**Attachment B**

**(FORM OF OFFER LETTER)**

(Contractor’s Letterhead)

(Insert Date)

District of Columbia Public Service Commission

1325 G Street, NW, 8th Floor

Washington, DC 20005

Attn: Dr. Jesse J. Clay, Jr.

Deputy Executive Director for Administration

Reference: Request for Proposals (RFP) No. PSC-19-14

Technical Consultant for Formal Case (FC) No. 1156, in the matter of the Application of Potomac Electric Power Company (Pepco) for Authority to Implement a Multi-Year Rate Plan for Electric Distribution in the District of Columbia.

Dear Mr. Clay:

On behalf of [INSERT NAME OF OFFEROR] (the “Offeror”), I am pleased to submit this proposal in response to the DC Public Service Commission’s (“PSC”) Request for Proposals (the “RFP”) for a Technical Consultant for Formal Case (FC) No. 1156.

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

The Offeror’s Estimated Proposal price is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION**  Completion of All Tasks Described in RFP No. PSC-19-14**, Section B.2.2.1 Traditional Cost of Service.** | | | |
| **Names of Key Personnel** | **Hourly Rate** | **Estimated Number of Labor Hours** | **Estimated Total Price** |
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**Estimated Total Price: $\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **DESCRIPTION**  Completion of All Tasks Described in RFP No. PSC-19-14, **Section B.2.2.2 Performance Based Ratemaking: MRP and PIM** | | | |
| **Names of Key Personnel** | **Hourly Rate** | **Estimated Number of Labor Hours** | **Estimated Total Price** |
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**Estimated Total Price: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **DESCRIPTION**  Reimbursable Expenses: “Reimbursable Expenses” means reasonable out-of-pocket expenses for travel, meals, taxis, long distance telephone, facsimile, and messenger that are required in the performance of the contracted work. | | | |
| **Expense** | **Frequency or Quantity** | **Estimated Cost** | **Estimated Total** |
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**Estimated Total Expenses: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Estimated Price for ALL work: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Offeror acknowledges and understands that this is a labor hour contract with unit prices that will remain fixed throughout the term of the contract and, except for reimbursable expenses, are intended to be Offeror’s sole compensation for work under the contract.

“Reimbursable Expenses” means reasonable out-of-pocket expenses for meals, taxis, long distance telephone, facsimile, and messenger that are required in the performance of the contracted work. The Offeror further acknowledges and understands that the cost of reimbursable expenses shall be without markup and within the limits of the US Government, General Services Administration rates and per diems. The Commission shall reimburse Contractor for documented Reimbursable Expenses billed promptly and presented in reasonable detail and previously approved by the Contract Administrator.

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

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

(120) days after the RFP closing date.

1. The Offeror agrees to enter into a contract with the Commission on the terms and conditions described in the Proposal 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 Proposal form and bind the Offeror to the terms of the Offeror’s proposal. 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 Offeror’s proposal.
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 proposal in response to the RFP 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 proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
4. This Offer Letter Form and the Offeror’s Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By:

Name:

Its:

Date: