



RFP PSC-19-08
Addendum No. 1
Issued: March 29, 2019

A. Please find below questions and answers pertaining to RFP PSC-19-08.

Question 1

Should a lawyer be selected as the Contractor, will the lawyer be precluded from representing clients before the Commission on matters applying, involving or relating to the revised regulations?

Answer to Question 1

The Commission is required to publish and solicit public comments on the proposed amendments to the Chapter 1 rules in a Notice of Proposed Rulemaking (NOPR). If a lawyer or his/her law firm is selected as the contractor for this solicitation, neither the lawyer nor his/her law firm can represent clients that provide comments on any NOPR pertaining to the proposed amendments to the Chapter 1 rules. If a lawyer or law firm selected as the contractor for this solicitation represents clients before the Commission on other matters, the Commission will make a determination as to whether a conflict exists and if the conflict can otherwise be mitigated.

Question 2

Under B.2.3, is there flexibility as to the "Timeframe (Calendar Days)" outlined to accommodate existing work obligations of the Contractor (e.g., existing trial obligations that may conflict with the proposed Timeframe)?

Answer to Question 2

The Commission will accommodate a contractor's existing work obligations that may conflict with the Timeframe, provided the contractor notifies the Commission in advance of any anticipated conflicts that may occur.

Question 3

Under B.2.3, is there flexibility as to the "Timeframe (Calendar Days)" outlined if the Offeror believes that additional time would be appropriate to accomplish the Commission's goals?

Answer to Question 3

The Commission expects the work plan to set forth how the contractor will complete all work within the established Timeframe in Section B.2.3 of RFP No. PSC-19-08 ("the Timeframe"). If an offeror believes additional time or other changes to the Timeframe would be appropriate, this should be explained in the proposal and an alternative work

plan should be provided. The Commission will also evaluate the alternative work plan and may select an Offeror whose work plan deviates from the Timeframe.

Question 4

Please clarify the format of the proposed rules to be submitted with the Stakeholder Report. Does the Commission expect a redline of the existing rules as codified in Chapter 1 of Title 15 of the DC Municipal Register?

Answer to Question 4

The Commission expects the contractor to provide a clean version of proposed amendments to the Chapter 1 rules in Microsoft Word format, not a redline of the existing rules codified in Chapter 1 of Title 15 of the D.C. Municipal Register. The clean version should include a written explanation that provides a rationale for why the specific provision(s) in the current Rules of Practice and Procedure that pertain to a proposed amendment should be revised to ensure that cases proceed as quickly and efficiently as possible without negatively impacting the parties' rights to a fair hearing with the goal of reducing the litigation costs ultimately passed on to District of Columbia ratepayers.

Question 5

Please clarify the level of involvement of the District of Columbia Public Service Commission Staff in the contractor's performance of its scope of work including expectations regarding Staff participation in both Phase I and Phase II of the project.

Answer to Question 5

A Commission staff person will be assigned as the contract administrator to provide any information the contractor may need and to assist in scheduling the stakeholder group discussions.

Question 6

Will the Stakeholder Group Discussion(s) be held at the commission or is the Contractor expected to identify an appropriate venue and consider that possible expense in the lump sum fixed price bid?

Answer to Question 6

All stakeholder group discussions will be held at the Commission.

Question 7

To the extent that the Commission anticipates revisions of their regulations in order to establish practices and procedures for the handling of electronic exhibits during Commission hearings, could you please describe the Commission's current or anticipated future technological capabilities to do the following:

7a. The development and maintenance of an electronic network for handling exhibits in e-format (PDF or other) at a live hearing;

Answer to Question 7a.

The Commission does not currently have and does not anticipate having at this time an electronic network for handling exhibits in e-format at a live hearing. The Commission's

eDocket filing system is the Commission's document repository and is used to store all filings submitted to the Commission, including exhibits.

7b. The development and maintenance of a section of such electronic network with the requisite security to allow the e-filing of and storage of privileged or CEII material that cannot be released to members of the public that have not signed non-disclosure agreements with regard to such material;

Answer to Question 7b

The Commission does not currently have and does not anticipate having an electronic network to allow the e-filing of and storage of privileged, CEII or CII material that cannot be released to members of the public.

7c. The development and maintenance of a shared e-folder that will allow parties to a given proceeding to share access to e-filed exhibits during the course of a live hearing; and

Answer to Question 7c

The Commission does not currently have and does not anticipate developing at this time a shared e-folder that will allow parties to a given proceeding to share access to e-filed exhibits during the course of a live hearing.

7d. The development and maintenance of hardware and software that will allow an exhibit in e-format (PDF or other) to be projected on a screen during a live hearing, and to be displayed on a witness and Commissioner's computer screen during said live hearing.

Answer to Question 7d

The Commission does have the ability to allow an exhibit in e-format (PDF or other) to be projected on displays mounted around our Hearing Room during a live hearing, but we do not have the ability to display anything onto a witness and Commissioner's computer screen during said live hearing at this time.

Question 8

Under D.4.1, are Offerors required to provide original copies of Attachment D – Past Performance Evaluation Forms in the original submission requested under E.1?

Answer to Question 8

Offerors are required to provide Attachment D – Past Performance forms in its original and three copies of the proposal submission referenced in Section E.1. The Past Performance form itself does not have to be an original.

Question 9

Please confirm whether the Attachment D – Past Performance Evaluation Forms are not included in the three-page limit noted under E.4.3.

Answer to Question 9

Past Performance Evaluation Forms are not included in the three-page limit noted under E.4.3. The three-page limit is for the Executive Summary only.

Question 10

Under D.4.2., please confirm whether the detailed resumes (full biographies) for key personnel are not included in the three-page limit noted under E.4.3.

Answer to Question 10

The detailed resumes (full biographies) for key personnel are not included in the three-page limit noted under E.4.3. The three-page limit is for the Executive Summary only.

Question 11a

Under E.4.8, please advise a) whether the pricing proposal is included in the three-page limit noted under E.4.3; and b) whether this information should be submitted in a separate sealed envelope or is it acceptable to include as a separate tab in the final document.

Answer to Question 11a

11a. The pricing proposal is not included in the three-page limit noted under E.4.3. The three-page limit is for the Executive Summary only.

Answer to Question 11b

11b. whether this information should be submitted in a separate sealed envelope or is it acceptable to include as a separate tab in the final document

Question 12

Attachment A Bid Form, please clarify the referenced “paragraph 5” under Section 2 “Assuming the Offeror is selected by the Commission and subject only to the changes requested in paragraph 5, ... “

Answer to Question 12

Delete: Section 2, Attachment A, Form of Offer Letter.

B. Additional Amendments to RFP

1. Section F.1.1 Questions:

Delete: “RFP No. PSC-19-05” in the second and third sentence. **Replace with:** “RFP No. PSC-19-08” in the second and third sentence.

2. Attachment A, Form of Offer Letter:

Delete: "Request for Proposals (RFP) No. PSC-19-05". **Replace with:** "Request for Proposals (RFP) No. PSC-19-08".

-End of Addendum-