

THE PUBLIC SERVICE COMMISSION FOR THE DISTRICT OF COLUMBIA

REQUEST FOR PROPOSALS NO. PSC-19-03

MANAGEMENT AND ORGANIZATIONAL ASSESSMENT

Proposal Issue Date: **January 4, 2019**

Proposal Due Date: **January 29, 2019**

Submission Location: Public Service Commission of the District of Columbia
1325 G Street, N.W., 8th Floor
Washington, D.C. 20005

Contact: Karen M. Hester
Contract Specialist
Public Service Commission of the District of Columbia
1325 G Street, N.W., 8th Floor
Washington, D.C. 20005
Phone: 202-626-5128
Email: khester@psc.dc.gov

SECTION A EXECUTIVE SUMMARY

A.1 Purpose

The Public Service Commission of the District of Columbia (“the Commission”) is an independent agency of the Government of the District of Columbia, which is responsible for regulating the electric, natural gas, and telecommunications industries in the District of Columbia.

The purpose of this Request for Proposals (“RFP”) is to solicit proposals for a Contractor to provide an assessment of the management and organization of the Public Service Commission of the District of Columbia and provide recommendations for improvement.

A.2 Contract Term

The base year of the contract will be for one year from the date of award. The Commission shall have the unilateral right to extend the term of the contract for an additional one-year period at the end of the base year.

A.3 Type of Contract

The contract resulting from this RFP will be fixed price. The price for Task 1 will be established upon contract award and the price for Tasks 2 and 3 will be established if and when those options are exercised. Payments will be paid in accordance with a negotiated schedule of values for each Task.

A.4 Selection Criteria

Proposals will be evaluated in accordance with Part D of this RFP. The following evaluation criteria will be used:

- Experience & Past Performance (20 points)
- Key Personnel (20 points)
- Work Plan & Technical Approach (40 points)
- Price (20 points)

A.5 Anticipated Procurement Schedule

Publish RFP on Commission website	January 4, 2019
Deadline for RFP questions	January 10, 2019
Responses to questions posted on the Commission’s website	January 17, 2019
Deadline for submission of proposals	January 29, 2019
Establish Competitive Range	February 5, 2019
Oral Presentations	February 11 – 12, 2019
Best and Final Offers	February 19, 2019
Contract Executed	February 27, 2019

A.6 List of Attachments

Attachment A – PSC Organizational Chart
Attachment B - Offer Letter/Bid Form
Attachment C - Disclosure Statement
Attachment D - Tax Certification Affidavit
Attachment E – Past Performance Evaluation Form

SECTION B SCOPE OF WORK

B.1 Background

The Commission was created in 1913 by Act of Congress as an independent District Government agency to regulate the electric, natural gas, telephone and transportation companies in the District. Today, the Commission, as a quasi-judicial agency, oversees the energy and telecommunications industries, including Potomac Electric Power Company (PEPCO), Washington Gas Light Company (WGL), and Verizon Washington DC, Inc. The enabling legislation is codified at D.C. Code §34-101 *et seq.* The Mission of the Commission is:

To serve the public interest by ensuring that financially healthy electric, natural gas and telecommunications companies provide safe, reliable and quality utility services at reasonable rates for District of Columbia residential business and government customers.

The Commission is composed of three Commissioners appointed by the Mayor with the advice and consent of the D.C. Council. One of the Commissioners is designated Chairman of the Commission by the Mayor. Pursuant to D.C. Code §34-801, the Chairman is the Chief Administrative Officer of the Commission. The Executive Director, is the chief performance officer of the Commission. The General Counsel, is responsible for assuring the legal integrity of the Commission's actions. There are an additional six Offices within the Commission as shown on Attachment A, the Commission's organizational chart.

B.2 Objectives

The overarching objective of the Management and Organizational Assessment is to improve the timeliness and responsiveness of the Commission's actions, as well as to improve the Commission's ability to communicate with its stakeholders: consumers, regulated companies, other government agencies and national and international organizations. The selected Contractor shall provide a report to the Chairman that reviews the current organizational structure of the Commission, identifies areas that are not optimally organized or managed, and makes recommendations for improvements in those areas. Optional services the Contractor might be

required to perform include Task 2, a set of procedures manuals for each Commission office and Task 3, an Employee Handbook.

B.3 Scope of Work

The Contractor shall provide an assessment of the management and organization of the Public Service Commission of the District of Columbia (“Commission”), including recommendations for improvements as described in this Scope of Work (“SOW”).

The Contractor shall submit a final work plan and schedule to the Commission within five (5) business days of contract award.

B.3.1 Task 1: Review of Best Practices and Recommendations for Improvement

- a) The Contractor shall review the organizational structure and mission statements of at least three similar state organizations to gain an assessment of current best practices in organization and management of public service commissions. The Commission would like the Contractor to include Maryland and Pennsylvania among those examined.
- b) The Contractor shall interview Commission stakeholders, including government, utility and consumer representatives, such as the District of Columbia Office of the People’s Counsel, to identify and address gaps in Commission responsiveness, transparency, and timeliness.
- c) The Contractor shall provide a Draft Report of its findings and recommendations, including exhibits and attachments, to the Commission Chairman. The Draft Report shall include, but not be limited to, an Executive Summary, the best practice findings, comparison of best practices to the Commission’s operation, and recommendations for improvement. The Draft Report shall also provide an assessment of the success of the Commission in achieving its mission, and recommendations, if any, for changes to the Commission’s organizational structure, including training, responsibilities, and positions.
- d) The Contractor shall meet with the Chairman and other staff, as determined by the Chairman, to discuss the Draft Report and to discuss feedback on the Draft Report.
- e) The Contractor shall submit a Final Draft Report to the Commission Chairman for review after incorporating feedback into the Draft Report.

- f) The Contractor shall provide the Final Report to the Chairman no later than 60 days after contract award. Five (5) bound copies of the Final Report shall be submitted along with a reproducible electronic copy. Any other documentation prepared by the Contractor shall be provided to the Commission in electronic format.

B.3.2 Task 2, Option 1: Business Process Manuals

The Contractor shall develop business process manuals for each existing Commission Office. Each manual shall identify the standard operating procedures to be followed by each of the Commission’s offices.

B.3.3 Task 3, Option 2: Employee Handbook

The Contractor shall update the Commission’s Employee Handbook. The most recent Handbook was completed in 2006 and includes outdated information on employee responsibilities and benefits, patrol and compensation, training, leave and other workplace practices.

B.3.4 Documents to be provided to the Contractor by the Commission for Task 1

The Commission shall provide the Contractor with the current organizational structure of the Commission, including history and development. The Commission shall also provide the Contractor with previous management or organizational studies, existing business process manuals/handbooks and Performance Accountability Reports for the previous three years. The Commission shall make available management and non-management personnel for interviews regarding current business processes and areas in need of improvement.

B.3.5 Deliverables for Task 1

All deliverables shall be submitted in reproducible electronic form. In addition, the Contractor shall submit five (5) copies of the final report.

Item #	Description	Frequency	Timeframe Due (Calendar Days)
1	Work Plan and Schedule	Once	Within 5 days of Contract Award

2	Draft Report	Once	TBD
3	Final Draft Report	Once	TBD
4	Final Report	Once	Within 60 days of Contract Award
5	Business Process Manuals	Once each	TBD
6	Employee Handbook	Once	TBD

SECTION C: ECONOMIC INCLUSION

C.1 Preference for Local and Disadvantaged Business Enterprises or Businesses Operating in an Enterprise Zone

General: Under the provisions of the Small, Local and Disadvantaged Business Enterprise Development and Assistance Amendment Act of 2005,¹ preference shall be given to Offerors that are certified by the Department of Small and Local Business Development (“DSLBD”) as having resident business ownership, being a Local Business Enterprise, being a Disadvantaged Business Enterprise, or as operating in an Enterprise Zone. (A copy of the certification acknowledgment letter must be submitted with the Offeror’s submission and, if applicable, the Technical Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror’s proposal:

- Three points shall be awarded if the Offeror is certified as a small business enterprise;
- Five points shall be awarded if the Offeror is certified as resident-owned business;
- Ten points shall be awarded if the Offeror is certified as a longtime resident business;
- Two points shall be awarded if the Offeror is certified as a local business enterprise;
- Two points shall be awarded if the Offeror is certified as a local business enterprise with its principal office located in an enterprise zone; and
- Two points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.

C.1.1 A Certified Business Enterprise (“CBE”) shall be entitled to any or all of the preferences provided in this section, but in no case shall a CBE be entitled to a preference of more than 12 points or a reduction in price of more than 12 percent.

C.1.2 Any Offeror with Local Business Enterprise or Disadvantaged Business Enterprise certification as its joint venture or constituent entity, shall be entitled to the applicable preference points provided for in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act, Part D, Subpart 2, Sec. 2343 in direct proportion to the percentage of the effort to be performed by the Local Business Enterprise or Disadvantaged Business Enterprise. A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.

