**Attachment A**

**(FORM OF OFFER LETTER)**

(Contractor’s Letterhead)

(Insert Date)

Public Service Commission of the District of Columbia

1325 G Street, NW, 8th Floor

Washington, DC 20005

Attn: Karen M. Hester

Contract Specialist

Reference: RFP No. PSC-20-23

Value of Distributed Energy Resources Study, Docket No. GD-2020-02-M

Dear Ms. Hester:

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”) to provide consulting services on a Value of Distributed Energy Resources (“DER”) Study, which involves (1) the creation of a valuation methodology applicable to multiple forms of DER) and which vary by location and time; and(2) a Roadmap for the implementation of value of DER policies in the District for Docket No. GD-2020-02-M, Pilot Projects Governance Board.

(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 total price for Phase 1 VDER study and the deliverables identified in Section B.9, including reimbursable expenses is:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHEDULE OF UNIT PRICING**  **Base Year**  **Value of DER Study Described in Section B.6. Deliverables in Section B.9**  **Offerors shall submit hourly rates for its proposed key personnel. These hourly rates shall be fixed for the Base Year of the contract.** | | | |
| **Key Personnel Name** | **Hourly Rate** | **Estimated Number of Labor Hours** | **Estimated Total Price** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  |  | **Total** | **$** |

**Estimated Cost Reimbursable Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Estimated Total Price: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Offerors may propose an increase in hourly rates for the Option Years below.

|  |  |
| --- | --- |
| **Key Personnel Name or Labor Category** | **Hourly Rates Option Year 1** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

|  |  |
| --- | --- |
| **Key Personnel Name or Labor Category** | **Hourly Rates Option Year 2** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

The Offeror acknowledges and understands that the unit prices proposed will remain fixed throughout the term of the contract and are intended to be 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 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: