



REQUEST FOR PROPOSALS NO. PSC-25-12

**TECHNICAL CONSULTANT TO DEVELOP AND IMPLEMENT INTEGRATED DISTRIBUTION
SYSTEM PLANNING (IDSP) FRAMEWORK IN THE DISTRICT OF COLUMBIA
FORMAL CASE 1182**

Proposal Issue Date: June 10, 2025

Proposal Due Date: July 17, 2025
No later than 4 pm

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
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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 rates for District of Columbia customers, while also fostering grid modernization, conservation of natural resources, preservation of environmental quality, and advancement of the District’s climate policy commitments.

The purpose of the Request for Proposal (“RFP”) is to solicit a Contractor to provide technical, regulatory, and analytical expertise to develop an Integrated Distribution System Planning (IDSP) framework. **This Request for Proposal is issued in the open market.**

A.2 Qualifications

The Contractor should possess such general qualifications as experience in framework development for Integrated Distribution System Planning (IDSP), experience in evaluating and advising on grid modernization, experience in financial modeling and benefit-cost analysis related to grid infrastructure and distributed energy solutions, experience with climate change initiatives, and other such qualifications related to grid modernization as detailed in Section D.

A.3 Contract Term

The IDSP framework development, implementation, and evaluation, (“the project”) are anticipated to follow a three-phase process over a three-year contract term, with the option to extend for two additional one-year periods, at the sole discretion of the Commission.

A.4 Type of Contract

The contract resulting from this RFP will have a combination of fixed price, and time and materials components. See Attachment A, Form of Offer Letter.

A.5 Selection Criteria

Proposals will be evaluated in accordance with Section D of this RFP. The following evaluation criteria will be used:

A. 5.1	Technical approach and methodology	40 points
A. 5.2	Experience and qualifications of Firm	20 points
A. 5.3	Experience and qualifications of Key Personnel	30 points
A.5.4	Economic Inclusion	10 points
A.5.5	Price	<u>10 points</u>
		110 points
A.5.5	CBE Preference Points	<u>12 points</u>
		Maximum: 122 points

A.6 Anticipated Procurement Schedule

A.6.1	Publish RFP on Commission website	June 10, 2025
A.6.2	Deadline for RFP questions	June 16, 2025
A. 6.3	Responses to questions posted on the Commission's website	June 24, 2025
A. 6.4	Deadline for submission of proposals	July 17, 2025

A.7 List of Attachments

Attachment A - Form of Offer Letter

Attachment B - Disclosure/Conflict of Interest Statement

Attachment C - Non-Disclosure Agreement

Attachment D - Past Performance Evaluation Form

Attachment E - SBE Subcontracting Plan

Attachment F - Equal Employment Opportunity (EEO) Policy Commitment

Attachment G - First Source Agreement and Revised Employment Plan

Attachment H - DC Grantee Contractor Language Access Implementation Guide

SECTION B: SCOPE OF WORK

B.1 Background

On November 27, 2024, the Commission initiated Formal Case No. 1182, an investigation into the implementation of Integrated Distribution System Planning (IDSP) for Electric Utilities. The Commission recognizes the increasing need for modernizing and optimizing the electric distribution system to integrate advanced technologies, data analytics, and Distributed Energy Resources (DERs), such as solar energy, battery storage, electric vehicles, demand response, and energy efficiency programs.

To facilitate efficient utility planning and investment, the Commission has identified the need for enhanced transparency, stakeholder participation, and a structured review process. The IDSP process aims to ensure grid resilience, reliability, flexibility, and equity while supporting the District's Clean Energy and Climate Goals. These goals include reducing greenhouse gas (GHG) emissions by 50% by 2032 and achieving carbon neutrality by 2045. The Commission developed a strawman proposal to establish a structured framework for IDSP implementation and received stakeholder input on the procedural and technical aspects of this planning initiative.

B.2 Scope of Work

In its advisory role to the Commission, the Consultant shall develop, implement, and evaluate an Integrated Distribution System Planning framework, with the objective of advancing the District's policy and regulatory goals, including:

- (a) Achieving measurable reductions in electricity costs for customers
- (b) Enhancing the safety, reliability, and performance of the electric distribution system within the District
- (c) Accelerating progress toward the District's climate goals, including the expansion of distributed generation (DG) resources

In support of Formal Case No. 1182, the Contractor shall provide technical assistance to staff necessary to assess the feasibility, impacts, and implementation strategies for an IDSP in the District. The Contractor shall be required to evaluate various technical components of an IDSP and provide actionable recommendations to the Commission.

