

RFP No. PSC-24-21 Addendum No. 3 Issued: August 15, 2024

# SECTION I QUESTIONS AND ANSWERS

Please find below questions and answers on RFP No. PSC-24-21.

# Question 1

Does the Commission have a budget in mind for this effort?

#### **Answer to Question 1**

No, the Commission does not have a budget in mind for this effort.

#### Question 2

Page 2 under A.2 Contract Term states, "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." Pages 7-8 under B.5 Deliverables shows the B.3.6.1 Final Recommendations and a Report deliverable occurring "within 395 days of contract execution". The final deliverable appears to occur outside of the contract period.

a. Please clarify the anticipated start and end dates for this contract.

#### **Answer to Question 2a**

As we are currently in the solicitation phase and proposals have not yet been submitted, the exact start and end dates for the contract have not been determined.

b. Please clarify that the timing of the B.3.6.1 Final Recommendations and a Report deliverable is within the one-year contract term.

#### Answer to Question 2b

See Section II for changes to the contract term. The Base Year has been changed to a Base Period of 18 months.

#### **Question 3**

On page 13, the RFP states that "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."

a. Can oral presentations be conducted remotely?

# **Answer to Question 3a**

Yes, oral presentations can be conducted remotely.

b. Is there any flexibility in scheduling the oral presentations?

# Answer to Question 3b

Yes, the Commission is flexible when scheduling oral presentations.

## **Question 4**

Section A.3. defines the contract type as a fixed-price contract.

Please define what you mean by a fixed-priced contract and the expected invoicing terms
(e. g. awardee will be paid an agreed to amount upon completion of set
milestones/monthly).

## **Answer to Question 4a**

A fixed-price contract sets a mutually agreed upon price for the provision of services described in the scope of work. The payment schedule is negotiable. The Consultant typically submits invoices based on a milestone schedule, and the Commission pays those invoices based on the applicable milestone completed.

b. If the awardee will be paid upon completion of deliverables, there is a long period of time between deliverable B.3.2 and B.3.6, as identified in Section B.5 on pages 7-8. Can bidders suggest interim deliverables with interim payments?

# **Answer to Question 4b**

The payment schedule is negotiable.

# **Question 5**

Section A.2. of the proposal lists a one-year contract term, and Section A.3. goes on to say that this will be a Fixed-Price Contract. Section D.4.5 then says that "for evaluation purposes, price points will be assigned based on the fixed price for the base year". Can you please confirm that the awarded bidder will have a chance to negotiate scope and budget for extensions (i.e., that the budget for the base year is not intended to cover the extensions as well)?

## Answer to Question 5

**See Section II** for changes to Section A.2 Contract Term and to Section D.4.5. The Base <u>Period</u> of the contract will be 18months.

#### Question 6

Attachment A, the Form of Offer Letter, requests that the Offeror provide hourly rates within the labor categories provided.

a. Are hourly rates required to be provided? It is not typical, in our experience, to provide hourly rates for a fixed-fee contract.

#### **Answer to Question 6a**

While it is not typical to provide hourly rates for a fixed-fee contract, we have requested this information for two primary reasons. 1) to understand how Consultant's arrived at their fixed price and ensure that the proposed fixed price is reasonable and justified 2) Should the Commission request that the Consultant perform services in addition to those described in Section B of the RFP, the hourly rates shall be applicable to the performance of such work, whether that work is billed hourly or whether a fixed price is negotiated

b. If this is a fixed-fee contract, please confirm that we will not be expected to provide backups with invoices that detail hours worked, rates, description of work, etc.

## **Answer to Question 6b**

The Consultant will submit invoices based on completion of milestones/deliverables. The Consultant will not have to submit back-up documentation that details hours worked and rates. However, the Consultant's invoices will have to identify the milestone or deliverable associated with the mutually agreed upon payment schedule.

#### Question 7

We are an organization based outside of DC, and we are working to pull together a team. We want to make sure that we are meeting all DSLBD participation requirements.

a. Our understanding of C.2.3 is that, if the prime is certified by DSLBD as a small, local, or disadvantaged business enterprise, they are not subject to C.2.1 or C.2.2. Please define "small, local, or disadvantaged business enterprise" as it relates to SBEs and CBEs.

## **Answer to Question 7a**

A Certified Business Enterprise (CBE) or a Certified Small Business (SBE) is a business headquartered in the District of Columbia and certified by the DC Department of Small and Local Business Development (DSLBD).

b. Does the DSLBD have a list of these types of enterprises that qualify for C.2.1? Can we access that list?

# **Answer to Question 7b**

**See Section II**. In addition, Offerors can visit the DSLBD website at <a href="https://dslbd.dc.gov/or">https://dslbd.dc.gov/or</a> contact them on 202-727-3900 for assistance in identifying CBE partners.

c. C.2.7 states that "A prime contractor that is a CBE and has been granted a bid 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 on-site work with its own organization and resources if the Contract is \$1 million or less." Do in-person working group meetings count as "on-

site" work? If so, can this requirement be waived or modified if the prime needs to subcontract for facilitation, translations, and related services?

#### **Answer to Question 7c**

Yes, In-person meetings count as on-site work. A CBE who does not meet this requirement will not receive preference points in evaluation of its proposal.

d. Are the quarterly reports sent to DSLBD also required to be sent to the Commission?

#### Answer to Question 7d

No, the Consultant is not required to send the quarterly reports to the Commission.

e. Is the DSLBD screening proposals?

## **Answer to Question 7e**

No, DSLBD will not screen proposals.

f. Our firm is interested in teaming. Will your office facilitate teaming, for instance, by sharing a list of individuals who have submitted or are interested in teaming? Is there a publicly accessible list of SBEs and CBEs?

# **Answer to Question 7f**

See Section II Exhibit A.

g. The Subcontract Summary Form in Attachment F, the Equal Employment Opportunity Agreement Report, states that "the standard for minority subcontracting is 25% or the TOTAL contract dollar amount to be subcontracted". Please explain how this standard interacts with the DSLBD participation requirements. Do all projects require a minority subcontractor?

## **Answer to Question 7g**

**See Section II**. Equal Employment Opportunity (EEO) Agreement & Reports (Attachment F) has been replaced with an updated EEO Policy Commitment (Attachment F)

h. If we have follow-up questions regarding DSLBD requirements, the SBE Subcontracting Plan (Attachment E), or the Equal Employment Opportunity Agreement Report (Attachment F) who do we reach out to between now and proposal submission?

#### Answer to Question 7h

All questions should be submitted to the Contract Specialist, Kimberly Gray at kgray@psc.dc.gov

#### Question 8

Are both prime and subcontractors required to fill out Attachment G, the First Source Employment Agreement, as part of the proposal?

a. If the prime and/or subcontractors will not be creating any new employment opportunities as a direct result of winning this project, should prime and/or subcontractors fill out only the justification sheet (page 2)?

## **Answer to Question 8a**

Only the Prime Consultant is required to fill out Attachment G, the First Source Employment Agreement. The form must be completed in its entirety even if there are no new hires as a result of the award.

b. Will the prime and/or subcontractors still be subject to monthly reporting if no new employment opportunities come out of winning this project?

## **Answer to Question 8b**

The Prime Consultant is responsible for monthly reporting even if there are no new hires as a result of the award.

c. The First Source Employment Agreement references direct and indirect labor costs. Is this reporting requirement required even though the contract is fixed fee?

## **Answer to Question 8c**

Yes, The First Source Employment Agreement is required by the DC Department of Employment Services. It is not correlated to the type of contract awarded.

# **Question 9**

Please define "key personnel" as used in Section D.4.1, page 14, of the RFP.

#### Answer to Question 9

"Key personnel" refers to individuals whose expertise, skills, and responsibilities are critical to the successful execution and performance of the project or contract. These individuals are typically essential to achieving the project's objectives and outcomes.

## **Question 10**

Section D.4.1.4 says "offeror shall return... three (3) completed Past Performance Evaluation Form(s) Attachment D,... or (3) references from past contracts of similar work". Should all references be provided in the format of Attachment D?

# **Answer to Question 10**

Yes, Offerors should submit all references in the format of Attachment D.

# **Question 11**

Will the Commission provide sample terms and conditions to Offerors? Will Offerors have an opportunity to suggest edits? If not, will awardees have an opportunity to negotiate contract terms upon award?

# **Answer to Question 11**

**See Section II. Exhibit B**, The Standard Contract Provisions for Use With District Of Columbia Government Supplies And Services Contracts dated March 2007 are incorporated into all contracts. Most of these terms and conditions are not negotiable. The terms and conditions related to the specific work being performed

are usually negotiable as long as the changes do not prejudice any other Offeror.