C.1.3 A prime contractor that is a CBE and has been granted an offer preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 50% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

¹ D.C. Code §2-218.01 *et. seq.* (2006 Repl. & Supp. 2008).

C.1.4 A prime contractor that is a certified joint venture and has been granted an offer preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 50% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

C.2 Information: For information regarding the certification process, contact the DSLBD at the following address or telephone number:

Department of Small and Local Business Development
Government of the District of Columbia
One Judiciary Square
441 - 4th Street, N.W., 8th Floor, Suite 850N
Washington, D.C. 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

SECTION D: EVALUATION AWARD CRITERIA

D.1 Evaluation Process

The Commission will award the contract to the Offeror whose proposal, in light of all factors, is most advantageous to the Commission. Each Offeror will be evaluated in accordance with the Evaluation Criteria listed below, the procedures set forth in this RFP and the Commission's procurement regulations.

D.2 Evaluation Committee

Each proposal shall be evaluated by an Evaluation Committee in accordance with the Evaluation Criteria. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the selection official(s). The selection official will consider the report prepared by the Evaluation Committee, in making an award decision.

D.3 Oral Presentation

The Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel.

D.3.2 Schedule

The order of presentation will be selected randomly, and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule the date and time of any Offeror's presentation.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 4 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications, including the qualifications of key personnel. The Offeror may be asked to present its proposed Work Plan.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112.

D.4.1 Experience & Past Performance (20 points)

The Commission desires to engage a Contractor with the experience necessary to perform the Scope of Work and realize the objectives set forth in **Section B** of this RFP.

Offerors will be evaluated based on the demonstrated experience qualifications, capabilities, and quality of past performance of the Contractor in completing projects of similar scope and complexity to that required by this RFP.

D.4.2 Key Personnel (20 points)

Offerors will be evaluated on the experience and qualifications of the key individuals assigned to this project. Offerors shall identify the persons who will perform the work described in this RFP and provide a detailed resume for each individual that describes the experience and qualifications applicable to the performance of the tasks for which they would be responsible.

Please include an organizational chart showing reporting relationships of team personnel. Offerors shall designate one individual as the Project Manager and this person shall be responsible for project management, reporting, coordination, and accountability for the entire project. The Commission must be notified of changes to the personnel assigned to work on this project(s).

In support of Task 1, each Offeror must provide a Key Personnel Resource Schedule which shows the level of effort by number of hours and position that the Offeror believes will be necessary to support its proposed work plan. This Key Personnel Resource Schedule will be evaluated to determine whether the Offeror fully understands the project and has allocated appropriate resources for this project.

D.4.3 Work Plan (40 points)

The Offeror shall present a proposed Work Plan that demonstrates how Task 1 would be completed within a period of 60 days from award. The Work Plan should include milestones, tasks, activities, events, deliverables, and timeframes that will facilitate completion of Task 1 in 60 days or less.

Offerors will be evaluated based on, but not limited to: (a) the thoroughness, clarity and soundness of the proposed approach, (b) the method of communicating, both orally and in writing, with Commission staff and, and (c) a Work Plan that demonstrates Project Management expertise in (1), implementing this project and meeting the deadlines for the scheduled deliverables, (2) adjusting to changing circumstances, and (3), tracking the progress of the project. The Offeror's Resource Schedule described in section D.4.4 will also be reviewed as part of this factor.

D.4.4 Price (20 points)

Offerors are required to quote a lump sum fixed price for Task 1, as indicated on Attachment B. Offerors shall also complete the Unit Price Resource Schedule as a part of Attachment B.

The Commission will evaluate each Offeror's price against its technical proposal to determine which combination of price and technical merit is most advantageous to the Commission.

D.5 Written or Oral Discussions

Section 2202.12 of the Commission's procurement regulations permits the Contracting Officer to conduct oral discussions with Offerors that tender submissions.

D.5.1 Award Without Discussions

The Commission reserves the right to award the prospective contract without either written or oral discussions. Therefore, each Offeror is advised that it should submit a complete and thorough submission that is fully compliant with the instructions in this RFP.

D.5.2 Written or Oral Discussions

If the Contracting Officer elects to hold discussions with Offerors, then a competitive range will be established based on the Evaluation Criteria set forth in this RFP. Upon completion of discussions, the Contracting Officer will issue to all Offerors in the competitive range a request for best and final offers. After receipt of best and final offers, the Contracting Officer will not reopen discussions unless it is clearly in the best interest of the Commission to do so.

