**Attachment A**

**(FORM OF OFFER LETTER)**

(Contractor’s Letterhead)

 February X, 2020

District of Columbia Public Service Commission

1325 G Street, NW, 8th Floor

Washington, DC 20005

Attn: Karen M. Hester

 Contract Specialist

Reference: Request for Quote (RFQ)

RFQ No. PSC-20-15 Technical Consulting Services to Advise the Commission on Issues Related to Formal Case 1050

Dear Ms. Hester:

On behalf of [ORGANIZATION] (the “Offeror”), I am pleased to submit this quote in response to the DC Public Service Commission’s (“PSC”) Request for Quote (the “RFQ”) for Technical Consulting Services to Advise the Commission on Issues Related to Energy Storage – Formal Case 1050.

 (The Offeror) has reviewed the RFQ and the attachments thereto, any addenda thereto, (collectively, the “Quote Documents”) and has conducted such due diligence and analysis as (the Offeror), in its sole judgment, has deemed necessary in order to submit its Quote in response to the RFQ. (Collectively, the RFQ, the Estimated Total Price and the Unit Prices are referred to as the “Quote”.)

The Offeror’s price is as follows:

|  |
| --- |
| **DESCRIPTION****Technical Consulting Services for Work Described in Section A, Subsection 2, titled “Requirements” of** **RFQ No. PSC-20-15.** |
| **BASE YEAR** |
| **Staff Member** | **Labor Category** | **Fixed Unit Price/ Hourly Rate** | **Estimated Hours** | **Estimated Total Price** |
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**OPTION YEAR 1**

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| --- | --- | --- |
| **Staff Member** | **Labor Category** | **Fixed Unit Price/ Hourly Rate** |
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**OPTION YEAR 2**

|  |  |  |
| --- | --- | --- |
| **Staff Member** | **Labor Category** | **Fixed Unit Price/ Hourly Rate** |
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The Offeror acknowledges and understands that the unit prices proposed will remain fixed throughout the term of the contract and are intended to be the Offeror’s sole compensation for work under the contract and should include sufficient funding for all the Offeror’s costs associated with the work.

The Offeror’s Quote is based on and subject to the following conditions:

1. The Offeror agrees to hold its quote open for a period of at least one hundred twenty

 (120) days after the RFQ closing date.

1. Assuming the Offeror is selected by the Commission and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Commission on the terms and conditions described in the RFQ Documents within ten (10) days of the notice of the award.
2. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this Quote form and bind the Offeror to the terms of the Quote. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Quote.
3. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a quote in response to the RFQ in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a quote in response to the RFQ; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
4. This Quote is being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By:

Name:

Its:

Date: