



REQUEST FOR PROPOSALS NO. PSC-21-28

LIFELINE ELIGIBILITY VERIFICATION ADMINISTRATOR ("LEVA")

Proposal Issue Date: September 29, 2021

Proposal Due Date: October 28, 2021
No later than 4pm

Submit Electronically to: Kimberly M. Gray
kgray@psc.dc.gov

Contact: Kimberly M. Gray
Contract Specialist
Public Service Commission of the District of Columbia
1325 G Street, N.W., 8th Floor
Washington, DC 20005
Email: kgray@psc.dc.gov

SECTION A: EXECUTIVE SUMMARY

A.1 Purpose

The mission of the Public Service Commission of the District of Columbia (“Commission”) is to serve the public interest by ensuring that financially healthy utility companies provide safe, reliable, and quality utility services at reasonable rat for District of Columbia customers, while fostering grid modernization, conservation of natural resources, preservation of environmental quality, and advancement of the District’s climate policy commitments.

The Public Service Commission of the District of Columbia (“Commission”) is seeking, through this Request for Proposal (“RFP”) to engage a Lifeline Eligibility Verification Administrator (“LEVA”) to manage the customer eligibility, verification, and recertification process for the low-income discount wireline Lifeline service program in the District of Columbia. The Commission does not require wireline Eligible Telecommunications Carriers (“ETCs”) to verify customer eligibility. Instead, the Commission seeks a third-party administrator to perform these functions. This Request for Proposal is issued in the open market.

A.2 Contract Term

It is anticipated that the contract term will be one year with the option to extend for two additional one-year periods at the Commission’s sole discretion.

A.3 Type of Contract

The contract resulting from this RFP will be fixed price per year.

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 (45 points)
- Key Personnel (45 points)
- Price (10 points)

A.5 Anticipated Procurement Schedule

Publish RFP on Commission website	September 29, 2021
Deadline for RFP questions	October 8, 2021
Responses to questions posted on the Commission’s website	October 15, 2021
Deadline for submission of proposals	October 28, 2021
Establish Competitive Range	November 9, 2021
Best and Final Offers submitted	November 18, 2021
Contract Executed	December 10, 2021

A.6 List of Attachments

Attachment A - Form of Offer Letter

Attachment B - Disclosure Statement

Attachment C - Past Performance Evaluation Form

SECTION B: SCOPE OF WORK

B.1 Background

Wireline Lifeline service provides eligible customers with a discount on telephone bills in the District of Columbia. Eligible customers age 64 and under pay \$3.00 per month for wireline local telephone service, while eligible customers aged 65 or older pay \$1.00 per month for wireline local telephone service. Lifeline service customers must prove either: (a) that their income is less than or equal to 135% of the federal poverty level, or (b) that they participate in one of five federal assistance programs. Every year, customers must recertify their eligibility.

The District of Columbia has a state-specific universal service fund for voice-only wireline local telephone service called the District of Columbia Universal Service Trust Fund (“DCUSTF”). Until December 1, 2021, the DCUSTF has operated in tandem with the federal Universal Service Fund (“federal USF”), but as of December 1, 2021, the federal USF will no longer fund voice-only telephone service. This means that the federal LEVA, the Universal Service Administrative Company, will no longer certify and recertify eligibility of Lifeline customers receiving voice-only wireline service in the District of Columbia.

As of December 1, 2021, the DCUSTF will provide universal service support for the wireline intrastate telecommunications services outlined in 15 DCMR § 2801 *et seq.* The DCUSTF is funded by assessments on local exchange carriers and Voice over Internet Protocol (“VoIP”) service providers offering intrastate telecommunications services in the District of Columbia. The DCUSTF’s financial functions are performed by a DCUSTF Administrator engaged by the Commission through a competitive bidding process. The DCUSTF is audited annually by an independent accounting firm.

