

Attachment A
(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: Kimberly M. Gray
Contract Specialist

Reference: Request for Proposals (RFP)
PSC-24-16
Consulting Services for the Development of Benefit Cost Analysis ("BCA")
Model

Dear Ms. Gray:

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 Proposal (the "RFP") for Consulting Services for the Development of Benefit Cost Analysis ("BCA") Model.

(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 Offeror's fixed price for Part A, Model and Hourly Rates for Part B, Model are referred to as the "Offeror's Proposal").

The Offeror's proposed fixed price for Part A, Model and Estimated price for Part B, Model is as follows:

Fixed Price for Part A: \$ _____

Estimated Price for Part B: \$ _____

Grand Total: \$ _____

UNIT PRICE RESOURCE SCHEDULE

Offerors shall submit hourly rates for its proposed key personnel. These hourly rates shall be valid for the duration of the Contract and will apply to work performed under Part B, Model.

DESCRIPTION			
Part B Consulting Services for Work Described in Section B.2.1 of RFP PSC-24-16.			
Key Personnel Name or Labor Category	Hourly Rate	Estimated Number of Labor Hours	Estimated Total Price

Estimated Total Price \$ _____

The Offeror shall indicate a percentage price adjustment for additional services needed post 12 and 24 months.

Price escalation rate post 12 months _____%

Price escalation rate post 24 months _____%

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.
2. Assuming the Offeror is selected by the Commission and subject only to the changes requested in paragraph 5, 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.

3. 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.
4. 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.
5. 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: _____

Date: _____