



**RFP No. PSC-19-18**  
**Addendum No. 1**  
**Issued: October 1, 2019**

Please find below questions and answers pertaining to RFP No. PSC-19-18.

**Question 1**

Is the PSC looking to hire a single consultant to manage all of the tasks outlined in this RFP or is the Commission open to bids on individual topics by offerors?

**Answer to Question 1**

The PSC is looking to hire a single consultant to manage all of the tasks outlined in this RFP. The Consultant may opt to submit as a joint venture with another firm or engage subcontractors to address individual topics. However, the prime contractor will be responsible for management of subcontractors.

**Question 2**

If an Offeror is not able to provide Attachment D forms but can instead provide traditional references and contact information, will the proposal be considered or rejected? If the former, will a proposal without Attachment D forms be given a score of zero for "Experience and Past Performance"?

**Answer to Question 2**

If an Offeror is not able to provide Attachment D forms but can instead provide traditional references and contact information, the proposal will still be considered. A proposal without Attachment D forms will not be given a score of zero for "Experience and Past Performance" based solely on that circumstance.

**Question 3**

In section E.4.4, information on the offeror's firm size(s) is requested. What is meant by the term "firm size"?

**Answer to Question 3**

Firm size may be described in terms of assets, revenue, employees, or other measures to help us understand who you are and your capacity.

**Question 4**

If the offeror does not use automobiles in the course of their work, are they still required to obtain automobile liability insurance?

Answer to Question 4

Automobile liability insurance is required. A comprehensive umbrella policy will usually include all of the insurance required under Section G.1.1.

**Question 5**

If the offeror is not registered to conduct business in the District of Columbia are they still required to submit a tax affidavit ?

Answer to Question 5

Any company seeking to do business in the District of Columbia must be registered. For further information you may visit the Office of Tax and Revenue through this link:

<https://otr.cfo.dc.gov/page/new-business-registration>

If your firm is not currently registered, the process, including tax clearance, must be complete before entering into a contractual relationship with the District of Columbia.

**Question 6**

Reference Section E.4.8 Price and Attachment B:

- a. Is it acceptable to include summary pricing information within the Executive Summary and in a separate section labeled pricing within the body of the proposal,
- b. Or should pricing be presented exclusively on Attachment B, Form of Offer Letter, as a separate document and not mentioned within the body of the proposal?

Answer to Question 6

The answer is b. Pricing should be presented exclusively on Attachment B, Form of Offer Letter, as a separate document and not mentioned within the body of the proposal.

-End of Addendum-