The number of wireline Lifeline customers in the District of Columbia has varied over the 20+ years of its existence, although it has been steadily declining for most of the past few years. In calendar years 2019, 2020, and the first half of 2021, the number of Lifeline customers has been less than 500, although the Covid-19 pandemic has increased the customer numbers slightly

B.2 Scope of Work

The Commission has no authority over wireless or broadband service carriers. Lifeline customers who are customers of carriers that provide voice and broadband service will continue to be certified by USAC. The District of Columbia’s Universal Service Trust Fund will provide support for wireline intrastate telecommunications services. Therefore, the LEVA will be responsible for eligibility verification for only those applicants who seek to obtain wireline voice-only Lifeline service. The Contractor shall perform the functions of the LEVA as follows:

- B.2.1** Create and maintain a database to capture information regarding customers who are eligible for voice-only wireline Lifeline services in the District of Columbia. The database must be sufficiently compatible with the databases of the wireline Eligible Telecommunications Carriers (“ETC”).

- B.2.2.** Establish relationships with District of Columbia government agencies such as the Department of Energy and Environment (“DOEE”) and the District of Columbia Economic Security Administration to obtain information necessary for determining Lifeline service applicants’ eligibility.
- B.2.3.** Create new Lifeline certification and recertification applications and translating them as necessary.
- B.2.4.** Create and implement alternative processes for reviewing the initial Lifeline applications and recertification applications and determining applicants’ Lifeline initial and subsequent eligibility. One process must permit initial applicants and recertifying customers to mail in applications and supporting information. Other alternative processes may include telephone or secure web-based methods for certification and recertification or creating or using existing offices in which applicants can set up their appointments or drop in to apply for certification or recertification in person.
- B.2.5** Answer telephone, mail, and email inquiries from applicants, customers, ETC(s), Commission staff, and the DCUSTF Administrator regarding the Lifeline program, eligibility requirements, and application status. Provide Spanish-language services as necessary.
- B.2.6.** Provide information to the Commission to resolve any disputes regarding customer eligibility.
- B.2.7.** Develop and implement a process for informing applicants when their applications are approved, denied, or additional information is needed.
- B.2.8.** Participate in PSC Working Group meetings, which oversees the DCUSTF, and the UDP Education Working Group (UDPE WG), which oversees outreach activities (including social media) regarding Lifeline and other utility discount programs.
- B.2.9.** Coordinate with the DCUSTF and UDPE WG’s existing consumer education programs to promote wireline Lifeline.
- B.2.10.** Provide customer lists to the DCUSTF Administrator and to the ETC(s);
- B.2.11.** Provide copies of approved initial and recertification Lifeline applications to the wireline ETC(s).
- B.2.12.** Mail or otherwise transmit initial and recertification applications to applicants.
- B.2.13.** Develop reports to be submitted on a monthly basis to the Commission and the DCUSTF Administrator.
- B.2.14.** Provide the Commission and the DCUSTF Administrator with access to all databases.

B.2.15. Provide recertification statistics needed by the ETC(s) to complete the FCC Form 555, the Annual Lifeline ETC Certification Form.

B. 3 RESERVED

B.4 Definitions and Resources

B.4.1 Definitions

B.4.1.1 Wireline Lifeline - provides eligible customers who have wireline voice-only service with a discount on telephone bills in the District of Columbia.

B.4.1.2 District of Columbia Universal Service Trust Fund – The District of Columbia’s state-specific universal service fund for voice-only wireline local telephone service.

B.4.1.3 Voice over Internet Protocol (“VoIP”) –any service that: **(i)** Enables real-time 2-way voice communications that originate or terminate from the user’s location using Internet protocol or a successor protocol; and **(ii)** Uses a broadband connection from the user’s location.

B.4.1.4 FCC Form 555- annual Lifeline eligible telecommunications carrier certification form. All Lifeline service providers are required to file Form 555.

B.4.1.5 Eligibility- the ability to receive Lifeline service due to compliance with 15 DCMR § 2820.2.

B.4.1.6 Recertification- the annual process of reverifying eligibility for Lifeline service.

B.4.2 Resources

B.4.2.1 Pursuant to D.C. Code § 34-2003,

B.4.2.2 The District of Columbia’s Universal Service Trust Fund outlined in 15 DCMR § 2801 *et seq.*

B.5 Deliverables

Item No.	Description	Frequency	Due Date (Calendar days)
B.2.6	Provide information to the Commission to resolve any disputes regarding customer eligibility.	Life cycle of the contract	At the request of the CA
B.2.13.	Develop reports to be submitted monthly to the Commission and the DCUSTF Administrator	Monthly	Develop formal of reports in consultant with the Commission within 30 days of execution of the contract; updated as necessary
B.2.14.	Provide the Commission and the DCUSTF Administrator with access to all databases	Life cycle of the contract	Within 30 days of execution of contract
B.2.15.	Provide recertification statistics needed by the ETC(s) to complete the FCC Form 555, the Annual Lifeline ETC Certification Form	By January 15 of each year	Within 30 days of execution of the contract; updated as necessary

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.

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.2 RESERVED

C.3 Information:

For information regarding the application 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., 9th Floor, Suite 970 N
Washington, D.C. 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

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

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.

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 Commission 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

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 (45 points)

Offerors will be evaluated based on the demonstrated experience, qualifications, capabilities, and past performance. Offerors shall provide at a minimum the following verifiable information:

D.4.1.1 Descriptions of work the Offeror has completed in the last 5 years that is similar in scope and complexity to that required by Section B of this RFP.

D.4.1.2 Identification of the Key Personnel, if any, who performed the work described in response to D.4.1.1 who are proposed as key personnel for this RFP.

D.4.1.3 Offerors shall return a minimum of three (3) completed Past Performance Evaluation Form Attachment C, preferably for the work described in response to D.4.1.1.

D.4.2 Key Personnel (45 points)

D.4.2.1 Offerors will be evaluated on the experience and qualifications of key individuals assigned to work under the proposed Contract.

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

D.4.2.2 Please include an organizational chart showing reporting relationships of key personnel. Offerors shall designate a primary point of contact and this person shall be responsible for project management, reporting, coordination, and accountability for all work. The Commission must be notified of changes to the Commission's point of contact.

D.4.3 Price (10 points)

Offerors are required to quote an annual fixed price for all services required in Section B.

For evaluation purposes, price points will be assigned based on the total estimated price for the base year and each option year. Price will initially be evaluated using an objective rating scale with the lowest estimated price receiving the maximum point score and others receiving a proportionately lower score. In addition, the Commission may 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 may 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 Competitive Range

If the Contracting Officer elects to hold discussions with Offerors, then discussions will be held with all Offerors in the competitive range, which 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 manner in which the proposal should be proffered.

E.1 Submission Identification

Submissions shall be emailed with the subject header: "**Lifeline Eligibility Verification Administrator**" (LEVA)

Submissions shall be emailed to:

Kimberly Gray
Contract Specialist
kgray@psc.dc.gov

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 4:00 p.m., EST, October 28, 2021. 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 electronically. 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

Offeror's must include a Table of Contents with page numbers for each section.

E.4.2 Disclosure Form

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

E.4.3 Executive Summary

Each Offeror should provide a summary of no more than three pages.

E.4.4 General Team Information

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:

1. Firm size
2. Organizational Structure
3. Areas of practice
4. Office location(s)
5. DC Certified Business Enterprise (provide certification, if applicable)
6. Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

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**

The Offeror should submit information consistent with the requirements delineated in Section D.4.1.

E.4.6 **Key Personnel**

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

E.4.7 **Price**

The Offeror shall submit **Attachment A**, Form of Offer Letter.

DO NOT INCLUDE PRICING INFORMATION IN YOUR TECHNICAL PROPOSAL

THE FORM OF OFFEROR LETTER (ATTACHMENT A) SHALL BE SEPARATED FROM THE TECHNICAL PROPOSAL INFORMATION.

SECTION F: GENERAL REQUIREMENTS

F.1 Contact Person

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

Kimberly M. Gray
Contract Specialist
kgray@psc.dc.gov

F.1.1 Questions

All inquiries must be made on or before **October 8, 2021** to the attention of Kimberly M. Gray at the email address above. RFP No. PSC-21-28 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-21-28.

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.dcpssc.org](http://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.