## **Question 12**

Section E.4.4 asks that each offeror submit a Non-Disclosure Agreement. However, the first page of the sample nondisclosure agreement states that the Contractor has already been awarded a contract.

a. Can offeror request minor edits to the agreement?

## **Answer to Question 12a**

Offerors shall submit Attachment C, Non-Disclosure Agreement with its proposal, however the agreement will not be executed by the Commission until contract award. Offerors can suggest minor edits for the Commission's consideration.

b. As such, should offeror's wait to complete this form until awarded work?

## **Answer to Question 12b**

Offerors should complete Attachment C, Non-Disclosure Agreement and submit it with their proposal. Minor edits should be indicated and mentioned within the proposal.

#### Question 13

Attachment F asks that Offeror's agree to "permit access to all books pertaining to its employment practices, and to require each subcontractor to permit access to book and records". Please clarify what types of documents you are referring to, beyond hiring policies.

# **Answer to Question 13**

The Consultant agrees to permit access to his books, records and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of Human Rights or designee, for purposes of investigation of a complaint, to ascertain compliance with the District of Columbia Human Rights Act, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.

#### Question 14

Page 4 under B.1. Background states, "The purpose of Part B in Order No. 21938 is to ensure the standardized BCA model includes consideration of racial equity and energy burden metrics, resulting in the most cost-effective and equitable results."

a. Is the Commission open to the development of metrics and tools to assess distributional equity that is not explicitly integrated with a standardized BCA model, but rather conducted alongside and examinable in parallel with this modeling as described in Distributional Equity Analysis for Energy Efficiency and Other Distributed Energy Resources: A Practical Guide, available at: https://emp.lbl.gov/publications/distributional-equity-analysis?

#### **Answer to Question 14a**

No. Proposals should be submitted in accordance with the Scope of Work.

b. Is the Commission aware of any equity metrics that are currently in use in the District? If so,

which ones and who is applying them?

# **Answer to Question 14b**

Offerors can see current metrics used by the District of Columbia's Office of Racial Equity at <a href="https://ore.dc.gov">https://ore.dc.gov</a>

and

The Council Office of Racial Equity <a href="https://www.dcracialequity.org">https://www.dcracialequity.org</a>

c. Is the Commission aware of any relevant tools and data resources related to assessing racial equity and energy burden currently in use in the District? If so, which ones and who is using them? Is any of the data available at the neighborhood level?

## Answer to Question 14c

The websites provided in response to 14b above may provide data at the neighborhood level. Offerors may also reference D.C. Department of Energy and Environment's website for related tools and resources.

# **Question 15**

Please clarify the Commission's goals for Phase 2 related to climate impacts. Paragraph 80 of Order 21938 requires that the following items shall be monetized in Part B: GHG emissions (adding in HFCs, SF6, and upstream emissions); Reliability; Resilience; Public Health; Low-Income Impacts; Moderate-Income Impacts; Racial Equity; Energy Burden; and Locational and Temporal Value of DER.

a. Are these the only categories the consultant would be permitted to analyze?

#### **Answer to Question 15a**

Per the RFP, the Consultant for Part B shall only analyze racial equity, energy burden, low-income impacts, and moderate-income impacts. All other values shall be developed by another Consultant.

b. Are there additional categories that the Commission wants accounted for in metrics, priority populations, or other areas of analysis?

#### **Answer to Question 15b**

No, the proposal should be developed in accordance with the Scope of Work.

#### Question 16

Page 7 under B.3.6.1 states, "Both racial equity and energy burden metrics should be quantified and recorded at the neighborhood level." Please define what the Commission means by the 'neighborhood level'. Does this mean census block or census tract, or is there an alternate definition of a neighborhood?

# **Answer to Question 16**

By the 'neighborhood level, the Commission is referring to census block.

# **Question 17**

Pages 7-8 under B.5 Deliverables shows a deliverable described as "Draft proposal for stakeholder accountability tool".

- a. Is the deliverable to draft an RFP to solicit a contractor to develop the stakeholder accountability tool or for the Offeror to actually develop the tool?
- b. Regarding the resident engagement tool, is the deliverable to draft an RFP to solicit a contractor to develop the tool or for the Offeror to actually develop the tool?
- c. Is the timing for developing these two tools the same?
- d. If the Offeror is developing tools for stakeholder accountability are they Excel-based tools? If not, please describe what the Commission envisions these tools to be like in more detail.
- e. Please confirm that the Offeror is not providing any actual analysis using these tools (i.e., applying these tools using real world data).

#### Answer to Question 17 (a-e)

See Section II for modifications to the Scope of Work.

## **Question 18**

Page 6 under B.3.3 states, "The Equity Advisory Work Group will meet at least monthly to discuss progress, share insights, and develop recommendations on specific focus areas."

a. Does the Commission have any expectation regarding the number and frequency of working group meetings?

#### **Answer to Question 18a**

The Commission expects the Working Group to meet at least monthly as indicated in the RFP Section B.3.3.

b. Does the Commission have any expectation regarding the length (in hours) of each working group meeting?

#### **Answer to Question 18b**

The Commission does not have a specific expectation regarding the length of each working group meeting; however, a range of 2 to 3 hours is probably sufficient.

c. Are there other stakeholder groups currently addressing similar topics or that have members who should be engaged in this Equity Advisory Working Group?

#### **Answer to Question 18c**

The Commission is not aware of other stakeholder groups currently addressing similar topics.

d. Is there likely to be an overlap with the Clean Energy Act Implementation Group referenced

## **Answer to Question 18d**

While there may be some overlap, the Commission expects this work to stand alone.

e. Does the Commission plan to assist with outreach to potential working group participants? If so, to what extent?

## **Answer to Question 18e**

The Commission is open to discuss assistance to the extent that assistance would allow for the success of the working group. Per Section B.3.1 The Consultant shall identify and recommend potential members for the Equity Advisory Working Group. The Consultant shall work in conjunction with the Commission's Diversity, Equity, and Inclusion Officer to establish the final Working Group membership

#### Question 19

Page 6 under B.3.3 states, "The Consultant shall attend and participate in meetings with the Commission's Diversity, Equity, and Inclusion Officer as needed to provide updates."

a. Does the Commission have any expectation regarding the number of meetings with the Commission's Diversity, Equity and Inclusion Officer?

# **Answer to Question 19a**

The Commission's Diversity, Equity, and Inclusion Officer will be available as necessary for meetings throughout the life of the contract.

b. Will this Officer be attending working group meetings?

#### Answer to Question 19b

The Diversity, Equity, and Inclusion Officer will attend working group meetings unless there is a conflict with the Officer's schedule.

c. Should we anticipate that this Officer will review and comment on all deliverables?

#### **Answer to Question 19c**

Yes. The Diversity, Equity, and Inclusion Officer will also serve as the Contract Administrator, and as such will review and comment on all deliverables.

# **Question 20**

Page 6 under B.3.3 states, "Meetings will primarily be held virtually, with the possibility of inperson meetings pending interest and ability."

a. Does the Commission have any expectation regarding the number of working group meetings that are in person?

## **Answer to Question 20a**

No.

b. Please confirm if the Commission will assist with identifying, coordinating, and procuring meeting space and equipment, or if this is the responsibility of the Offeror.

#### **Answer to Question 20b**

See Section II. The Consultant may use space at the Commission.

c. Please confirm if Offeror's scope and budget should include fees to use for meeting space, food and drink for participants during the meetings and translation services in-person and virtual.

# **Answer to Question 20c**

The Consultant may use space at the Commission. Food, drink, stipends, and other services, or equipment deemed necessary for successful working group meetings, shall be paid on a cost reimbursement basis.

## Question 21

Page 6 under B.3.3 states, "Topics recommended by the Commission will be provided to the Consultant." Can the Commission provide any insight into the number of topics and provide some examples?

#### **Answer to Question 21**

The Commission will suggest topics and provide examples after award.

#### **Question 22**

Will the Commission provide compensation for the participation of any qualifying stakeholders in these working group meetings? If so, is this the role of the Commission or the Offeror? Should budget for these expenses be included in the Offeror's budget?

#### **Answer to Question 22**

Compensation for stipends will be on a cost reimbursement basis.

## **Question 23**

Should we assume that the Offeror is taking the lead on development of all working group meeting materials, with review and approval by the Commission? Will the Commission be reviewing materials and providing input? Are there any other reviewers who will be involved?

## **Answer to Question 23**

The Offeror will be responsible for development of all working group meeting materials. The Commission will review and provide input. There will be no other reviewers outside of the Commission.

## **Question 24**

Will stakeholder outreach and presentation materials need to be translated into another language(s)? If so, how many languages and which languages should the Offeror be prepared to translate the materials into? Should Offeror's include costs for translation of all forms of written communication, including outreach (mail and/or email) and presentation materials, as a separate expense in their budget?

# **Answer to Question 24**

Stakeholder outreach and presentation should comply with Attachment H-Contractor Language Access Policy for Contractors with accordance with DC's Language Access Act of 2004. Translation services shall be billed as a cost reimbursement expenses.

#### Question 25

Are any interpretation services required? Should Offerors include costs for interpretation as a separate expense in their budget?

#### **Answer to Question 25**

See response to Question 24.

#### **Question 26**

Will Offerors have to create/manage a website for the purpose of communicating and distributing materials to the working group?

## **Answer to Question 26**

A website is not required. However, Offerors may propose management tools that they think are appropriate for the success of the working group.

#### **Question 27**

We are considering pursuing RFP No. PSC-24-21. We have also bid on the BCA model development work (PSC-24-16) which is closely related to this work. Will it pose any conflict of interest for an Offeror to work on both Contract No. PSC-24-16 for the BCA Model development work and work on the Equity RFP No. PSC-24-21 if we were to perform on both? And will any potential consideration for COI be different if we were to serve as the Prime versus as the Subconsultant?

# **Answer to Question 27**

The Commission would not deem work on both contracts to be a conflict of interest.

#### **Question 28**

Can you provide more detailed guidelines or examples on the specific racial equity and energy burden metrics that the Commission expects to be developed and integrated into the BCA model?

#### **Answer to Question 28**

Metrics must be specifically designed to assess equity issues in the District of Columbia and should include addressing the intersectionality of racial equity and energy poverty, energy burden, energy insecurity, and energy vulnerability in the District. Racial equity, energy burden equity, low-income impacts, and moderate-income impacts. These are the metrics needed for the BCA.

# **Questions 29**

Is there a preferred process or criteria for selecting members of the Equity Advisory Working Group beyond those listed (customer representatives, community-based organizations, advocacy groups, etc.)?

## **Answer to Question 29**

No.

#### **Question 30**

Are there any specific data sources or tools that the Commission recommends or requires for assessing racial equity impacts and energy burden metrics, aside from those mentioned, such as the EJScreen, CEJST, and LEAD tool?

# **Answer to Question 30**

No, the Commission does not recommend or require any specific data sources or tools.

# **Questions 31**

If a prime contractor is a certified small, local, or disadvantaged business enterprise (SBE/LBE/DBE), are they still required to meet the 35% subcontracting requirement, or does their certification exempt them from this?

## **Answer to Question 31**

If the Prime Contractor is a certified CBE with DSLBD and <u>receives preference</u> <u>points</u>, they shall perform at least 35% of the contracting efforts with its own organization and resources and if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE who does not meet this requirement will not receive preference points in evaluation of its proposal.

#### **Question 32**

Can you provide more details on how the scoring for the "Diversity, Equity, Inclusion, and Justice Commitment" criterion will be conducted? What specific factors will be considered most heavily?

# **Answer to Question 32**

See Section D.4.4 Diversity, Equity, Inclusion, and Justice Commitment (15 points) for evaluation criteria. This is a subjective factor to evaluate the Offeror's overall experience in the promotion of the fair and equitable inclusion of all communities within their work. Offerors should be as descriptive as possible about their experience.

# **Question 33**

Can you clarify how price points will be assigned during the evaluation process? Will the scoring mechanism for the pricing component be detailed?

# **Answer to Question 33**

Per Section D.4.5 Price (20 points)- For evaluation purposes, price points will be assigned based on the fixed price for the project. The Offeror's fixed price will exclude the cost reimbursable items listed on the revised Form of Offer Letter, Attachment A. Price will be initially evaluated using an objective rating scale, with the lowest estimated price receiving the maximum point score and others receiving proportionately lower scores. Additionally, the Commission may evaluate each Offeror's price in conjunction with its technical proposal to determine the most advantageous combination of price and technical merit for the Commission.

## **Question 34**

Is there any flexibility in the deliverable deadlines listed in the RFP, especially for complex tasks like establishing the working group and developing the final report?

## **Answer to Question 34**

Extensions or revisions to deliverable deadlines will be at the sole discretion of the Contract Administrator.

#### **Question 35**

Can you confirm the preferred format for electronic submissions? Are there specific file formats or naming conventions that should be followed?

# **Answer to Question 35**

The format of the electronic proposal submission should be as described in Section E: Proposal Organization and Submission.

# SECTION II. RFP MODIFICATIONS

RFP No. PSC-24-21 is modified as follows:

#### A. Bidder's List.

Exhibit A to this Addendum No. 3 is the list of firms that received RFP No. PSC-24-21. This list also indicates which firms are certified business enterprises ("CBE").

## B. Section A.3 Type of Contract

**Delete:** The Contract resulting from this RFP will be a Fixed Price Contract.

**Replace with:** The Contract resulting from this RFP will be fixed price with a cost reimbursement component.

#### C. Delete Sections B.3.4 through B.3.6.1 and replace with the following:

- **B.3.4** The Consultant shall develop qualitative and quantitative racial equity and energy burden metrics that track opportunities to improve outcomes for the District's Black, Indigenous, and other residents of color to be incorporated in the model.
- **B.3.5** The Consultant shall identify a stakeholder accountability model that includes resident engagement considerations and language that amplify the voices of Black, Indigenous, and other residents of color. This model will be included in the assessment of utility proposals. The Consultant shall provide the Commission with key performance indicators and supported best practices research, a compilation of relevant working group input, and an actionable strategy. The resident engagement recommendations shall identify

trends, successes, and challenges. This model shall be submitted to the Commission in draft and final form.

- **B.3.6** The Consultant shall submit to the Commission, in draft and final form, written qualitative and quantitative metrics, disaggregated by race and ethnicity, to assess racial impacts and the intersectionality of other indicators including income. Both racial equity and energy burden metrics should be quantified and recorded at the census block level. These metrics shall guide the Commission in identifying benchmarks and success indicators for racial equity outcomes.
- **B.3.7** The Consultant shall consolidate the racial equity and energy burden metrics, stakeholder accountability model, and resident engagement recommendations in a Final Report. The Final Report shall provide the Commission with strategic direction for implementation, evaluation, and tracking, where appropriate.
  - **B.3.7.1** The final racial equity and energy burden metrics shall be presented in Excel and include both a qualitative and quantitative assessment to be included in the BCA model.
  - **B.3.7.2** The final stakeholder accountability model shall include key performance indicators, supported best practices research, a compilation of relevant working group input, and an actionable strategy for implementation, evaluation, and tracking.
    - **B.3.7.2.1** The final resident engagement recommendations shall identify trends, successes, and challenges.

# D. Section D.4.5

**Delete:** "for evaluation purposes, price points will be assigned based on the fixed price for the base year" **and** 

**Replace with:** ...for evaluation purposes, price points will be assigned based on the total fixed price for the project.

E. Delete 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."

**Replace with:** "It is anticipated that the contract term will be 18 months with the option to extend for two additional one-year periods at the Commission's sole discretion."

**F. Delete Section 4.3.1 and replace with:** The Offeror must submit a <u>draft work plan</u> that describes as completely as possible the details for implementing the Scope of Work contained in Section B.3 of this RFP, including a mechanism and timeline for all deliverables. The submission must include a schedule that identifies key milestones, tasks, activities, and events pertinent to the tasks outlined in this RFP.

## **G.** Add the following paragraph to Section B.3 Scope of Work:

"All stakeholder working group meetings will be held either at the Commission, 1325 G Street, NW, Washington, DC, or at a location mutually agreed upon by the working group members and the consultant, provided that: (1) the meeting location is in the District of Columbia, and (2) no additional costs are incurred to hold the meeting at a location other than the Commission. The Consultant may facilitate working group meetings in person or remotely. Any working group meeting to be held at the Commission shall be scheduled with the Commission's Secretary Office at least ten (10) days in advance, indicating the type of meeting and approximate number of participants."

#### H. Attachments

- 1. Attachment A is replaced with Revised Attachment A, Form of Offer Letter
- 2. Attachment F is replaced with Revised Attachment F
- 3. Exhibit A Bidder's List
- 4. Exhibit B The Standard Contract Provisions for Use With District Of Columbia Government Supplies And Services Contracts dated March 2007

#### I. Delete all references to:

"Proposal Due date: Thursday, August 29, 2024, no later than 4:00 PM Eastern Standard Time."

and

# Replace those references with:

"Proposal Due date: Monday, September 16, 2024, no later than 4:00 PM Eastern Standard Time."

-End of Addendum-