D.6 Retention of Submissions

All submissions shall be retained by the Commission and therefore shall not be returned to the Offerors.

D.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualifications.

D.8 Late Submissions: Modifications

Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered. Any modification of a submission, including a modification resulting from the Contracting Officer's request for best and final offers, is subject to the same condition.

The only acceptable evidence to establish the time of receipt at the Commission is the time-date stamp of the Commission on the submission cover page or other documentary evidence of receipt maintained by the Commission. Notwithstanding any other

provisions of this RFP to the contrary, a late modification of an otherwise successful submission that makes the terms more favorable to the Commission may be considered at any time it is received and may be accepted.

Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

D.9 No Compensation for Preparation of Submissions

The Commission shall not bear or assume any financial obligation or liability regarding the preparation of any submissions in response to this RFP or prepared in connection therewith, including but not limited to any submissions, statements, reports, data, information, materials or other documents or items.

D.10 Rejection of Submissions

The Commission reserves the right, in its sole discretion:

1. To cancel this solicitation or reject all submissions.
2. To reject submissions that fail to prove the Offeror's responsibility.
3. To reject submissions that contain conditions and/or contingencies that, in the Commission's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
4. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
5. To take any other action within the applicable procurement regulations or law.
6. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this RFP.

SECTION E: PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization of the Offeror's proposal and the manner in which the proposal should be proffered.

E.1 Submission Identification

Submissions shall be proffered as one (1) original and three (3) copies, and each Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Submission in Response to RFP No. PSC-19-03: Management and Organizational Assessment."

E.2 Delivery or Mailing of Submissions

Submissions shall be delivered or mailed to:

Jesse P. Clay, Jr.
Deputy Executive Director for Administrative Matters
Public Service Commission of the District of Columbia
1325 G Street, N.W., 8th Floor
Washington, D.C. 20005

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 4:00 p.m., EST January 29, 2019. Offerors assume the sole responsibility for timely delivery of their submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" paper and typewritten. Telephonic, email, telegraphic, and facsimile submissions shall not be accepted. The Commission is interested in a qualitative approach to presentation material. Brief, clear, and concise material is more desirable than quantity. The submission shall be organized as follows:

E.4.1 Table of Contents

The pages of the proposal must be numbered with index tabs included for each section.

E.4.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C.**

E.4.3 Executive Summary

Each Offeror should provide a summary of no more than three pages of the information contained in the following sections.

E.4.4 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the principal firm and any subconsultants or joint venture partner firms.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
 - i. Age
 - ii. Firm history(ies)
 - iii. Firm size(s)
 - iv. Areas of specialty/concentration
 - v. Current firm workload(s) projected over the next six months
 - vi. Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. **Corporate Information**

Offerors, if incorporated, shall attach to the proposal, a current franchise tax Certificate of Good Standing, issued by the District of Columbia Comptroller's Office. Offerors shall provide to the Commission, Offeror's 9-digit Federal Employer's Identification Number (FEI#) or Social Security Number (SSN) if Offeror is an individual. If a domestic corporation, Offerors shall also provide to the Commission the corporation's charter number issued by the District of Columbia Department of Consumer and Regulatory Affairs. If a foreign corporation, Offerors shall also provide to the Commission a copy of a valid Certificate of Authority to do business in the District of Columbia, issued by the District of Columbia Department of Consumer and Regulatory Affairs.

E.4.5 Experience and Past Performance

List projects that the Offeror has completed in the last 5 years that are similar to this scope of work with descriptions that best illustrate the Offeror's experience and capabilities. In addition, identify any personnel who were assigned to those projects, who are proposed to provide services required under this RFP. Offeror shall provide at a minimum the following verifiable information:

- 1. Project name and location

2. Name, address, contact person, and telephone number of reference contact
3. Description of the work performed by the Offeror
4. Time period
5. Identification of Offeror's personnel involved who are proposed as key personnel for this RFP. Identification of whether key personnel are employees of prime contractor or subcontracted.
6. Offerors shall return a completed Past Performance Evaluation Form (**Attachment E**) for each project.

E.4.6 Key Personnel

The Offeror should submit information consistent with the requirements delineated in Section D.4.2.

E.4.7 Work Plan and Technical Approach

The Offeror should submit information consistent with the requirements delineated in Section D.4.3.

E.4.8 Price

The Offeror should submit **Attachment B**, Form of Offer Letter and Bid Form. In addition, the Offeror should submit cost information consistent with the requirements delineated in Section D.4.4.

E.4.9 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

SECTION F: GENERAL REQUIREMENTS

F.1 Contact Person

For information regarding this RFP, please contact:

Karen M. Hester.
Contract Specialist
Public Service Commission of the District of Columbia
1325 G Street, N.W., 8th Floor
Washington, D.C. 20005

F.2 Questions

Any company or person wishing to obtain clarifying information about this RFP may submit inquiries *in writing* to:

Karen M. Hester
Contract Specialist
Public Service Commission of the District of Columbia
1325 G Street, N.W., 8th Floor
Washington, D.C. 20005
Email: khester@psc.dc.gov

All inquiries must be made in writing and submitted to the Commission on or before January 10, 2019 to the attention of Karen M. Hester at the above-stated Commission's office or email address. RFP No. PSC-19-03, must be identified as the subject.

Answers to all written questions timely received will be issued by Addendum and posted on the Commission's Contracting and Procurement webpage, at www.dcpsc.org under RFP No. PSC-19-03.

F.2 Explanations to Prospective Offerors

Offerors should carefully examine this RFP and all amendments, addenda, or other revisions, and be thoroughly familiar with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if, in the sole discretion of the Commission, that information is necessary in proffering submissions or if the lack thereof would be prejudicial

to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

F.3 Protests/Disputes

Protests and disputes shall be governed by Sections 2206 and 2207 of the Commission's Procurement regulations (15 DCMR §§ 2206-7). As provided in Section 2206.1, protests alleging defects in this solicitation must be filed within ten (10) business days of the solicitation. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Office of the Commission Secretary and must be filed in duplicate. Protests shall be served on the Commission by obtaining written and dated acknowledgment of receipt from the Office of the Commission Secretary. Protests received by the Commission after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest." The written protest shall be signed by the protester or its representative and shall include at a minimum the following:

1. The name, address, and telephone number of the protester;
2. Appropriate identification of the procurement, i.e., the RFP number and, if a contract has been awarded, its number;
1. A concise statement of the grounds for the protest and a specific request for a ruling from the Chief Contracting Officer of the Commission; and
2. Supporting exhibits, evidence or documents to substantiate any claims, unless not available within the filing time, in which case the expected availability date should be indicated.

F.4 Authority

This Request for Proposals ("RFP") is released pursuant to the Commission's procurement regulations, 15 DCMR § 2200 *et. seq.* (2000), which is published on the Commission's website at www.dcpsc.org or click on:

<http://dcpsc.org/PSCDC/media/PDFFiles/Procurements/Chapter22.pdf> .

F.5 Time

Unless otherwise specified in this RFP, time, if stated in number of days, shall include Saturdays, Sundays and holidays.

F.6 Licensing, Accreditation and Registration

The selected Offeror shall comply with all applicable District of Columbia and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

F.7 Limitation of Authority

Only the Commission or a person with prior written authority from the Commission shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the Commission or its authorized representative.

F.8 Conformance with Laws

It shall be the responsibility of the selected Offeror to perform under the contract in conformance with the Commission's procurement regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies, including, without limitation, the U.S. Government and the District of Columbia government; and it is the sole responsibility of the selected Offeror to identify the procurement regulations, statutes, laws, codes, ordinances, regulations, rules, requirements, orders and policies that apply and their effect.

F.9 Statement Regarding Potential Conflicts of Interest

Each Offeror shall identify any relationships between itself or its employees and the companies under the jurisdiction of the Commission, or any parent, subsidiary or affiliate, of such companies. The extent, nature and time aspects must be identified. If there have been no such relationships, a statement to that effect shall be included in the proposal. Failure to provide the statement on potential conflicts of interest will automatically disqualify the Offeror.

F.10 Financial Capability

The selected awardee may be required by the Commission to describe their financial capability to complete the work required and to sustain operations for the term of the contract. Acceptable evidence of financial capability may include, if requested, an audited financial statement within the past 12 months from a certified public accountant.

SECTION G: INSURANCE REQUIREMENTS

G.1 Required Insurance

The Contractor will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1 Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage and must be maintained for a period of at least three (3) years after substantial completion occurs.

G.1.2 Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Offeror, or its contractors and subcontractors at or in connection with the Work.

G.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

G.1.4 Additional Insured

Each insurance policy shall be issued in the name of the Contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Commission.

G.2 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the Commission and the District of Columbia, and their respective agents.

G.3 Strength of Insurer

All insurance shall be placed with insurers that are reasonably acceptable to the Commission and with an A.M. Best’s rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.