farmers' markets, festivals, races, car shows, circuses, food trucks, and all other such uses. In addition, LAND and PARK have been approached by car dealerships, construction companies, national bus companies, employers, and others to lease on a short-term or long-term basis available parking space. WMATA desires to significantly increase revenue from its vacant parking spaces and seeks recommendations from the Contractor for alternate uses of the parking spaces.

Deliverables

The contractor shall continually market available vacant spaces for license/lease.

The contractor shall develop a process to intake requests, prioritize, and recommend to WMATA which leases/licenses we should pursue based on compatibility with WMATA parking operations, revenue to be generated, and other cost/benefits to WMATA.

Pursuant to the WMATA-approved template license/lease, Contractor will negotiate parking space licenses and leases and work with LAND and PARK for WMATA internal final approvals and signatures.

The contractor shall manage licensees and staff short-term (i.e. one to seven day) space licenses. For example, in the case of a farmer's market or other weekend event, Contractor will provide staff to oversee Licensee (a) set up; (b) conduct during the event; and (d) post-event clean-up.

Performance and Acceptance Criteria

The contractor shall coordinate with LAND and PARK staff for review and approval of all lease/license agreements.

All leases/licenses or other agreements will be signed by an authorized WMATA employee.

Technical Specifications

The terms of WMATA's leases and licenses must comply with the Federal Transit Administration's ("FTA") guidelines.

The contractor shall work closely with LAND to ensure compliance with FTA's requirements, as well as with other approvals, if any.

IV. Advisory/Consulting Services

WMATA generates significant revenue each year through multiple types of payment mechanisms. WMATA seeks advice on revenue-generating opportunities and improved parking technologies.

The contractor will familiarize itself with all of the WMATA parking facilities, equipment, and technologies.

The contractor shall perform an analysis of existing technology and revenue equipment.

The contractor shall analyze and provide recommendations for new or replacement revenue equipment and technology.

The contractor shall prepare a business plan that compares existing revenue to proposed revenue-generating opportunities and implementation costs.

The contractor shall make a presentation for review and comment by WMATA staff and prepare a business plan report.

The contractor shall prepare a statement of work, cost estimates, and implementation schedule for procurement purposes regarding the WMATA-approved recommended improvements.

Deliverables

The contractor shall make a presentation for review and comment by WMATA staff and prepare a business plan report within the first year after Notice to Proceed from WMATA.

The business plan shall contain, at a minimum:

Executive summary

Analysis of existing technology and revenue equipment

Analysis and projection of parking revenue for a period of 5 years

Recommendation for new technology and revenue-generating opportunities

Comparison of existing and proposed revenue

An implementation priority list for each recommendation

The contractor shall identify business goals and constraints

The contractor will prepare a statement of work, cost estimates, and an implementation schedule for each recommendation.

The business plan report must be provided in written and electronic format.

WMATA shall have thirty (30) days to review the business plan and provide comments.

Performance and Acceptance Criteria

WMATA shall meet with the contractor to discuss recommendations.

Contractor will provide appropriately qualified staff to meet WMATA's needs.

V. Roving and Special Event Staffing

WMATA has a need for additional staffing requirements for Special Events that occur during and outside of the normal course of the workday. Special Events can require staffing upon short notice or can be scheduled in advance. Special Events usually draw a customer base that is unfamiliar with WMATA's parking facilities and transit system. WMATA may charge up to \$25 per day for any Special Event parking.

The contractor will regularly monitor activities throughout the Washington metropolitan area for local events that are taking place in proximity to Metro stations.

The contractor will make recommendations to WMATA about whether to charge a Special Event fee and for how much.

Contractor will provide a Roving Attendant/Event Staff with cell phone, email, and internet access to staff-specific WMATA parking facilities for Special Events, as directed by POCC staff.

Special Events may occur on weekends, holidays, and off-peak hours.

The contractor shall provide a revenue audit and secure cash handling procedures, if applicable to the Special Event circumstances.

Roving Attendant/Event Staff shall assist POCC staff in resolving customer inquiries and/or complaints.

Roving Attendant/Event Staff shall interact with WMATA customers to provide assistance and enhance the total WMATA parking experience.

Roving Attendant/Event Staff shall report to WMATA parking facilities as directed by POCC staff and maintain regular communication with the POCC.

Roving Attendant/Event Staff shall install and remove Special Event signs as instructed by POCC staff.

Roving Attendant/Event Staff shall direct traffic in parking facilities or adjacent roads during Special Events as directed by WMATA.

Roving Attendant/Event Staff shall provide up-to-date parking inventory totals during the Special Event to POCC staff.

Roving Attendant/Event Staff shall monitor lot capacity and safely redirect traffic during lot-full conditions.

Deliverables

Contractor shall ensure that the Roving Attendant/Event Staff report to assign the Park & Rides within thirty (30) minutes of assignment by POCC staff to perform assigned tasks.

Roving Attendant/Event Staff shall verbally report to and perform tasks assigned by POCC staff at the Park & Rides for the entirety of the assigned shift (shifts to be assigned by POCC staff).

Performance and Acceptance Criteria

The contractor shall provide names and resumes for each prospective Roving Attendant/Event Staff to be assigned to this contract for approval by WMATA.

All Roving Attendant/Event Staff are required to pass a security and criminal background check before working on any WMATA property.

All Roving Attendant/Event Staff shall meet the minimum qualifications:

Customer service experience

Parking experience

Safety skills

Good communication skills

Minimum of high school diploma or GED certificate

WMATA reserves the sole discretion to request the replacement of personnel without cause.

Technical Specifications

The contractor shall provide all Roving Attendant/Event Staff with a cell phone with email and internet access to enable regular communication with the POCC.

The contractor shall provide Roving Attendant/Event Staff with a means of transportation between WMATA Metro stations.

Roving Attendant/Event Staff shall wear an approved uniform and a valid WMATA Contractor Identification Badge at all times.

Roving Attendant/Event Staff will maintain WMATA safety standards and wear personal protection equipment as required.

Location of work and any constraints

- Roving Attendant/Event Staff shall be mobile and able to travel between the Park & Rides within thirty (30) minutes of assignment by POCC staff.

VI. Parking Operations Control Center Staffing

All WMATA parking facilities are managed remotely from the Parking Operations Control Center (POCC) from locations in Maryland and Virginia. WMATA needs temporary support staff ("Parking Customer Representative") in the POCC to work various shifts within a twenty-four (24) hour period. This may include weekdays, weekends and holidays.

The contractor shall provide a Parking Customer Representative to answer incoming intercom calls from customers at WMATA parking facilities using the COMMEND equipment in the POCC.

The contractor shall hire, train, and equip Parking Customer Representatives to fulfill their assigned duties in the POCC.

Parking Customer Representative shall assist the POCC staff to resolve customer inquiries and/or complaints.

Parking Customer Representative shall interact with WMATA customers to provide excellent customer assistance and enhance the total WMATA parking experience.

Parking Customer Representative shall handle customer inquiries and complaints.

Parking Customer Representative shall troubleshoot issues with the Parking Access and Revenue Control equipment and software.

Parking Customer Representative shall contact appropriate WMATA offices to report and coordinate equipment and software failures.

Parking Customer Representative shall monitor lot capacity and redirect traffic during lot full conditions.

Parking Customer Representative shall record all parking exceptions, defined as any instance when a Parking Customer Representative opens the parking gates without collecting a parking fee, such as, but not limited to, instances where: o WMATA staff in

WMATA vehicles need access to Park & Rides. o WMATA contractors need access to Park & Rides. Similar situations.

Deliverables

The contractor shall ensure that the Parking Customer Representative reports to POCC within sixty

(60) minutes of assignment by POCC staff to perform assigned tasks.

Parking Customer Representative will perform tasks assigned by POCC staff at the POCC for the entirety of the assigned shift (shifts to be assigned by POCC staff).

The contractor shall provide staff to staff POCC during revenue collection hours, typically (a) 7:30 AM to one hour after closing of the rail service, Monday through Thursday; and (b) 7:30 AM to one hour after closing of the rail service on Fridays. (These revenue collection hours may be subject to change by WMATA's Board of Directors. The awarded contractor will be advised of any changes to collection hours.); and (c) holidays or Special Events.

Performance and Acceptance Criteria

The contractor shall provide names and resumes for each prospective Parking Customer Representative to be assigned to this contract for approval by WMATA.

All Parking Customer Representatives will pass a security and criminal background check before working on any WMATA property.

All Parking Customer Representatives shall meet the following minimum qualifications:

Customer service experience

Parking experience

Safety skills

Good communication skills

Minimum of high school diploma or GED certificate

WMATA reserves sole discretion to request replacement of personnel without cause.

Technical Specifications

- Parking Customer Representatives shall wear an approved uniform and wear a valid WMATA Contractor Identification Badge at all times.

Location of work and any constraints

Parking Customer Representatives shall report to the POCC or backup facilities located in Virginia and Maryland within sixty (60) minutes of assignment to the POCC by POCC staff.

Parking Customer Representatives will report to the POCC or the backup POCCs within sixty (60) minutes of assignment by POCC staff, regardless of weather conditions, so long as WMATA is operating Metrorail service.

VI. Parking Regulations Enforcement

WMATA has a need for parking regulation enforcement ("Parking Enforcement") to monitor compliance with WMATA jurisdiction partners' parking regulations at Park & Rides.

The contractor shall provide a minimum staff of five (5) full-time Parking Enforcement staff and two

(2) Parking Enforcement supervisors issue administrative parking tickets at Park & Rides.

The contractor shall hire, train, and equip Parking Enforcement staff for all three jurisdictions (DC, MD and VA).

Contractor shall provide parking enforcement equipment i.e. handheld ticket writers, ticket stock, and envelopes per jurisdictional requirements.

The contractor shall issue administrative parking tickets following local jurisdictional regulations, as they may change from time to time, regarding:

Expired hourly parking

No parking zones

Double parking

Tow zones

Reserved parking violations

Fire lanes or fire hydrants

Parking for over 24 hours, where prohibited

Parking outside designated parking spaces

The contractor is responsible for the collection of all unpaid parking tickets issued and shall:

Provide a report by the twentieth (20th) day of each month listing all tickets issued for the prior month

Provide a report by the twentieth (20th) day of each month listing ticket revenues collected during the prior month

Provide an updated receivables aging report by the twentieth (20th) day of each month, listing all unpaid tickets

The contractor shall create an appeals process for all tickets issued on WMATA property for review and approval by WMATA.

The contractor shall meet with WMATA staff once a month to provide updates on enforcement

activities.

The contractor shall provide a schedule of enforcement activities for review and approval by WMATA.

Deliverables

- Contractor shall provide Parking Enforcement staff to issue administrative parking tickets during revenue collection hours, typically (a) 7:30 AM to one hour after closing of the rail Monday through Thursday; (b) 7:30 AM to one hour after closing of the rail on Fridays; and (c) holidays or Special Events as needed. These revenue collection hours may be subject to change by WMATA's Board of Directors. The awarded contractor will be advised of any changes to collection hours.

Performance and Acceptance Criteria

The contractor shall provide names and resumes for each prospective Parking Enforcement staff to be assigned to this contract for approval by WMATA.

All Parking Enforcement staff shall pass a security and criminal background check before working on any WMATA property.

All Parking Enforcement staff shall meet the following minimum qualifications:

Customer service experience

Parking experience

Safety skills

Good communication skills

Minimum of high school diploma or GED certificate

WMATA reserves sole discretion to request replacement of personnel without cause.

Technical Specifications

Parking Enforcement staff shall wear an approved uniform.

WMATA Contractor are required to wear a WMATA Identification Badge at all times.

Location of work and any constraints

Parking regulations at each Park & Ride are mandated by the jurisdiction in which the Park & Ride is located at the state, county, and local level, as applicable.

Parking Enforcement staff shall report to assigned regions regardless of weather conditions so long as WMATA is operating Metrorail service.

VIIa. Parking Enforcement Equipment, Supplies, and Technology

Overview

To support effective and compliant Parking Regulations Enforcement across WMATA Park & Ride facilities, the Contractor shall furnish, operate, maintain, and replace all necessary parking enforcement equipment, supplies, and supporting technology required to perform the services described in Section VII.

All equipment and technology provided under this task shall comply with applicable federal, state, and local regulations and shall be compatible with WMATA operational requirements and reporting needs.

Scope of Equipment and Technology

At a minimum, the Contractor shall provide and maintain the following, as required for contract performance:

- Handheld electronic ticket-issuing devices compatible with jurisdictional requirements in the District of Columbia, Maryland, and Virginia
- Ticket stock, envelopes, and consumable supplies required for administrative parking citations
- Mobile printers and associated peripherals
- Secure data connectivity and transmission services required to upload enforcement activity and citation data
- Enforcement management software or systems used for ticket issuance, tracking, adjudication support, and reporting
- Replacement units and spare equipment to ensure continuity of enforcement operations
- Routine maintenance, calibration, repair, and lifecycle replacement of all enforcement equipment
- Any other equipment or supplies reasonably necessary to support parking enforcement operations as approved by WMATA

Contractor Responsibilities

The Contractor shall:

- Ensure all equipment is operational, accurate, and available for use at all times during enforcement hours

- Replace or repair malfunctioning equipment within commercially reasonable timeframes to avoid service disruptions
 - Ensure enforcement equipment meets all jurisdiction-specific ticketing, formatting, and data retention requirements
 - Maintain secure handling of enforcement data and comply with applicable data security and privacy requirements
 - Coordinate with WMATA staff regarding system access, reporting formats, and data interfaces, as applicable
 - Bear all costs associated with equipment procurement, operation, maintenance, insurance, and replacement unless otherwise authorized in writing by WMATA
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Deliverables

- Provide WMATA with an inventory list of enforcement equipment and technology deployed under the contract, upon request
 - Provide confirmation that enforcement equipment and systems remain compliant with jurisdictional requirements
 - Support WMATA audit and oversight requests related to enforcement equipment and associated costs
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Performance and Acceptance Criteria

- Enforcement equipment shall be fully functional and available during all required enforcement periods
 - Equipment failures shall not materially disrupt parking enforcement operations
 - Repeated or unresolved equipment failures may result in corrective action as determined by WMATA
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Pricing and Authorization

Costs for Parking Enforcement Equipment, Supplies, and Technology shall be priced as a separate annual line item in the Price Schedule.

Provision of equipment under this task shall be authorized in writing by WMATA and may be adjusted based on enforcement scope, jurisdictions served, or operational requirements.

DMCS Security Requirements

Parking Permits and On-Call Parking Services

The final solution is expected to satisfy the following cybersecurity requirements through administrative, technical, and physical security controls, as detailed in NIST SP 800-53 rev. 5, Security and Privacy Controls for Information Systems and Organizations. Evaluation of implemented controls against the control baseline commensurate with the above categorization shall be conducted in the Technical Evaluation Team (TET) as needed and/or prior to acquisition and implementation. Shared responsibilities of control implementation between WMATA and the Vendor to satisfy these requirements shall be discussed and agreed to prior to contract award.

Access Control

The Vendor shall ensure that their technical solution limits information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems) and to the types of transactions and functions that authorized users are permitted to exercise.

Awareness and Training

The Vendor shall provide training of their technical solution to:

- (i) ensure that WMATA end users are made aware of the security risks associated with their activities and of the applicable laws, Executive Orders, directives, policies, standards, instructions, regulations, or procedures related to the security of their solution; and
- (ii) ensure that WMATA end users are adequately trained to carry out their assigned information security-related duties and responsibilities.

Audit and Accountability

The Vendor shall ensure that their technical solution

- (i) creates, protects, and retains information system audit records to the extent needed to enable the monitoring, analysis, investigation, and reporting of unlawful, unauthorized, or inappropriate information system activity; and
- (ii) ensure that the actions of individual information system users can be uniquely traced to those users so they can be held accountable for their actions.

The Vendor shall also indicate if they are able to integrate with WMATA's instance of Splunk for centralized audit log management.

Certification, Accreditation, and Security Assessments*

Validation of certification, accreditation, and security assessments shall be provided to WMATA upon request and can include, but not be limited to: Payment Card Industry Data Security Standard Attestation of Compliance (PCI DSS AOC), Service Organization Control (SOC) II Type II report, ISO 27001 Compliance, Vulnerability scan reports, and/or Penetration testing reports.

Configuration Management

The Vendor shall:

- (i) establish and maintain baseline configurations and inventories of their technical solution (including hardware, software, firmware, and documentation) throughout the respective system development life cycles; and
- (ii) establish and enforce security configuration settings for their technical solution.

Contingency Planning

The Vendor shall establish, maintain, and effectively implement plans for emergency response, backup operations, and post-disaster recovery for organizational information systems to ensure the availability of critical information resources and continuity of operations in emergency situations. When an event warrants the action of contingency plan activities, the Vendor shall alert the WMATA Contracting Official Technical Representative (COTR) by both telephone and email communication as soon as possible, but in no event more than eight (8) hours, and continue to communicate recovery activities and timelines until resolution to mitigate impact to WMATA operational business.

Identification and Authentication

The Vendor shall identify information system users, processes acting on behalf of users, or devices and authenticate (or verify) the identities of those users, processes, or devices as a prerequisite to allowing access to organizational information systems.

The Vendor shall also indicate if they are able to integrate with WMATA's instance of Entra ID/Azure Active Directory (AAD) for centralized identity and access management (IAM).

Incident Response

The Vendor shall establish an operational incident handling capability for organizational information systems that include adequate preparation, detection, analysis, containment, recovery, and user response activities. In the event of an incident, the Vendor shall use reasonable efforts to alert the following WMATA employees of any incident by both telephone and email communication as soon as possible, but in no event more than eight (8) hours after such incident and shall immediately take such actions as may be necessary to preserve forensic evidence and eliminate the cause of the incident: notify the WMATA COTR for this procurement and WMATA's Digital Modernization, Office of Cybersecurity at DMCS_CyberFusionCenter@wmata.com and 1-888-982-9237.

Maintenance

The Vendor shall:

- (i) perform periodic and timely maintenance of their technical solution;
- (ii) notify the WMATA COTR and/or program office of maintenance periods;

- (iii) prioritize availability to meet agreed upon service level agreements; and
- (iv) provide effective controls on the tools, techniques, mechanisms, and personnel used to conduct information system maintenance.

Media Protection

The Vendor shall:

- (i) protect information system media, both paper and digital;
- (ii) limit access to information on information system media to authorized users; and
- (iii) sanitize or destroy information system media before disposal or release for reuse.

Physical and Environmental Protection

The Vendor shall:

- (i) limit physical access to information systems, equipment, and the respective operating environments to authorized individuals;
- (ii) protect the physical plant and support infrastructure for information systems;
- (iii) provide supporting utilities for information systems,
- (iv) protect information systems against environmental hazards; and
- (v) provide appropriate environmental controls in facilities containing information systems.

Planning

The Vendor shall, in collaboration with WMATA, develop, document, periodically update, and implement security plans for the technical solution that describe the security controls in place or planned said solution and the rules of behavior for individuals accessing the solution.

Personnel Security

Contractors provided by the Vendor in the fulfillment of this procurement request shall comply with WMATA's applicable personnel and Human Capital (HC) policies, to include the completion of WMATA Cybersecurity Awareness Training (CSAT) and proper notification of terminated contractors for access revocation.

Personally Identifiable Information Processing and Transparency

The Vendor shall be responsible for the protection of sensitive information stored, processed, and/or transmitted by the Vendor technical solution, to include, but not limited to: Personally Identifiable Information (PII), Payment Card Information (PCI), Protected Health Information (PHI), and Safety Sensitive Information (SSI). The Vendor is responsible for obtaining and maintaining compliance with legal and regulatory frameworks such as the Payment Card Industry Data Security Standard (PCI DSS) and Health Insurance Portability and Accountability Act (HIPAA) Security Rule. All vendors shall provide evidence of due diligence/artifacts to show compliance to include but not limited to: relevant service provider written agreements/ contracts, signed

acknowledgements, and excerpts of data security language/indemnity clauses within contracts.

Risk Assessments

The Vendor shall, in collaboration with WMATA, periodically assess the risk to organizational operations (including mission, functions, image, or reputation), organizational assets, and individuals, resulting from the acquisition, implementation, and operation of the Vendor technical solution and the associated processing, storage, or transmission of organizational information.

System and Services Acquisition

The Vendor shall:

- (i) allocate sufficient resources to adequately protect the Vendor technical solution and Vendor-owned dependent information systems;
- (ii) employ system/software development life cycle processes that incorporate information security considerations throughout the lifecycle;
- (iii) employ software usage and installation restrictions; and
- (iv) ensure that third-party providers employ adequate security measures to protect information, applications, and/or services outsourced from the organization.

System and Communications Protection

The Vendor shall:

- (i) monitor, control, and protect information transmitted or received by the Vendor technical solution at the external boundaries and key internal boundaries of the solution; and
- (ii) employ architectural designs, software development techniques, and systems engineering principles that promote effective information security within organizational information systems.

System and Information Integrity

The Vendor shall:

- (i) protect malicious code at appropriate locations within the technical solution; and
- (ii) Monitor information system security alerts and advisories and take appropriate actions in response.

In addition, the Vendor shall:

- (i) identify and report information system flaws, to include vulnerability scans/assessments and/or penetration tests, every month to the COTR and the DMCS_VMP@wmata.com mailbox; and
- (ii) remediate identified vulnerabilities within the timelines outlined in WMATA's Cybersecurity Policy Manual: Critical vulnerabilities: immediately but no more than 15 days after notification, High vulnerabilities: within 30 days of

notification, Medium vulnerabilities: within 60 days of notification, and Low vulnerabilities: within 90 days of notification.

Supply Chain Risk Management

The Vendor shall appropriately identify, manage, and address risks throughout their supply chain and provide assurance to WMATA that any procured components have been designed, developed, and validated with security considerations addressed throughout the lifecycle. The Vendor shall be responsible for subcontractor compliance with the cybersecurity requirements listed in this SOW and shall assume all responsibility for any incidents as a result of third-party mismanagement, error, or omission.

Attachment 1 – Hangtag Specifications

HANGTAG SPECIFICATIONS

Length: 8.5"

Width: 3.5"

Weight (per 100 tags): 0.718 lbs.

PUNCH
OUT



WASHINGTON
METROPOLITAN AREA
TRANSIT AUTHORITY

PERMIT PARKING
RESERVED

EAST FALLS CHURCH

July 2019

*ALL WMATA PARKING REGULATIONS
AND RESTRICTIONS APPLY*

**IMPORTANT:
REMOVE BEFORE
DRIVING VEHICLE**

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

*For Information, Please Call:
Parking Permits Hotline
202-667-3030*

Transit Police: (202) 962-2121

RECEIPT



WASHINGTON
METROPOLITAN AREA
TRANSIT AUTHORITY

**PERMIT PARKING
RESERVED**

EAST FALLS CHURCH

July 2019

For Information, Please Call:

Parking Permits Hotline

202-667-3030

Transit Police: (202) 962-2121

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

RECEIPT

Metrorail Parking
Reserved Parking Permit
Number for
EAST FALLS CHURCH
July 2019

PRICE SCHEDULE SHEET

YEAR	DESCRIPTION	EST. QTY	UOM	UNIT PRICE	EXTENDED PRICE
Base Year One	Monthly Reserved Parking Permit Fulfillment	20,000	EACH		
Base Year Two	Monthly Reserved Parking Permit Fulfillment	20,000	EACH		
Option Year(1) Three Year	Monthly Reserved Parking Permit Fulfillment	20,000	EACH		
Option Year(2) Four Year	Monthly Reserved Parking Permit Fulfillment	20,000	EACH		
Option Year(3) Five Year	Monthly Reserved Parking Permit Fulfillment	20,000	EACH		

Additional Services (Must be Authorized)

These services may or may not be awarded during the Period of Performance dates of an awarded contract. If awarded, these services may be contracted separately and/or in their entirety.

DESCRIPTION	QUANTITY	UOM	UNIT PRICE	TOTAL PRICE
Marketing of Underutilized Parking Spaces	975	Per Hour		
Leasing/Licensing of Parking Spaces	975	Per Hour		
Advisory/Consulting Services	500	Per Hour		
Roving/Special Event – Supervisor	2,000	Per Hour		
Roving/Special Event – Manager	2,000	Per Hour		
Roving/Special Event – Manager	2,000	Per Hour		
POCC Staff	4,080	Per Hour		
Enforcement Labor – Manager	2,080	Per Hour		
Enforcement Labor – Supervisor (1)	2,080	Per Hour		
Enforcement Labor – Enforcement Officer (5)	10,400	Per Hour		
Parking Enforcement Equipment/Supplies/Technology	1	Annually		

Grand Total for Contract Years (1-5): _____**Name:** _____**Title:** _____**Date:** _____**Signature:** _____

REPRESENTATIONS AND CERTIFICATIONS

Note: Please indicate any changes to Representations and Certifications here.

24. TYPE OF BUSINESS ORGANIZATION

By submission of this offer, Offeror represents that it operates as ☐ an individual, ☐ a partnership, ☐ a limited liability company, ☐ a joint venture, ☐ a nonprofit organization, or ☐ a corporation, incorporated or organized under the laws of _____.

Name	Signature
Title	Company
Date	

25. AFFILIATION AND IDENTIFYING DATA

Each Offeror shall complete a, b if applicable, and c below, representing that:

- a. It ☐ is, ☐ is not, owned or controlled by a parent company. For this purpose, a parent company is defined as one that either owns or controls the activities and basic business policies of Offeror. To own another company means that the parent company must own at least a majority, i.e., more than fifty percent (50%), of the voting rights in that company. To control another company, such ownership is not required. If another company is able to formulate, determine or veto Offeror's basic business policy decisions, such other company is considered the parent of Offeror. This control may be exercised through the use of dominant minority voting rights, use of proxy voting, Contractual arrangements or otherwise.

- b. If Offeror is owned or controlled by a parent company, it shall insert in the space below the name and main office address of the parent company:

Name of Parent Company

Main Office Address (including ZIP Code)

- c. If Offeror has no parent company, it shall provide in the applicable space below its own employer's identification number (E.I.N.), (i.e., number used on Federal tax returns or, if it has a parent company, the E.I. N. of its parent company). Offeror E.I. N.: _____
or, Parent Company's E.I. N.: _____

Name	Signature
Title	Company
Date	

26. COVENANT AGAINST GRATUITIES

By submission of this offer, Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement: Neither it nor any of its employees, representatives or agents have offered or given gratuities (in the form of entertainment, gifts or otherwise) to any Board member, employee or agent of WMATA with the view toward securing favorable treatment in the awarding or administration of this Contract.

Name	Signature
Title	Company
Date	

27. CONTINGENT FEES

By submission of this offer, Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- a. It ☐ has, ☐ has not, employed or retained any company or persons (other than a full-time, bona fide employee working solely for Offeror) to solicit or secure this Contract, and
- b. It ☐ has, ☐ has not, paid or agreed to pay any company or person (other than a full-time, bona fide employee working solely for Offeror) any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this Contract.

Name	Signature
Title	Company
Date	

28. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- a. By submission of its offer, Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- i) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or with any other competitor;
- ii) Unless otherwise required by law, the prices that are quoted in this offer have not been knowingly disclosed by Offeror and will not be knowingly disclosed by Offeror prior to award (in the case of a negotiated procurement), directly or indirectly, to any other Offeror or to any competitor; and
- iii) No attempt has been made or will be made by Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

- b. Each person signing this offer certifies that:

- i) He or she is the person in Offeror's organization responsible for the decision regarding the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to those stated above; or
- ii) He or she is not the person in Offeror's organization responsible for the decision regarding the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated; and will not participate, in any action contrary to those stated above, or as their agent he or she does hereby certify.

Name	Signature
------	-----------

Title	Company
Date	

29. NONDISCRIMINATION ASSURANCE

- a. By submission of this offer, Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, in connection with this procurement, that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, disability, sexual preference and/or gender identity in the performance of this Contract. Offeror is required to insert the substance of this clause in all subcontracts and purchase orders. The Contractor's failure to carry out these requirements is a material breach of this Contract that may result in the termination of this Contract or such other remedy as WMATA deems appropriate. Offeror further agrees by submitting this offer that it will include this certification, without modification, in all subcontracts and purchase orders.

Name	Signature
Title	Company
Date	

30. DISCLOSURES OF INTERESTS OF WMATA BOARD MEMBERS

For purposes of this disclosure, terms are defined by the Code of Ethics for Members of the WMATA Board of Directors, a copy of which is available at www.wmata.com. Financial interests include ownership interests and prospective and actual income. Firm includes parents, subsidiaries and affiliates. By submission of this offer, Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that to the best of its knowledge, information and belief in connection with this procurement:

- a. ☐ No WMATA Board member, household member or business associate has a financial interest in this firm, in a financial transaction with WMATA to which this firm is a party or prospective party, or in an actual or prospective business relationship with WMATA to which this firm is a party.
- b. ☐ The following WMATA Board member(s), household member(s) or business associate(s) has a financial interest in this firm, in a financial transaction with WMATA to which this firm is a party or prospective party, or in an actual or prospective business relationship with WMATA to which this firm is a party, Include in "Nature of Interest" below, a description of the financial interest and (1) for ownership interests, the value of the interest, the name and address of the firm in which the interest is held, and the total equity or equivalent interest of the firm; and (2) for income, the amount of all income received by the Board member, household member or business associate in the current and preceding fiscal year for services provided, and the name and address of the firm from which the income was received.

Name of Board Member
Household Member or
Business Associate

Nature of Interest

- c. The certification required by a) and b) above shall be included in all subcontracts. The prime Contractor shall furnish copies of certifications to the Contracting Officer and retain a copy for inspection upon his or her request.

Name	Signature
Title	Company
Date	

31. BACKGROUND CHECK CERTIFICATION (QUARTERLY)

By submission of this offer, Offeror certifies that:

- a. It will contract with or engage an accredited third-party vendor to conduct background checks of all Contractor personnel who will have access to WMATA's customers, WMATA's property, or WMATA's information in connection with this Contract. This requirement also applies to Contractors who engage with the general public on WMATA's behalf.
- b. It will screen for criminal convictions, taking into consideration: (1) the nature of the services or work being performed under the contract with particular regard for the individual's access to, and interaction with, WMATA's customers, property, and confidential information; (2) the nature or gravity of the offense or conduct resulting in a criminal conviction; and (3) the time that has lapsed since the conviction and/or completion of the sentence, all Contractor personnel who will have access to WMATA's customers, the general public, WMATA's property, or WMATA's information and who work on this Contract during each calendar year within this Contract's period of performance. The Offeror will provide certification that it conducted these screenings to the Contracting Officer's Technical Representative (COTR) on a quarterly basis, on a form provided.
- c. The Contractor shall submit to the COTR, a list of all employees and agents who will require Contractor access badges not less than 7 days prior to the date on which access will be required.
- d. Offeror will determine that all Contractor personnel working on this Contract during the calendar year passed the Contractor's background check and will be in good standing and otherwise fit to work on this Contract.

Offeror has not obtained or otherwise been made aware of any information about any Contractor personnel working on this Contract that contradicts or otherwise impacts the Contractor's determination that such persons passed the Contractor's background check and/or are fit to work on this Contract.

- e. The Contractor will flow this requirement down to all of its subcontractors who will have access to WMATA's customers, the general public, WMATA's property, or WMATA's information within this Contract's period of performance.

Name	Signature
Title	Company
Date	

32. CERTIFICATION REQUIRED FOR ALL SAFETY-SENSITIVE CONTRACTS

N/A

33. NON-DISCLOSURE AND DATA ACCESS TERMS- Not Applicable

The Contractor hereby represents and warrants that it will comply with the Non-Disclosure and Data Access Terms contained in the Standard Terms and Conditions, including the indemnity provisions contained therein.

Name	Signature
Title	Company
Date	

34. DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

This certification is applicable to contracts over \$35,000.

- a.** Primary Covered Transactions. This certification applies to the Offer submitted in response to this solicitation and will be a continuing requirement throughout the term of any resultant Contract.
- i)** In accordance with the provisions of 2 C.F.R. Part 1200 and 2 C.F.R. Part 180, Subpart C, Offeror certifies to the best of its knowledge and belief that it and its principals:
- 1)** are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, state or local department or agency;
 - 2)** have not, within a three (3) year period preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3)** are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses enumerated above in this certification; and have not, within a three (3) year period preceding this offer, had one (1) or more public transactions (Federal, state, or local) terminated for cause or default.
- ii)** Where Offeror is unable to certify to any of the statements in this certification, Offeror shall attach an explanation to this offer.
- b.** Lower Tier Covered Transactions. This certification applies to a subcontract at any tier expected to equal or exceed \$35,000 and will be a continuing requirement throughout the term of this Contract.
- i)** The prospective lower tier subcontractor certifies, by submission of this offer, that neither it nor its principals is currently debarred, suspended, proposed for

debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or state department or agency.

- ii) Where the prospective lower tier subcontractor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its proposal.

- c. The Certification required, above, shall be included in all applicable subcontracts and the Contractor shall keep a copy on file. The Contractor shall be required to furnish copies of certifications to the Contracting Officer upon his or her request.

Name	Signature
Title	Company
Date	

35. FITNESS FOR DUTY CERTIFICATION (BIENNIALY)

N/A

Name	Signature
Title	Company
Date	

36. INFORMATION TECHNOLOGY CONTRACTOR EMPLOYEE CERTIFICATION-Not Applicable

By submission of this offer/bid, the offeror/bidder certifies, and in the case of a joint offer/bid, each party thereto certifies as to its own organization, in connection with this procurement:

- a. Neither it nor any of its employees, representatives or agents that are granted access to WMATA's Information Technology (IT) network and digital assets, by its employees working on a WMATA matter will reside outside of the United States.
- b. The Contractor will flow this requirement down to all of its subcontractors who will have access to WMATA's customers, the general public, WMATA's property, or WMATA's information within this Contract's period of performance.

Name	Signature
Title	Company
Date	

SPECIAL TERMS AND CONDITIONS

1. COMMUNICATIONS WITH WMATA

Offeror is advised that any and all communications with WMATA relating to this solicitation and made by, or on behalf of, Offeror at any time between release of this solicitation and award of a Contract hereunder must be directed to the Contract Administrator as follows:

Kazonga (KZ) Singleton

Email: ksingleton@wmata.com

A violation of this provision, deemed willful by WMATA, may result in a determination that an Offeror is not responsible, and thus ineligible for award, for purposes of this and/or future Authority solicitations.

2. PROPOSAL ACCEPTANCE PERIOD AND OFFEROR'S DEFAULT

- a. In order to allow for adequate evaluation, the acceptance period for this solicitation is one hundred twenty (120) calendar days after submittal date and time.
- b. By submission of its proposal, Offeror agrees that it shall be irrevocable and shall remain available to WMATA to award a Contract pursuant to this solicitation for not less than the acceptance period. Offeror's failure to furnish required documents and/or to execute a Contract from WMATA in accordance with its offer, during the acceptance period shall constitute an Offeror's default.
- c. In the event of an Offeror's default, Offeror shall be liable to WMATA for all associated damages and costs, including without limitation, WMATA's "cost to cover." The "cost to cover" is the difference between the offer price and the price WMATA ultimately pays for the work encompassed in this solicitation, whether through award of a Contract to another Offeror, pursuant to this solicitation or otherwise.

3. PRE-PROPOSAL CONFERENCE

For the purpose of clarifying the terms, conditions, and requirements of this solicitation, a pre-proposal conference will be held to respond to questions by prospective Offeror's. This conference will be held at **10:00 a.m. on June 22, 2026, via Microsoft Teams videoconference** as well on a dedicated WMATA conference line. It is requested that offerors submit their questions in writing, in advance of the meeting, if possible. Questions during the meeting, however, are permissible.

4. EVALUATION CRITERIA AND BASIS FOR AWARD

BEST VALUE

- a. Proposals will be evaluated based upon application of the following Evaluation Criteria:

1. **Firm Experience, Qualifications, and Past Performance:**

- a) A minimum of five years of experience providing parking permits, administration, fulfillment, payment processing, and parking management.
 - b) Experience managing contracts for other government entities of similar size and complexity.
 - c) Experience processing customer applications, recurring payments, renewals, cancellations, refunds, waitlists, permit inventories, permit fulfillment and distribution.

- d) Experience collecting, safeguarding, reconciling, reporting and remitting customer revenue on behalf of a public agency or other comparable entity.
- e) Experience operating a customer payment portal and maintaining a secure, PCI DSS-compliant website that protects customer payment and personal information.

2. Technical and Management Approach:

- a) Provide a detailed approach for performing the monthly permit fulfillment.
- b) Provide transition details from the existing contractor and implementation of the new system with disruption of service or loss of revenue, including:
 - Validation and maintenance of permits sold, available, cancelled, and waitlisted.
 - Controls preventing duplication, incorrect station assignments, and sale of permits above permitted levels for each location.
 - Processing new applications, renewals, recurring payments, cancellations, refunds, chargebacks, expired payment methods, and replacement permits.
 - Procedures for ensuring permits are mailed each month promptly
 - Installation, inventory, site location, inspection, and replacement of signage
 - Quality control procedures, internal audits, and corrective action processes.

3. Cybersecurity, Privacy, and Payment Security:

- a) Encryption of data at rest and in transit
- b) PCI-DSS compliant status
- c) Security of gateway, processor, and hosting provider.
- d) Vulnerability management, security testing and logging, monitoring, breach notification, incident response, backup, recovery, and data retention practices.
- e) Approach to protecting personal information, payment information, account credentials, transaction and WMATA data.

4. Price

- b. WMATA will award a contract to the responsible offeror whose proposal conforms to the solicitation and is determined to be the most advantageous based on an overall assessment of technical merit and price in accordance with the Evaluation Criteria. In conducting this assessment, the Authority is more concerned with obtaining superior technical or business management features than with making an award based on the lowest overall cost to the authority. However, the Authority will not make an award at a

significantly higher price or cost to achieve only slightly superior technical or management features.

- c. Both price and overall technical merit are of extreme importance to WMATA in this solicitation. Where its review concludes that two or more proposals are of substantially similar overall technical merit, WMATA will place greater weight upon the price aspects of the proposals.

5. RATINGS

(BEST VALUE ONLY)

Each criterion will be rated using the adjectival scoring method as follows

Definition of adjectival rankings:

Exceptional: Exceeds specified performance or capability in a beneficial way to WMATA and has no weakness.

Acceptable: Meets evaluation standards required under the technical provisions. Weaknesses are correctable.

Marginal: Fails to meet evaluation standard; however, any significant deficiencies are correctable. Lacks essential information to support a proposal. Marginal ratings must be resolved prior to award.

Unacceptable: Fails to meet an acceptable evaluation standard and the deficiency is uncorrectable. Proposal would have to undergo a major revision to become acceptable. Demonstrated lack of understanding of WMATA's requirements or omissions of major areas.

A rating of "Acceptable" or higher is required to be eligible for award consideration. Offerors are cautioned to be aware of this standard when preparing proposals.

6. REQUIREMENTS CONTRACT

- a. This is a requirements Contract. A requirements contract provides the Contractor with both the legal right and the legal duty to supply goods and/or services in an amount that is determined by WMATA's needs, rather than by a fixed quantity. If, however as the result of an urgent need, WMATA requires any quantity of goods or services before the date otherwise specified under this Contract, and if the Contractor will not accept an order providing for the accelerated delivery, WMATA may acquire the urgently required goods or services from another source.
- b. If the Contractor is unable or otherwise fails to provide goods or services within the timeframes required in this Contract, WMATA reserves the right to procure them from any other source and in any other manner it deems appropriate. Nothing contained herein shall be deemed to waive, modify or impair WMATA's right to treat such failure as a material breach of the Contractor's obligations pursuant to the "Default" clause of this Contract, or to pursue any other remedy to which WMATA may be entitled pursuant to this Contract, at law or in equity.

7. INDEFINITE QUANTITY CONTRACT-Not Applicable

- a. This is an indefinite-quantity Contract for the supplies or services specified, and effective for the period of performance stated in the Price Schedule. The quantities of supplies and/or services specified in the Price Schedule are estimates only.
- b. Delivery or performance shall be made only as the Contracting Officer authorizes through orders made in accordance with the "Ordering" and "Order Limitations" clauses. The Contractor shall furnish to WMATA, when and if ordered, the supplies and/or services specified in the Price Schedule up to and including the dollar value designated in the Price Schedule as the "maximum." WMATA shall order at least the dollar value designated in the Price Schedule as the "minimum."
- c. There is no limit on the number of orders that may be issued other than any limitations imposed by the "Order Limitations" clause. WMATA may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- d. Any order issued during the effective period of this Contract and not completed within that period shall be completed by the Contractor within the time specified in the order. This Contract and WMATA's Best Practices Manual (BPM) shall govern the parties' rights and obligations regarding that order to the same extent that they would have governed the order had it been completed during the Contract's effective period.

8. ORDERING-Not Applicable

- a. The Contracting Officer shall order any supplies and/or services to be furnished under this Contract by the issuance of delivery orders or task orders. Such orders may be issued throughout the period of performance.
- b. All delivery orders or task orders are subject to the terms and conditions of this Contract. In the event of a conflict between a delivery order or task order and this Contract, this Contract shall control.
- c. If mailed, a delivery order or task order is considered "issued" when WMATA places the order in the mail. Orders may be issued electronically if the Contract authorizes it.

9. ORDER LIMITATIONS

- a. The minimum dollar amount which will be required under this IDIQ contract, and which will be initiated by one or more Orders, is \$_____ over the life of the Contract (includes base and option periods or years).
- b. The maximum dollar amount which will be required under this IDIQ contract, and which will be initiated by one or more orders, is \$_____ over the life of the Contract (includes base and option periods or years).

- c. The maximum dollar amount which will be required under this requirements contract, and which will be initiated by one or more orders, is **\$2,000,000.00** over the life of the Contract (includes base and option periods or years).

10. SITE VISIT/INSPECTION OFFEROR'S FACILITIES

A successful Offeror must maintain sufficient facilities that will allow it to adequately perform Contract as specified herein. WMATA may make site visits prior to Contract award to examine the Offeror's facilities. This will include N/A and also to verify that necessary equipment, supplies, etc. are readily available.

11. PERFORMANCE/PAYMENT BONDS-Not Applicable

The successful Offeror shall, within the time established in this Contract and as a condition to issuance of a Notice to Proceed, furnish performance and payment bonds, on forms acceptable to WMATA and in the amounts indicated in this Contract.

12. PERIOD OF PERFORMANCE

- a. The period of performance commences from the date of award or notice to proceed whichever is earlier and continues through the end of the base period which is two (2) years with three (3) one year renewal options. The Contracting Officer may extend the period of performance by exercising any option years, if applicable.

13. OPTIONS-EVALUATION

- a. In awarding this Contract, the Contracting Officer shall evaluate Offers for any option quantities or periods contained in a solicitation in accordance with BPM §§ 4-21 through 4-23.

14. OPTIONS- EXERCISE

- a. When exercising an option, the Contracting Officer shall provide written notice to the Contractor within a reasonable amount of time before exercising the option.
- b. When the Contract provides for economic price adjustment and the Contractor requests a revision of the price, the Contracting Officer shall determine the effect of the adjustment on prices under the option before the option is exercised.
- c. In accordance with BPM § 4-23, the Contracting Officer may exercise options only after determining that
 - i) Funds are available;
 - ii) The requirement covered by the option fulfills an existing WMATA need
 - iii) The exercise of the option is the most advantageous method of fulfilling WMATA's needs, when price and other factors are considered;

- iv) Contractor is not listed in the System for Award Management as suspended, debarred, proposed for debarment or otherwise excluded from receiving Federal awards.(See www.sam.gov)
 - v) The Contractor's past performance evaluations on other Contract actions have been considered; and
 - vi) The Contractor's performance on this Contract has been acceptable in that it received satisfactory ratings.
- d. The Contracting Officer, after considering price and other factors, shall make the determination on the basis of one of the following:
 - i) A new solicitation fails to produce a better price or a more advantageous offer than that offered by the option. If it is anticipated that the best price available is the option price or that this is the more advantageous offer, the Contracting Officer should not use this method of testing the market.
 - ii) An informal analysis of prices or an examination of the market indicates that the option price is better than prices available in the market or that the option is the more advantageous offer.
 - iii) The time between the award of the Contract containing the option and the exercise of the option is so short that it indicates the option price is the lowest price obtainable or the more advantageous offer. The Contracting Officer shall take into consideration such factors as market stability and comparison of the time since award with the usual duration of Contracts for such supplies or services.
- e. The determination of other factors under subparagraph (d):
 - i) Should take into account WMATA's need for continuity of operations and potential costs of disrupting operations; and
 - ii) May consider the effect on small business programs.
- f. Before exercising an option, the Contracting Officer shall make a determination that the exercise is in accordance with the terms of the option, and the requirements of this clause. To satisfy requirements for full and open competition, the option must have been evaluated as part of the initial competition and be exercisable at an amount specified in or reasonably determinable from the terms of this Contract, such as:
 - i) A specific dollar amount;
 - ii) An amount to be determined by applying provisions (or a formula) provided in this Contract, but not including renegotiation of the price for work in a fixed-price type Contract;

iii) In the case of a cost-type Contract, if--

1) The option contains a fixed or maximum fee; or

2) The fixed or maximum fee amount is determinable by applying a formula contained in this Contract;

iv) A specific price that is subject to an economic price adjustment provision; or

v) A specific price that is subject to change as the result of changes to prevailing labor rates provided by the U.S. Secretary of Labor.