The IDSP planning framework shall integrate key Commission directives, prior Commission orders, and engage stakeholders to shape the framework for the IDSP. The IDSP framework shall include alternative distribution planning techniques, system data analyses, forecasting methodologies, while also ensuring equity, affordability, reliability, resiliency, and achievement of climate goals for the District.

The project shall be implemented in the Phases below:

Phases	
Phase 1	Develop an Integrated Distribution System Planning (IDSP) Framework
Phase 2	Support clarification requests related to the IDSP framework
Phase 3	Evaluate the Pepco's filed IDSP

B.2.1 Specific Tasks

B.2.1.1 Phase 1 - Develop an Integrated Distribution System Planning (IDSP) Framework

.1 Phase 1 Task 1: Review of Background Documentation

The Contractor shall review and develop ten (10) written summaries and reference lists with citations to the source of information. Summaries shall include but are not limited to those below.

- (a) Pepco's distribution system.
Relevant regulatory filings and orders, including but not limited to, those documents listed in Section. B.3 Applicable Documents.
- (b) Relevant distribution planning technical reports
- (c) Existing IDSP practices within the U.S.

.2 Phase 1 -Task 2: Stakeholder Engagement

To support transparency, inclusivity, and informed decision-making in the IDSP process, the Contractor shall facilitate and participate as requested in up to fifteen (15) Stakeholder engagement sessions, such as Working Groups, Technical Conferences, and other meetings related to this proceeding.

The Contractor shall:

- (a) Develop educational and technical materials to support public understanding of the IDSP.
- (b) Synthesize key topics, track stakeholder positions, and contribute to the preparation of meeting agendas and materials
- (c) Organize and facilitate stakeholder engagement sessions, such as working groups, technical conferences, webinars, and other meetings, and document outcomes
- (d) Analyze stakeholder feedback and incorporate relevant input into the IDSP framework
- (e) Ensure all materials are accessible and available to accommodate diverse stakeholder needs
- (f) Provide a summary of Stakeholder engagement comments related to IDSP for each Stakeholder Engagement Session.

.3 Phase 1 -Task 3: Develop Technical Requirements of IDSP Framework

The Contractor shall develop the IDSP framework and shall identify the IDSP requirements for topics such as:

- (a) Existing distribution system

- (b) Forecasting – demand, energy, and DER penetration
- (c) Modernization strategies
- (d) Reliability planning
- (e) Resilience planning
- (f) Service quality
- (g) Grid needs assessment
- (h) Hosting capacity analysis
- (i) Asset replacement analysis
- (j) Proposed capital budget
- (k) Proposed O&M budget
- (l) Benefits Cost Analysis (“BCA”) project/program identification, evaluation, justification, and selection of solutions, including the integration of DERs, Distributed Energy Resource Management Systems (DERMS), Advanced Distribution Management Systems (ADMS), and Non-Wires Alternatives (NWAs)
- (m) Information technology systems that support all aspects of IDSP development and implementation
- (n) IDSP Key performance metrics of other jurisdictions
- (o) Customer requirements
- (p) Equity considerations

.4 Phase 1-Task 4: Regulatory Support and Reporting

The goal of Task 4 is to enhance existing planning processes, address identified gaps, and improve transparency, integration, and overall effectiveness.

The Contractor shall provide following:

- (a) Bi-weekly meetings with Commission staff
- (b) Preparation of ten (10) technical memoranda, with topics to be determined in coordination with the Staff
- (c) Prepare technical materials and presentations for Commissioner’s, stakeholders and Staff. Present at up to ten (10) sessions.
- (d) Draft and Final versions of the IDSP framework document

B.2.1.2 Phase 2 – Support Clarification Requests Related to the IDSP Framework

The Contractor shall:

- (a) Provide support for clarification requests by PEPCO as necessary.

- (b) Facilitate and participate as requested in up to ten (10) Stakeholder engagement sessions, such as Working Groups, Technical Conferences, and other meetings related to this proceeding, to support transparency, inclusivity, and informed decision-making in the IDSP process
- (c) Participate in bi-weekly meetings with Commission Staff
- (d) Provide support for ad hoc requests from the Commission Staff, as needed
- (e) Prepare technical materials and presentations for Commissioner's, stakeholders and Staff. Present at up to ten (10) sessions.
- (f) Draft and Final reports for Phase 2 as requested

B.2.1.3. PHASE 3 – EVALUATE PEPKO'S FILED IDSP

To lead the evaluation of filed IDSP, the Contractor shall:

- (a) Facilitate and participate as requested in up to ten (10) Stakeholder engagement sessions, such as Working Groups, Technical Conferences and other meetings related to this proceeding and analyze stakeholder feedback on filed IDSP, to support transparency, inclusivity, and informed decision-making in the IDSP process.
- (b) Participate in bi-weekly meetings with the Commission Staff
- (c) Conduct a detailed technical review and analysis of filed IDSP
- (d) Prepare technical materials and presentations for Commissioner's, stakeholders and Staff. Present at up to ten (10) sessions.
- (e) Draft and Final versions of the Final findings for the filed Integrated Distribution System Planning (IDSP)
- (f) Create resources such as reporting checklists, evaluations, or other tools to help review the IDSP implementation after Commission approval
- (g) Draft and Final reports for Phase 3, as requested

B.2.2 General Requirements

To advise the Commission on matters pertaining to Formal Case 1182, the Contractor shall perform general tasks that include, but are not limited to, the following:

- (a) Meet with Commissioners, Commission Staff (technical, legal, and policy), and other consultants as necessary to share findings, offer expert insights, and support strategic decision-making related to IDSP
- (b) Review and analyze all relevant filings, comments, motions, data requests, and responses associated with IDSP
- (c) Attend and participate in Commission hearings and stakeholder engagement events in person, as requested, which will include travel
- (d) Consult with staff and Commissioners, and assist and advise the Commission's technical and legal staff and consultants in drafting orders

(e) Participate in bi-weekly meetings with the Commission Staff

B.3 Applicable Documents

The three (3) applicable documents listed below have been filed. As Formal Case 1182 progresses, the additional documents will become applicable.

Item #	Document Type	Title	Version/Date
1	Formal Case No. 1182 Notice of Inquiry	Notice of Inquiry	November 27, 2024
2	Formal Case No. 1176 Commission Order	Order No. 22328	November 26, 2024
3	Formal Case No. 1130 Commission Order	Order No. 20286	January 24, 2020

B.4 Deliverables

The Contractor shall complete the work delineated in sub-section B.2.1. The specific date will be agreed upon with the designated Contract Administrator (“CA”) for this project as Formal Case 1182 progresses.

Reference / Section for each phase	Description	Frequency	Due Date (Calendar Days)
Phase 1 (Develop IDSP Framework)			
B.2.1.1.1	Review and develop ten (10) summaries and reference lists for Phase 1	At the request of the CA	TBD
B.2.1.1.2	Facilitate and participate as requested in up to fifteen (15) Stakeholder Engagement sessions.	At the request of the CA	TBD
B.2.1.1.4 (b)	Preparation of technical memoranda, with topics to be determined in coordination with the Staff	At the request of the CA	TBD
B.2.1.1.4 (c)	Prepare technical materials and presentations for Commissioners, stakeholders, and Staff. Present at up to ten (10) sessions.	At the request of the CA	TBD
B.2.1.1.4 (d)	Draft and Final versions of the IDSP framework document	At the request of the CA	TBD
Phase 2 (Support clarification requests related to the IDSP framework)			
B.2.1.2(b)	Facilitate and participate as requested in up to ten (10) Stakeholder Engagement sessions	At the request of the CA	TBD

B.2.1.2(e)	Prepare technical materials and presentations for Commissioner's, stakeholders and Staff. Present at up to ten (10) sessions.	At the request of the CA	TBD
B.2.1.2(f)	Draft and Final reports for Phase 2	At the request of the CA	TBD
Phase 3 (Evaluate the Pepco's filed IDSP)			
B.2.1.3(a)	Facilitate and participate as requested in up to ten (10) Stakeholder Engagement sessions	At the request of the CA	TBD
B.2.1.3(d)	Prepare technical materials and presentations for Commissioner's, stakeholders and Staff. Present at up to ten (10) sessions.	At the request of the CA	TBD
B.2.1.3(e)	Draft and Final versions of the Final findings for the filed Integrated Distribution System Planning (IDSP)	At the request of the CA	TBD
B.2.1.3 (f)	Create resources such as reporting checklists, evaluation or other tools to help review the IDSP implementation after commission approval	At the request of the CA	TBD
B.2.1.3 (g)	Draft and Final reports for Phase 3	At the request of the CA	TBD

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:

- (a) Three points shall be awarded if the Offeror is certified as a small business enterprise;
- (b) Five points shall be awarded if the Offeror is certified as resident-owned business;
- (c) Ten points shall be awarded if the Offeror is certified as a longtime resident business;
- (d) Two points shall be awarded if the Offeror is certified as a local business enterprise;
- (e) 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
- (f) 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 SUBCONTRACTING INCENTIVE

The Commission encourages significant participation by business enterprises certified by the DSLBD as:

- (a) a local business enterprise
- (b) a small business enterprise
- (c) a disadvantaged business enterprise
- (d) having a resident-owned business
- (e) being a longtime business resident
- (f) having a local business enterprise with its principal office located in an enterprise zone

Accordingly, an Offeror may receive up to 10 points for subcontracting with CBE’s. See Section D.4.

C.3 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

C.3.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor’s Order 83-265 and implementing instructions, the Awardee shall use its

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

best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

C.3.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

C.3.2 The Awardee shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Awardee first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause

C.4 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

C.4.1 For contracts for services in the amount of \$300,000 or more, the Awardee shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

C.4.2 The Awardee shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Awardee shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

C.4.3 The Awardee shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

C.4.4 The Awardee agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

C.4.5 The Awardee hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

C.4.6 The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

C.4.7 If the Awardee does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Awardee fails to meet its hiring requirements.

- C.4.8** Any Awardee which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- C.4.9** The Awardee may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in Article 7 of the Department of General Services Standard Contract Provisions (Construction Contracts), Disputes and or Article 14 of the Department of General Services Standard Contract Provisions (Supplies and Services Contracts) (January 2016).
- C.4.10** The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

C.5 EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT AND REPORT

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as **Attachment F**. An award cannot be made to any Offeror who has not satisfied the equal employment requirements.

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.3.1 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.3.2 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.3.3 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 if the prime Offeror is a CBE. Economic Inclusion incentive described in Section C.2 will be evaluated on a sliding scale where

an Offeror with the highest CBE subcontracting value will receive the maximum score of 10 points, and others will receive a proportionately lower score. Thus, the maximum number of points possible is 122.

OFFERORS MUST COMPLETE AND SUBMIT ATTACHMENT E WITH THEIR PROPOSALS IN ORDER TO RECEIVE POINTS SUBJECT TO THIS PARAGRAPH.

D.4.1 Technical Approach and Methodology (40 points)

D.4.1.1 The Offeror shall present a proposed Work Plan for completion of the Project **within 2.5 years**. (The actual schedule may be negotiated during the contract stage of the RFP process.) The proposed Work Plan shall demonstrate its methodology for completion of each Phase. The Work Plan should include milestones, tasks, activities, events, deliverables, and timeframes that will facilitate completion of each phase.

D.4.1.2 Offerors will be evaluated on a Work Plan that demonstrates Project Management expertise, and shall be scored on qualities such as:

- (a) The presentation of a well-structured and logical methodology for developing and implementing the planning framework
- (b) The provision of a well-defined implementation roadmap with clear milestones and timelines
- (c) The demonstration of expertise in modeling techniques, forecasting, and scenario analysis to optimize distribution planning.
- (d) The identification of innovative strategies and technologies that enhance efficiency, sustainability, and reliability in distribution system planning
- (e) The details of a plan for involving key stakeholders, including regulators, utilities, and community representatives to ensure broad adoption and long-term success
- (f) The definition of success criteria, performance indicators, and methods for tracking progress

D.4.2 Experience and Qualifications of Firm including subcontractors, and partners (20 Points)

D.4.2.1 Offerors will be evaluated on their experience, qualifications, capabilities, and past performance of the Firm in knowledge of and experience in evaluating and advising on various topics, such as:

- (a) Framework development for Integrated Distribution System Planning, including for other regulatory bodies across multiple jurisdictions
- (b) Grid modernization
- (c) Climate change initiatives
- (d) Emerging best practices in IDSP
- (e) Regulatory frameworks and utility operations

- (f) Financial modeling and benefit-cost analysis related to grid infrastructure and distributed energy solutions
- (g) Technical research, analyzing regulatory filings, and writing technical memoranda, expert reports, and formal recommendations

D.4.2.2 Offerors shall submit descriptions of work the Offeror has completed in the last 5 years that is similar in scope and complexity to that required by the applicable category in Section B of this RFP. **(10 points)**

D.4.2.3 Offerors shall submit a minimum of three (3) completed Past Performance Evaluation Form Attachment D, preferably for the work described in response to D.4.3.1. **(10 points)**

D.4.3 Experience and Qualifications of Key Personnel (30 points)

D.4.3.1 Offerors will be evaluated on their experience, qualifications, capabilities, and past performance of the Key Personnel in their knowledge of and experience in evaluating and advising on various topics, such as:

Framework development for Integrated Distribution System Planning, including for other regulatory bodies across multiple jurisdictions

- (a) Grid modernization
- (b) Climate change initiatives
- (c) Existing and new electric distribution technologies
- (d) Emerging best practices in IDSP
- (e) Distributed Energy Resources (DERs)
- (f) Distributed Energy Resource Management Systems (DERMS)
- (g) Advanced Distribution Management Systems (ADMS)
- (h) Regulatory frameworks and utility operation
- (i) Financial modeling and benefit-cost analysis related to grid infrastructure and distributed energy solutions
- (j) The development of key performance metrics for the evaluation of grid modernization efforts
- (k) Facilitating stakeholder engagement and producing educational presentations to stakeholders
- (l) Technical research, analyzing regulatory filings, and writing technical memoranda, expert reports, and formal recommendations

D.4.3.2 Offerors shall provide at a minimum the following verifiable information:

- (a) Identification of the Key Personnel, if any, who performed the work described in response to D.4.3.1, who are proposed as key personnel for this RFP. **(10 points)**

- (b) 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. (10 points)
- (c) Offerors shall identify a primary point of contact who 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. (10 points)

D.4.4 Price (10 points)

For evaluation purposes, price points will be assigned based on the total estimated price for the project. 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 Section D and Section C.1. 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:

- (a) To cancel this solicitation or reject all submissions.
- (b) To reject submissions that fail to prove the Offeror's responsibility.
- (c) To reject submissions that contain conditions and/or contingencies that, in the Commission's sole judgment, make the submission indefinite, incomplete, otherwise nonresponsive, or otherwise unacceptable for award.
- (d) To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- (e) To take any other action within the applicable procurement regulations or law.
- (f) 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: **"TECHNICAL CONSULTANT TO DEVELOP AND IMPLEMENT INTEGRATED DISTRIBUTION SYSTEM PLANNING (IDSP) FRAMEWORK IN THE DISTRICT OF COLUMBIA FORMAL CASE 1182"**

Submissions shall be emailed to:

Kimberly Gray
Contract Specialist
kgray@psc.dc.gov

E.2 Date and Time for Receiving Submissions

Submissions shall be received no later than 4:00 p.m., EST, July 17, 2025. Offerors assume the sole responsibility for timely delivery of their submission, regardless of the method of delivery.

E.3 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 Offeror shall submit a separate technical and price proposal for each category of work.** Each proposal **shall be organized as follows:**

E.3.1 Table of Contents

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

E.3.2 Disclosure/Conflict of Interest Form

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

E.3.3 Executive Summary

Each Offeror should provide an overview of the project team that includes the following information for the principal firm and any subcontractor or joint venture partner firms:

1. Name(s) and address(es), and principal(s) of each firm.
2. Firm profile(s), including:
 - A. Firm(s) size in annual revenue, number of employees, and number of years in business.

- B. Organizational Structure depicting reporting chain and relationships between partners and subcontractors
- C. Areas of expertise including the roles and responsibilities of each partner and subcontractor.
- D. DC Certified Business Enterprise (provide certification, if applicable)
- E. Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

E.3.4 Non-Disclosure Agreement

Each Offeror shall submit a Non-Disclosure Agreement substantially in the form of **Attachment C**.

E.3.5 Certificate of District City-wide Clean Hands

The taxpayer must self-generate and provide the agencies with the Clean Hands Certificate from the OTR self-service portal located at – **mytax.dc.gov**

E.3.6 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.3.6 Qualifications and Experience of Team

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

E.3.7 Qualifications and Experience of Key Personnel

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

E.3.8 Price

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

DO NOT INCLUDE PRICING INFORMATION IN YOUR TECHNICAL PROPOSAL

ATTACHMENT A, THE FORM OF OFFER LETTER, 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 July 7, 2025, to the attention of Kimberly M. Gray at the email address above. RFP No. PSC-25-12 must be identified as the subject. Answers to all written questions will be issued by Addendum and posted on the Commission's Contracting and Procurement webpage, at www.dcpssc.org under RFP No. PSC-25-12.

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:

- (a) The name, address, and telephone number of the protester;

- (b) Appropriate identification of the procurement, i.e., the RFP number and, if a contract has been awarded, its number;
- (c) 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
- (d) 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 or click on <http://dcpssc.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 Language Access Policy

Contractors, including third party providers, hired by the Commission to carry out services, programs, or activities directly to the public are required to **a)** collect data regarding contact with LEP/NEP customers and report this data to the Commission on a quarterly basis, **b)** provide oral interpretation services, **c)** translate vital documents, and **d)** train personnel on all compliance requirements according to the same standards required of the Commission, **e)** by agreement,

certify in writing that LA Act compliance requirements will be satisfied by contractors, and f) display relevant multilingual signage.

F. 10 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.11 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.