15. OPTION FOR INCREASED OR DECREASED QUANTITIES OF SUPPLIES-Not Applicable

- a. WMATA may increase or decrease the quantities of supplies called for in the Price Schedule, at the unit price specified. WMATA may also require the delivery of a numbered line item, identified in the Price Schedule as an option item, in the quantity and at the price stated in the Price Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within a reasonable amount of time before exercising the option. Delivery of the added items shall continue at the same rate as the like items called for under the Contract, unless the parties agree otherwise.

16. OPTIONS TO EXTEND SERVICES

- a. WMATA may require continued performance of any services within the limits and at the rates specified in this Contract. These rates may be adjusted only as a result of revisions to the prevailing labor rates provided by the U.S. Secretary of Labor. This option provision may be exercised more than once, but the total extension of performance thereunder shall not exceed six (6) months. The Contracting Officer may exercise the option by written notice to the Contractor within a reasonable amount of time exercising the option.

17. OPTION TO EXTEND CONTRACT PERIOD OF PERFORMANCE

- a. WMATA may unilaterally extend the period of performance for the work under this contract by written notice to the Contractor within a reasonable amount of time before exercising this option. The Contractor must accept any reasonable extension and continue performance without interruption. The Contractor's sole remedy following WMATA's exercise of its unilateral right to extend performance is to submit a claim for an equitable adjustment to the Contract price.
- b. If WMATA exercises this unilateral right, the extended contract shall incorporate the new period of performance. Any additional options remaining under the contract will be appended to and remain available through the new period of performance.
- c. The total duration of this contract shall include any extensions as well as option periods. In no event shall the total duration of the contract extend beyond the maximum term permitted

by the Federal Transit Administration, if otherwise made applicable to this contract elsewhere.

18. OPTIONS EXERCISED OUT OF SEQUENCE

- a. WMATA may exercise options at any time, including during the base period, and in any sequence, even if it varies from the order in which the options appear in the Price Schedule. The Contractor may be entitled to an equitable adjustment to the Contract price, if exercising the option out of sequence causes any undue delay in performance of this Contract. If options are extended during the base period or out of sequence, any previously agreed to economic price adjustment for exercise of the option may not apply, at the Contracting Officer's discretion.

19. BRAND NAME OR EQUAL-Not Applicable

- a. If items called for by this solicitation have been identified in the Price Schedule by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Proposals offering "equal" products, including products of the brand name manufacturer, other than the one described by brand name will be considered for award, if such products are clearly identified in the proposals and WMATA determines that they fully meet the salient characteristics (physical, functional, or performance) requirements in the solicitation.
- b. Unless the Offeror clearly indicates in its proposals that it is offering an "equal" product, the Offer shall be considered as offering a brand name product referenced in the solicitation.
- c. If the Offeror proposes to furnish an "equal" product, a description of the product to be furnished shall be placed in the space provided in the solicitation, or such product shall be otherwise clearly identified in its proposals. WMATA, at its sole discretion, must be able to determine equality without an extensive evaluation. Thus, if the Offeror has some information demonstrating equality of the proposed equal, such as acceptance by another transit agency, it should submit such documentation with its offer.
- d. CAUTION TO OFFERORS. WMATA is not responsible for locating or securing any information that is not identified in its offer and reasonably available to WMATA. The Offeror must furnish as a part of its proposal all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for WMATA's determination.

20. LIQUIDATED DAMAGES FOR DELAY-Not Applicable

- a. Time is of the essence for this contract.
- b. If the Contractor fails to deliver the supplies or perform the services within the time specified in this contract, or as subsequently extended by the Contracting Officer via written contract modification, the Contractor shall pay to WMATA _____ per calendar day of delay. WMATA and the Contractor hereby agree this amount is not a penalty, but rather liquidated damages.
- c. If WMATA terminates this contract in whole or in part for Default, the Contractor is liable for liquidated damages accruing until WMATA reasonably obtains delivery or performance

of similar supplies or services. These liquidated damages are in addition to excess procurement costs arising out of a termination for default.

- d. WMATA shall have the right to deduct such liquidated damages from any monies due or which may become due to the Contractor under this Contract. If the amount that becomes due is less than liquidated damages due to WMATA, the Contractor shall pay the difference upon the Contracting Officer's demand.

21. LIVING WAGE

- a. WMATA's Living Wage Policy and implementing regulations apply with respect to all contracts for services (including construction) awarded in an amount that exceeds \$350,000 in a twelve (12) month period. If this Contract meets those criteria, the following requirements are applicable:
- b. WMATA's living wage rate is \$17.16 per hour and may be reduced by the Contractor's per-employee cost for health insurance.
- c. The Contractor shall:
 - i) Pay WMATA's living wage rate, effective during the time the work is performed, to all employees who perform work under this Contract;
 - ii) Include this "Living Wage" clause in all subcontracts that exceed \$350,000 in a twelve (12) month period awarded under this Contract;
 - iii) Maintain payroll records, in accordance with the requirements of this Contract, and include a similar provision in affected subcontracts that requires the subcontractor to maintain its payroll records for the same length of time; and
 - iv) Certify with each monthly invoice that WMATA's living wage rate was paid to affected employees, or if applicable, certify prior to Contract award or Contract extension, if any, that one or more of the exemptions in paragraph (d) below applies.
 - v) The Contractor shall not split or subdivide this Contract, pay an employee through a third party, or treat an employee as a subcontractor or independent contractor to avoid compliance with this "Living Wage" clause.
- d. Exemptions to this "Living Wage" clause include:
 - i) Contracts and agreements subject to higher wage rates required by Federal law or collective bargaining agreements;
 - ii) Contracts or agreements for regulated utilities;

- iii) Emergency services to prevent or respond to a disaster or imminent threat to public health and safety;
 - iv) Contractor employees who work less than full time; and
 - v) Contractors who employ fewer than ten (10) employees
- e. WMATA may adjust the living wage rate effective in January of each year. The adjustment will reflect the average living wage rate among Metro's Compact jurisdictions with living wage rates. If after Contract award the living wage rate increases, the Contractor is entitled to an equitable adjustment to the Contract price in the amount of the increase for employees who are affected by the escalated wage.
 - f. Failure to comply with WMATA's Living Wage Policy shall result in WMATA's right to exercise available contract remedies, including contract termination, where there is evidence of fraud.
 - g. If the Contracting Officer determines that there is evidence of fraud, WMATA's remedy prior to adjudication by a court of competent jurisdiction is to report the matter to WMATA's Office of Inspector General (OIG), the U.S. Department of Transportation's Office of Inspector General (DOT-OIG), the Offices of Inspectors General of any state or Federal agency providing funding under this Contract and/or appropriate Federal, state and/or local law enforcement authorities.

22. RETAINAGE

- a. Alternate Security in lieu of Retainage. - N/A.
- b. Final Payment Only Retainage. All amounts withheld from Contractor as retainage, based on a percentage of the work completed, or as a line item tied to the completion of the work shall be retained solely out of the Contractor's final payment. Payment of any fund withheld from Contractor's final payment shall be released to Contractor within thirty (30) days after completion of Contractor's Work and Closeout Release.
- c. No Retainage. N/A.

23. WARRANTY OF SUPPLIES

- a. All workmanship, parts and materials furnished for this Contract shall be unconditionally warranted by the Contractor against failures or defects for a period of one (1) year after WMATA accepts them or places them in service, whichever is earlier. If the original equipment manufacturer (OEM) offers a longer or more comprehensive warranty than the Contractor, then the Contractor shall pass the OEM's warranty on to WMATA. The Contractor shall accept WMATA's records regarding the date the item was accepted or placed in service.

- b. In the event that any work, parts or materials covered by this Warranty fails during the Warranty period, the Contractor shall or require that the OEM repair or replace the work within three (3) days without cost or expense to WMATA.
- c. Should the Contractor fail to repair or replace any part or do any work in accordance with the terms of this Warranty, or if immediate replacement or work is necessary to maintain operations, WMATA shall have the right to cause such replacement to be made, utilizing its own forces and/or those of third parties as WMATA shall reasonably deem appropriate, at Contractor's expense.
- d. Each piece of equipment, component or part thereof that the Contractor replaces, repairs, adjusts or services in any manner under the terms of this Warranty during the Warranty period shall be reported to the Contracting Officer on WMATA's forms. Each report shall indicate in detail all repairs, adjustments and servicing to each and every component, unit or part thereof.
- e. Any warranty work shall be accomplished with minimum disruption to WMATA's operations and to its maintenance and service facilities. WMATA shall at its sole discretion determine the availability of facilities for warranty work.
- f. The Contractor shall make adequate service facilities available, along with spare parts, for all the items under warranty. Trained technical service personnel shall be available to WMATA sufficient to meet the Contractor's warranty obligations.
 - i) The Contractor shall provide field service representatives who are competent and fully qualified in the maintenance and operation of the warranted items. These field service representatives shall assist WMATA in overcoming any difficulties in the operation or maintenance of the warranted items. They shall further serve as the Contractor's on-site representatives for any component failure claims or warranty claims under this Contract.
 - ii) During the warranty period, a field service representative shall be available within twenty-four (24) hours' notice.
- g. WMATA's rights set forth in this clause shall be in addition to those set forth elsewhere in this Contract or otherwise at law or in equity.

24. WARRANTY OF SERVICES

- a. Definitions.

"Acceptance," as used in this clause, means the act(s) of WMATA's authorized representative by which WMATA approves specific services, in partial or complete performance of the Contract.
- b. Notwithstanding inspection and acceptance by WMATA or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any

defect or nonconformance to the Contractor within sixty (60) days from the date of acceptance by WMATA. This notice shall state either -

- i) That the Contractor shall correct or re-perform any defective or nonconforming services; or
 - ii) That WMATA does not require correction or re-performance.
- c. If the Contractor is required to correct or re-perform, it shall be at no cost to WMATA, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the Contracting Officer may, by contract or otherwise, correct or replace the services with similar services and charge the Contractor with the cost, or make an equitable adjustment to the Contract price.
- d. If WMATA does not require correction or re-performance, the Contracting Officer shall make an equitable adjustment to the Contract price.

25. SPARE PARTS-Not Applicable

The contractor agrees to provide all spare parts necessary to repair and maintain all equipment and supplies under this Contract for a period of at least three years, beginning on the date of final acceptance of each shipment of equipment/supplies. All such parts shall be the functional equivalent of the original parts, and must be interchangeable with them to permit their continued use at the same performance levels without an increase in the contractor's catalog prices. When the contractor cannot provide spare parts within 90 days of WMATA's order, the contractor shall provide to WMATA, within five (5) business days of WMATA's request, all specifications, documentation, and necessary form, fit, and function data required to manufacture the functional equivalent of such parts by additive manufacturing. WMATA's additive manufacturing and any subsequent use will be for the sole purpose of enabling WMATA's continued use of the original equipment and supplies, including all reasonable modifications thereto.

26. WHISTLEBLOWER PROTECTION -- NON-FEDERAL

- a. The Contractor and its subcontractors shall encourage their employees and independent contractors to report information without fear of actual or threatened discrimination, retaliation or reprisal that they in good faith reasonably believe is evidence of gross mismanagement; gross misuse or waste of public resources or funds; fraud; violation of law; abuse of authority in connection with the conduct of WMATA operations or contracts; or a substantial and specific danger to health, security or safety. The Contractor and its subcontractors shall notify their employees that they may make reports under this paragraph to:
 - i) WMATA's Office of Inspector General (OIG), in person, in writing, through the OIG Hotline (888-234-2374) or email wmata-oig-hotline@verizon.net or by any other reasonable means;
 - ii) WMATA's Metro Transit Police Department (MTPD), in person, by telephone (202-962-2121) or by any other reasonable means, or to the OIG, if the information constitutes a potential violation of criminal law;

- iii) WMATA's Chief Safety Officer, in person, in writing, through the SAFE Hotline (202-249-7233) or email safety@wmata.com, or by any other reasonable means; or
 - iv) Any other official, office or agency within WMATA or outside WMATA that the employee or independent contractor reasonably believes has the authority to act on the matter.
- b. The Contractor, its employees, independent contractors and subcontractors shall cooperate with any inquiry or review by an authorized official of WMATA, or by the Federal government or any other governmental entity with jurisdiction over WMATA, regarding a matter that would constitute a report under paragraph (a) or a violation of this or any whistleblower provision of this Contract, and with any enforcement or judicial proceeding arising from such inquiry or review.
- c. The Contractor and its subcontractors shall not interfere with or deny the right of any employee or independent contractor of either the Contractor or any of its subcontractors to make a report under paragraph (a). The Contractor and its subcontractors shall not recommend, take or threaten to take any action having a negative or adverse impact on any employee or independent contractor of either the Contractor or any of its subcontractors because he or she:
 - i) Made or is perceived to have made a report under paragraph (a);
 - ii) Sought a remedy under applicable law after making a report under paragraph (a);
 - iii) Participated in or cooperated with an inquiry or review by an authorized official of WMATA, or by the Federal government or any other governmental entity with jurisdiction over WMATA, regarding a matter that would constitute a report under paragraph (a) or a violation of this or any whistleblower provision of this Contract, or with an enforcement or judicial proceeding arising from such inquiry or review;
 - iv) Refused to obey an order that would violate law; or
 - v) Refused to work or authorize work when a hazardous safety or security condition presents an imminent danger of death or serious injury, there was no reasonable alternative to refusal, there was not sufficient time to eliminate the danger in absence of refusal and the individual, where possible, notified the Contractor or subcontractor of the condition and of his or her intent not to perform or authorize work.
- d. The Contractor shall include, or shall cause to be included, the substance of this clause, in its all of its subcontracts or other agreements related to this Contract.

27. **ECONOMIC PRICE ADJUSTMENT CLAUSE-Not Applicable**

Pricing for Base Years *[Enter Number of Years i.e., 1-3]* will remain constant, will not be subject to price escalation, and will form the basis for Option Years *[Enter Number of Years i.e., 1-3]* pricing as noted in the calculation method below. Any price adjustments (increases or decreases) for Option Years *[Enter Number of Years i.e., 1-3]* will be effective on the anniversary of the contract award (exercise of the option). The contractor must submit requests for price

adjustments for each succeeding option year to the Contracting Officer 30 days prior to the anniversary of the contract award. The Contracting Officer reserves the right to prepare price adjustments if the contractor fails to submit a price adjustment request in a timely manner. Price adjustments will not be applied retroactively. There will be only one price adjustment allowed annually.

Price adjustments will be based on changes to the Producer Price Index (PPI) as published by the U.S. Department of Labor, Bureau of Labor Statistics, Index *[Enter Commodity Code and Description]*. The index shall constitute 100% of any price adjustment. Price adjustments will be calculated as follows:

- a.** Determine the Base Index defined as the index value of the year and month of contract award.
- b.** Determine the Current Index defined as the index value of the month 30 days before the anniversary of the contract award for each succeeding Option Year 1 - 3, as applicable.
- c.** Apply the following formula: $(\text{Current Index} \div \text{Base Index}) \times \text{Base Year One Price} = \text{Option Year Price}$

STANDARD TERMS AND CONDITIONS

Complete text for the Standard Terms and Conditions is posted on WMATA's website. You can directly view this information on

https://wmata.com/business/procurement/upload/Standard-Terms-and-Conditions_Ver_012026.pdf

Note: Please indicate any changes to Standard Terms and Conditions here. #15-First Article Inspection is N/A. #30 EEO for Construction Contracts is N/A. #37 Royalty Information is N/A. #39 Contract Work Hours and Safety Standards Act is N/A. #40 Walsh-Healy is N/A. #41 Davis Bacon is N/A. #63 Progress Payments is N/A. #66 Nondisclosure and Data Access is N/A. #67 Smoke-Free Workplace is N/A. #68 Asset Accountability is N/A. #71 Digital Accessibility is N/A. #73 Drug and Alcohol Testing is N/A.

1. AGREEMENT
2. ARRANGEMENT OF CONTRACTUAL PROVISIONS
3. ORDER OF PRECEDENCE
4. AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR
5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)
6. FORCE MAJEURE/EXCUSABLE DELAYS/TIME EXTENSIONS
7. WMATA'S DELAY
8. NOTICE TO WMATA OF LABOR DISPUTES
9. NOTIFICATION OF BANKRUPTCY OR INSOLVENCY
10. INSPECTION OF SERVICES
11. INSPECTION OF SUPPLIES
12. ACCEPTANCE OF SUPPLIES
13. MATERIAL & WORKMANSHIP
14. CORRECTION OF DEFICIENCIES
15. FIRST ARTICLE INSPECTION
16. F.O.B. DESTINATION
17. QUALITY ASSURANCE/QUALITY CONTROL
18. CHANGE ORDERS
19. PRICING OF ADJUSTMENTS
20. ACCOUNTING AND RECORD KEEPING FOR ADJUSTMENTS
21. BILLING AND PAYMENT
22. PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA -- MODIFICATIONS
23. SUBCONTRACTOR PAYMENTS
24. GARNISHMENT OF PAYMENTS
25. STOP WORK ORDERS
26. TERMINATION FOR DEFAULT
27. TERMINATION FOR CONVENIENCE
28. ASSIGNMENT
29. DISPUTES
30. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS FOR CONSTRUCTION CONTRACTS
31. INDEMNIFICATION
32. INAPPLICABILITY OF CLAUSES REQUIRING UNAUTHORIZED OBLIGATIONS
33. PATENT INDEMNITY
34. SET-OFF
35. RIGHTS IN TECHNICAL DATA
36. NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
37. ROYALTY INFORMATION
38. NONDISCRIMINATION ASSURANCE
39. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT- OVERTIME COMPENSATION
40. WALSH-HEALEY PUBLIC CONTRACTS ACT
41. DAVIS-BACON ACT
42. CONVICT LABOR
43. COVENANT AGAINST CONTINGENT FEES
44. SEAT BELT USE POLICY
45. SENSITIVE SECURITY INFORMATION
46. LAWS AND REGULATIONS

47. HAZARDOUS MATERIAL IDENTIFICATION AND SAFETY DATA SHEETS
48. METRIC SYSTEM
49. MANDATORY DISCLOSURE
50. EMPLOYMENT RESTRICTION WARRANTY
51. GRATUITIES
52. OFFICIALS NOT TO BENEFIT
53. ORGANIZATIONAL CONFLICTS OF INTEREST
54. PERSONAL CONFLICTS OF INTEREST
55. CONTRACTOR PERSONNEL
56. FALSE STATEMENTS, CLAIMS OR SUBMISSIONS
57. PUBLIC COMMUNICATIONS
58. FEDERAL, STATE, AND LOCAL TAXES
59. CHOICE OF LAW, CONSENT TO JURISDICTION AND VENUE
60. SEVERABILITY
61. SURVIVAL
62. GOVERNMENT-WIDE DEBARMENT OR SUSPENSION
63. PROGRESS PAYMENTS
64. SAFETY REQUIREMENTS
65. BACKGROUND CHECK REQUIREMENT
66. NON-DISCLOSURE AND DATA ACCESS TERMS
67. SMOKE-FREE WORKPLACE
68. ASSET ACCOUNTABILITY
69. WMATA OIG EXAMINATION, REVIEW, AND AUDIT -- PRICE ADJUSTMENT
70. AUDIT, AVAILABILITY, AND INSPECTION OF RECORDS
71. DIGITAL ACCESSIBILITY COMPLIANCE
72. NON-CONFORMING PARTS
73. DRUG AND ALCOHOL TESTING (FOR SAFETY SENSITIVE FUNCTIONS ONLY)

MAPT Cooperative Rider Clause



The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments (COG) and the Baltimore Metropolitan Council (BMC) to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region ("Region").

I. Format

A lead agency format is used to accomplish this work. This Participating Agency, serving as Lead Agency for this procurement, has included this MAPT Cooperative Rider Clause. This allows other public entities to participate pursuant to the following Cooperative Rider Clause Terms and Conditions:

A. Terms

1. Any public entity participating in this procurement ("Participating Agency"), through their use of this Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the Participating Agency.
2. A Participating Agency may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

B. Other Conditions - Contract and Reporting

1. The resulting contract shall be governed by and "construed" in accordance with the laws of the State/jurisdiction in which the Participating Agency is officially located;
2. To provide to MAPT contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well as reporting any Participating Agency added on the contract, on demand and without further approval of Participating Agency;
3. Contract obligations rest solely with the Participating Agency only; and
4. Significant changes in total contract value may result in further negotiations of contract pricing with the Lead Agency and any Participating Agency. See Appendix B for the impact of contract modifications on DBE/SBE requirements.

In pricing and other conditions, contractors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this Region.

In order to ride an awarded contract, a COG Rider Clause Approval Form (below) must be completed and approved by the Lead Agency.

II. Participating Members

COG MEMBER GOVERNMENTS

District of Columbia

Maryland

- ✓ Town of Bladensburg
- ✓ City of Bowie
- ✓ City of College Park
- ✓ Charles County
- ✓ City of Frederick
- ✓ Frederick County
- ✓ City of Gaithersburg
- ✓ City of Greenbelt
- ✓ City of Hyattsville
- ✓ Montgomery County
- ✓ Prince George's County
- ✓ City of Rockville
- ✓ City of Takoma Park

Virginia

- ✓ City of Alexandria
- ✓ Arlington County
- ✓ City of Fairfax
- ✓ Fairfax County
- ✓ City of Falls Church
- ✓ Loudoun County
- ✓ City of Manassas
- ✓ City of Manassas Park
- ✓ Prince William County

Other Local Governments

- ✓ Town of Herndon
- ✓ Spotsylvania County
- ✓ Stafford County
- ✓ Town of Vienna

Public Authorities/Agencies

- ✓ Alexandria Renew Enterprises
- ✓ District of Columbia Water and Sewer Authority
- ✓ Metropolitan Washington Airports Authority
- ✓ Metropolitan Washington Council of Governments
- ✓ Montgomery County Housing Opportunities Commission
- ✓ Potomac & Rappahannock Transportation Commission
- ✓ Prince William County Service Authority

- ✓ Upper Occoquan Service Authority
- ✓ Washington Metropolitan Area Transit Authority
- ✓ Washington Suburban Sanitary Commission

School Systems

- ✓ Alexandria Public Schools
- ✓ Arlington County Public Schools
- ✓ Charles County Public Schools
- ✓ District of Columbia Public Schools
- ✓ Frederick County Public Schools
- ✓ Loudoun County Public Schools
- ✓ City of Manassas Public Schools
- ✓ Montgomery College
- ✓ Montgomery County Public Schools
- ✓ Prince George's County Public Schools
- ✓ Prince William County Public Schools
- ✓ Spotsylvania County Schools
- ✓ Winchester Public Schools

BALTIMORE METROPOLITAN COUNCIL AGENCIES

- ✓ City of Annapolis
- ✓ Anne Arundel County
- ✓ Anne Arundel County Public Schools
- ✓ Anne Arundel Community College
- ✓ City of Baltimore
- ✓ Baltimore City Public Schools
- ✓ Baltimore County
- ✓ Baltimore County Public Schools
- ✓ Community College of Baltimore County
- ✓ Carroll County
- ✓ Harford County
- ✓ Harford County Public Schools
- ✓ Harford Community College
- ✓ Howard County
- ✓ Howard County Public Schools System
- ✓ Howard Community College
- ✓ Queen Anne's County Public Schools

MWCOG Rider
Clause Approval
Form Sample

This form must be executed for any Participating Agency, both within and outside of the Mid- Atlantic Purchasing Team (MAPT) region, to use the MAPT Cooperative Rider Clause to ride solicitations and contracts.

NOTE: Effective January 1, 2019, MWCOG does not authorize the use of the MAPT/COG Cooperative Rider Clause without this form being completed and approved.

Participating Agency Name _____

Contact Person _____ Phone _____

_____ Email Address _____

Solicitation/Contract Information:

Name Solicitation/Contract _____

Lead Agency/Contract Holder _____

Contact Person _____

Solicitation/Contract Number _____ Other Reference _____

Vendor Information:

Contractor Name _____ Address _____ City/State/Zip _____

Contact Person _____ Phone _____ Email Address _____

See questions on next page.

Questions --

YES NO

1. Is the Contract active and currently in force?

2. Is the Participating Agency's specifications/scope of work the same or very similar to that in the Contract?

3. Is riding this Contract within the rules and regulations of the Participating Agency and approved by the Participating Agency's Purchasing Department?

<u>Participating Agency</u>	<u>Mid-Atlantic Purchasing Team</u>
Name _____	Name _____
Title _____	Title _____
Signature _____	Signature _____

Please return to purchasing@mwkog.org

APPENDICES

Appendix A - Insurance Requirements

MINIMUM REQUIRED INSURANCE: MINIMUM LIMITS OF INSURANCE

INSURANCE TYPE LIMITS	BASIS
Workers' Compensation	Statutory
Employers' Liability	\$500,000 Each Accident
\$500,000	Disease Policy Limit
\$500,000	Disease Each Employee
Commercial General Liability	
\$2,000,000	Each Occurrence Limit
\$4,000,000	General Aggregate Limit
\$2,000,000	Products-Completed Operations Limit
Business Auto Liability	
\$2,000,000	Combined Single Limit
Professional Liability	
\$1,000,000	Each Claim
Cyber Liability	
\$2,000,000	Each Claim

MINIMUM REQUIRED INSURANCE: MINIMUM INSURANCE COVERAGES AND COVERAGE PROVISIONS

The contractor is required to maintain the insurance outlined in this Exhibit A during the entire period of performance under this contract. Notice to Proceed (NTP) will not be issued until all required insurance has been accepted by WMATA.

The prescribed insurance coverage and limits of insurance are minimum required coverages and limits. Contractor is encouraged, at its sole cost and expense, to purchase any additional insurance coverages and or limits of insurance that Contractor deems prudent and necessary to manage risk in the completion of this contract.

Upon written request from WMATA, contractor shall provide copies of any requested insurance policies, including applicable endorsements, within five (5) business days of such request.

Receipt, review or communications regarding certificates of insurance (COI), insurance policies, endorsements, or other materials utilized to document compliance with these Minimum Insurance Requirements does not constitute acceptance by WMATA. Insurance companies must be acceptable to WMATA and must have an A. M. Best rating of at least A- VII.

Unless otherwise noted, "Claims-Made" insurance policies are not acceptable. Any insurance policy utilizing a Self-Insured Retention (SIR) requires written approval from WMATA.

Contractor must incorporate these Minimum Insurance Requirements into the contract requirements of all subcontractors of every tier; however, Contractor, at its sole peril, may amend these Minimum Insurance Requirements for its subcontractors, but doing so does not relieve Contractor from its respective liability to WMATA.

Compliance with these Minimum Insurance Requirements does not relieve Contractor from Contractor's respective liability to WMATA, even if that liability exceeds the Minimum Insurance Requirements.

COVERAGE-SPECIFIC REQUIREMENTS

Commercial General Liability

Commercial General Liability (CGL) shall be written on ISO Occurrence Form CG0001 (12/04) or its equivalent. Equivalency determination shall be made in WMATA's sole and unreviewable discretion.

Required minimum limits of coverage may be achieved through a combination of the aforementioned CGL coverage form and an Umbrella/Excess Liability coverage form(s), provided that the Umbrella/Excess Liability coverage form(s) provides the same or broader coverage than the prescribed CGL coverage form.

Policy shall be endorsed with Additional Insured Endorsement(s) in compliance with the "Additional Insured" Section below.

Policy shall be endorsed with a Waiver of Subrogation Endorsement(s) in compliance with the "Waiver of Subrogation" section below.

Defense Costs (Allocated Loss Adjustment Expense) must be included and outside of the policy limits for all primary liability and Umbrella/Excess Liability policies.

Business Auto Liability

Business Auto Liability insurance shall be written on ISO Business Auto Coverage Form CA 00 01 03 06, or its equivalent. Equivalency determination shall be made in WMATA's sole and unreviewable discretion.

Policy shall be endorsed with Additional Insured Endorsement(s) in compliance with the "Additional Insured" Section below.

Policy shall be endorsed with a Waiver of Subrogation Endorsement(s) in compliance with the Waiver of Subrogation" section below.

Business Auto Liability minimum Combined Single Limit requirements may be obtained through the combination of a primary business auto liability policy and an Umbrella/Excess Liability policy provided that the Umbrella/Excess Liability policy complies with items 2 and 3 above.

Professional Liability Insurance

WMATA may require professional liability insurance (Errors and Omissions) for the work of Permittee or its subcontractors for certain types of consulting services. Coverage can be written on an "occurrence" or "claims-made" basis.

Cyber Liability Insurance

Contractor must procure and maintain Cyber Liability insurance providing protection against liability for privacy breaches, system breach, denial or loss of service introduction, implantation, or spread of malicious software code and unauthorized access to or use of computer systems. Coverage can be written on an "occurrence" or "claims-made" basis.

IV. OTHER

Additional Insured

Contractor and subcontractors of every tier are required to add WMATA and WMATA Board of Directors as additional insured on all required insurance including excess liability policies, with the exception of Workers' Compensation and Professional Liability.

Coverage provided to Additional Insured shall be primary and non-contributory to any other insurance available to the Additional Insured, including coverage afforded to the WMATA as an additional insured by subcontractors, and from other third parties.

Coverage provided to any Additional Insured shall be for claims arising out of both ongoing operations and products and completed operations hazard.

Coverage available to any Additional Insured under the products and completed operations hazard can only be limited to the applicable statute of repose in the jurisdiction(s) where the contract scope of work takes place.

Commercial General Liability and Umbrella/Excess Liability forms must provide defense coverage for additional insureds. The Additional Insured Endorsement shall provide coverage for Ongoing as well as Products and Completed Operations with no limitation on when claims can be made.

Waiver of Subrogation

Contractor and subcontractors of every tier are required to have all insurance policies except Professional Liability endorsed to waive the respective insurance company's rights of recovery against WMATA, and the WMATA Board of Directors.

Waiver shall be provided on an endorsement that is acceptable to WMATA.

Certificate of Insurance (COI)

Contractor shall provide WMATA an ACORD Certificate of Insurance (COI) and copies of all required endorsements as evidence that the insurance requirements of this Section have been satisfied. Certificates of Insurance shall be sent to WMATA.

The Certificate Holder box should read:

**Washington Metropolitan Area Transit Authority
P.O. Box 23298
Washington, DC 20026-3298**

Additionally:

Proposed material modifications to required insurance, including notice of cancellation, must be received by WMATA in writing at least 30 days prior to the effective date of such change or cancellation.

WMATA's receipt of copies of any COI, policy endorsements or policies does not relieve Contractor of the obligation to remain in compliance with the requirements of this Section at all times. Contractor's failure to comply with these insurance requirements shall constitute a material breach of this Contract.

Receipt of the COI does not constitute acceptance of the insurance outlined above.

Appendix B

**NOTICE OF REQUIREMENTS FOR DISADVANTAGED BUSINESS
ENTERPRISE (DBE) -- N/A**

APPENDIX B-1

**NOTICE OF REQUIREMENTS FOR SMALL BUSINESS
ENTERPRISE (SBE) PROGRAM -N/A**

APPENDIX B-2

**NOTICE OF REQUIREMENTS FOR MINORITY BUSINESS
ENTERPRISE (MBE) PROGRAM -N/A**

APPENDIX B-3 - N/A

APPENDIX C

Contractor Oversight Certification -- N/A

APPENDIX D- WMATA SERVICE LEVEL AGREEMENT

N/A

Combined Glossary of Definitions

As used throughout this Contract, except to the extent otherwise expressly specified, the following terms shall have the meanings set forth below:

Acceptance: Acknowledgment by WMATA that the supplies, services, or other work conform to the applicable contract requirements.

Acceptance Period: The number of days available to WMATA to award a Contract pursuant to this solicitation, during which period offerors may not withdraw their proposal.

Amendment: Written instructions issued prior to the date set for solicitation opening to clarify, revise, add or delete requirements of the Solicitation.

Approved equal: An item approved by WMATA as equivalent to a brand name item originally specified.

Board of Directors: The Board of Directors of the Washington Metropolitan Area Transit Authority.

Brand name: Identification of an item that is produced or controlled by one or more entities, including trademarks, manufacturer names, or model names or numbers that are associated with a manufacturer.

Breach: An unexcused and unjustifiable failure or refusal of a party to satisfy one (1) or terms of the Contract which, if material, shall constitute a basis for potential default.

Certified MBE: A for-profit small business concern (i) that is at least fifty-one percent (51%) owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which fifty-one percent (51%) of the stock is owned by one or more such individuals; (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and (iii) whose eligibility is evidenced by a current WMATA Certification letter. (See Appendix B-2 for an explanation of how WMATA's MBE program works.)

Change or Change Order: A written alteration issued, upon agreement of both parties or unilaterally by WMATA, to modify or amend the Contract, generally directing changes to the Scope of Work and/or Contract terms.

Claim: A written demand or assertion by the Contractor seeking, as a legal right, the payment of money, adjustment or interpretation of Contract terms, or other relief, arising under or relating to this Contract.

Clarifications: Exchanges between WMATA and one (1) or more offerors of a limited nature, whereby offerors may be given the opportunity to clarify certain aspects of their proposal or to resolve minor irregularities, informalities or clerical errors.

Constructive Change: An act or omission by WMATA that, although not identified as a Change Order, does in fact cause a change to the Contract.

Contract or Agreement: The written agreement executed between WMATA and the Contractor awarded pursuant to this solicitation.

Contract Administrator: WMATA's representative designated to serve as its primary point of contact for pre-award activities relating to the solicitation as well as such post-award activities as are set forth in the Contract.

Contract Price: The amount payable to the Contractor under the terms and conditions of the Contract based on lump sum prices, unit prices, fixed prices, or combination thereof, with any adjustments made in accordance with the Contract.

Contracting Officer: An employee with authority duly delegated from the powers of the Chief Procurement Officer to legally bind WMATA by signing a Contractual instrument. The Contracting Officer is WMATA's

primary point of contact for pre-award administration, modifications above the limits of the Contracting Officer's Representative, and final settlement.

Contracting Officer's Technical Representative: The person to whom the Contracting Officer delegates WMATA and responsibility for post-award execution of technical issues regarding the Contract. The Contracting Officer's Technical Representative is WMATA's primary point of contact with its Contractor.

Contractor: The individual, partnership, firm, corporation, or other business entity that is contractually obligated to WMATA to furnish, through itself or others, the supplies, services and/or construction services described in the Contract, including all incidentals that are necessary to complete the work in accordance with the contract.

Data: Recorded information, regardless of form or the media on which it may be recorded, including technical data and computer software.

Day: Calendar Day, except where the term business day, workday or like term is used.

Descriptive literature: Information provided by offeror, such as cuts, illustrations, drawings, and brochures that shows a product's characteristics or construction of a product or explains its operation. The term includes only that information needed to evaluate the acceptability of the product and excludes other information for operating or maintaining the product.

Designer: The individual, partnership, firm, corporation or other business entity that is either the Contractor, or employed or retained by the Contractor, to manage and perform the design services for the Contract.

Directed, ordered, designated, prescribed or words of like importance: Shall be understood that the direction, requirement, order, designation or prescription of the Contracting Officer is intended and similarly the words approved, acceptable, satisfactory or words of like import shall mean approved by, or acceptable to, or satisfactory to the Contracting Officer, unless otherwise expressly stated.

Disadvantaged Business Enterprise (DBE): A for-profit small business concern that has been certified by WMATA to be at least fifty-one percent (51%) owned by one (1) or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which fifty one percent (51%) of the stock is owned by one (1) or more individuals, and whose management and daily business operations are controlled by one (1) or more of the socially and economically disadvantaged individuals who own it.

Explanation: Additional information or clarification provided by a WMATA representative to one (1) or more prospective offeror in response to an inquiry relating to the solicitation, that will be binding upon WMATA, only to the extent specified in the Contract.

Equivalent: Of equal or better quality and/or performance to that specified in the Contract as determined by WMATA.

Final Payment: The last payment to the Contractor for work performed under the Contract.

Force Majeure: An unforeseen event or circumstance, beyond the control of, and not occasioned by the fault or neglect of, the Contractor or WMATA, that gives rise to a delay in the progress or completion of the Contract, including, without limitation, acts of God, acts of war or insurrection, unusually severe weather, fires, floods, strikes, freight embargoes or other events or circumstances of like nature.

FTA: Federal Transit Administration, an agency within the United States Department of Transportation that provides financial and technical assistance to local public transit agencies.

Government: The Government of the United States of America.

Industry Standards: Drawings, documents, and specifications or portions thereof published by industry organizations. Industry Standards are not part of this Contract unless specifically listed as such in the Scope of Work.

Legal Requirements: All Federal, state and local laws, ordinances, rules, orders, decrees, and regulatory requirements such as: building codes, mechanical codes, electrical codes, fire codes, Americans with Disabilities Act Accessibility Guidelines (ADAAG), and other regulations of any government or quasi-government entity that are applicable to this Contract.

Micro Business Program (MBP): A race-neutral contracting program that sets aside purchases for competition amongst very small businesses only. Eligibility is restricted to businesses that have their primary office located in Maryland, the District of Columbia or Virginia.

Milestone: A specified date in the Contract by which the Contractor is required to complete a designated portion or segment of the work.

Minor Irregularity: A variation from the solicitation contained in a solicitation that does not affect the price or other material term of the Contract and does not confer a competitive advantage or benefit not enjoyed by other offerors or adversely impact WMATA's interests.

Minority Business Enterprise (MBE): A business must be at least 51% owned and controlled by one or more socially-and economically-disadvantaged individuals. Under current State law, an individual is presumed to be socially and economically disadvantaged if that individual belongs to one of the following groups: African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, Native Americans, and Women. Persons who own and control their business, but are not members of one of the above groups, also may be eligible for MBE certification if they establish their social and economic disadvantage.

Notice to Proceed: Written notice issued by WMATA establishing the date on which the Contractor may commence work and directing the Contractor to proceed with all or a portion of the work.

Offeror: A party submitting a proposal to this solicitation.

Option: A unilateral right in the Contract by which, for a specified time, WMATA may elect to purchase, at a predetermined price, additional supplies, services and/or work called for by the Contract or to extend the term of the Contract.

Organizational conflict of interest: A circumstance in which, because of other activities or relationships, a person, corporation or other business entity is unable or potentially unable to render impartial assistance or advice to WMATA, or its objectivity in performing the Contract is or might be otherwise impaired, or it has an unfair competitive advantage.

Period of Performance: The time allotted in the Contract for completion of the work. The period of performance begins upon the effective date of Contract execution and ends on the last date for complete performance of the final option. The period of performance incorporates the milestones established for the Contract.

Pre-award Survey: An evaluation of a prospective Contractor's capability to perform a proposed Contract, including an assessment of matters relating to its responsibility.

Product Data: Information furnished by the Contractor to describe materials used for some portion of the work, such as written or printed descriptions, illustrations, standard schedules, performance charts, instructions, brochures, and diagrams.

Records: Books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

Safety Sensitive: FTA regulations at 49 C.F.R. § 655.4 define "safety sensitive functions" as any of the following duties when performed by WMATA as a grant recipient, or any of its contractors: (a) Operating a revenue service vehicle, including when it is not in revenue service; (b) Operating a nonrevenue service vehicle, when required to be operated by the holder of a commercial driver's license (CDL); (c) Controlling dispatch or movement of a revenue service vehicle; (d) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; and (e) Carrying a firearm for

security purposes. WMATA's definition of safety sensitive functions extends beyond FTA's requirements and includes (f) Employees and contractors who maintain escalators and elevators (including repairs, overhauls and rebuilding) and (g) Station managers.

Services: The performance of work by a person or legal entity under contract with WMATA, including without limitation: maintenance; overhaul; repair; servicing; rehabilitation; salvage; modernization or modification of supplies, systems or equipment; routing, recurring maintenance of real property; housekeeping; operation of WMATA-owned equipment, facilities and systems; communication services; Architect-Engineering services; professional and consulting services; and transportation and related services.

Shop Drawings: Fabrication, erection, layout, setting, schematic, and installation drawings that the Contractor prepares for permanent structures, equipment, and systems it designed to comply with this Contract.

Similar: Generally, the same but not necessarily identical; details shall be worked out in relation to location and relation to other parts of the work.

Site: The areas that are occupied by or used by the Contractor and subcontractors during performance of the Contract.

Small Business Enterprise (SBE): A for profit small business concern that has been certified by WMATA to be at least fifty one percent (51%) owned by one (1) or more individuals who are economically disadvantaged.

Small Business Enterprise Set-Aside: Competitive procurement(s), less than \$500,000, exclusively for SBE certified offerors.

Solicitation: Invitation for Bids (IFB) or Request for Proposal (RFP)

Statement of Work/Scope of Work (SOW): The portion of a contract or solicitation that describes specifically what is to be done by the Contractor. It may include specifications, performance outcomes, dates and time of performance, quality requirements, etc.

Subcontract: An agreement between the Contractor and another party, or between other subcontractors at any tier, to perform a portion of the Contract through the acquisition of specified supplies, materials, equipment or services.

Subcontractor: An individual, firm, partnership, or corporation that has a contractual obligation with the Contractor or other subcontractors.

Submittal: Written or graphic document or samples prepared for the work by the Contractor or a subcontractor and submitted to WMATA, including shop drawings, product data, samples, certificates, schedules of material, or other data.

Substantial Completion: Work or a portion thereof that has progressed to the point where it is sufficiently complete in accordance with the Contract (including receipt of test and inspection reports) so that it can be utilized for the purpose for which it is intended, and only incidental work remains for physical completion in accordance with the Contract.

Substitution: An item offered by the Contractor of significant difference in material, equipment, or configuration, that functionally meets the requirements of the Contract, but is submitted in lieu of item specified therein.

Supplies: The end item(s) required to be furnished by the Contractor in fulfillment of its obligation under this Contract as well as any and all related services and required performance.

Utility: A public and/or private facility or installation, other than WMATA's facility, that relates to (1) the conveyance and supply of water, sewage, gas, chemicals, steam, petroleum products, and other piped installations, or (2) electrical energy, telephone, radio, television, and cellular or wireless communications.

Utility Standards: Drawings and specifications for utilities published or issued by municipalities or utility companies.

WMATA or Metro: The Washington Metropolitan Area Transit Authority, created effective February 20, 1967, by Interstate Compact by and between Maryland, Virginia and the District of Columbia pursuant to Public Law 89-774, approved November 6, 1966.

WMATA Safety Manual: A compilation of the appropriate safety and reporting requirements for the project as specified in the Contract.

WMATA Safety and Security Certification Program Plan: A compilation of the appropriate system safety and security certification requirements for the project.

WMATA Certification Programs (WCP): Includes all federal and non-federal certification programs offered by WMATA, i.e., DBE, SBE, MBE, SBP and MBP certifications. The MBE, SBP and MBP covers non-federally funded contract activity.

Work: All of the services of any kind, as well as any and all goods, supplies, equipment, labor, and material, of any type and nature to be furnished and/or performed pursuant to this Contract to accomplish the Contract's stated objectives in a timely and fully satisfactory manner.