

**Attachment A**  
**(FORM OF OFFER LETTER)**  
(Contractor's Letterhead)

(Insert Date)

District of Columbia Public Service Commission  
1325 G Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20005

Attn: Kimberly M. Gray  
Contract Specialist

Reference: 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

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 Technical Consultant to Develop and Implement Integrated Distribution System Planning (IDSP) Framework in the District of Columbia Formal Case 1182.

(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 to submit its Proposal in response to the RFP. (Collectively, the Proposal, including the Offeror's fixed and unit prices, are referred to as the "Offeror's Proposal").

The Commission intends for Phase 1 work, excluding Stakeholder Engagement, to be fixed price, and Phase 2 and Phase 3 work to be labor hour. Stakeholder Engagement is a price per session. See the Price Schedules contained in this document for details.

The Offeror's proposed price for the Project is:

Phase 1, fixed price excluding Stakeholder Engagement: \$ \_\_\_\_\_

Estimated Price for up to 15 Phase 1  
Stakeholder Engagements \$ \_\_\_\_\_

Phase 2, Estimated price excluding Stakeholder Engagement: \$ \_\_\_\_\_

Estimated Price for up to 10 Phase 2  
Stakeholder Engagements \$ TBD \_\_\_\_\_

REVISED on 6/26/25

Phase 3, Estimated price excluding Stakeholder Engagement: \$ \_\_\_\_\_

Estimated Price for up to 10 Phase 3  
Stakeholder Engagements: \$ TBD \_\_\_\_\_

**Total Estimated Price for the Project:** \$ \_\_\_\_\_

**PRICE SCHEDULES**

<b>Schedule 1</b>	<b>PHASE 1 FIXED PRICE (Excluding Stakeholder Engagement)</b>
	\$ _____
<b>Schedule 2</b>	<b>PHASE 1 STAKEHOLDER ENGAGEMENT</b>
Offerors shall assume that all Stakeholder engagement sessions will be held at the Commission for 10 participants per session. Refreshments, stipends, and printing of materials, if any, will be on a cost reimbursement basis.	
	Price per Session \$ _____

<b>Schedule 3</b>		<b>THREE-YEAR BASE PERIOD</b>	
Work under Phases 2 and 3, excluding Stakeholder Engagement, shall be performed on a labor hour basis. Stakeholder engagement for Phases 2 and 3 will be negotiated and mutually agreed upon by the parties.			
For labor hour work, Offerors shall submit hourly rates for their proposed key personnel. These hourly rates shall be valid for the entire term of the contract, subject to annual economic price adjustments agreed to by the parties, as indicated in Schedule 4 below.			
<b>Key Personnel Name or Labor Category</b>	<b>Hourly Rate</b>	<b>Estimated Number of Labor Hours</b>	<b>Estimated Total Price</b>


Estimated Total Price \$ \_\_\_\_\_

#### Schedule 4

#### ECONOMIC PRICE ADJUSTMENTS

For work performed on a labor hour basis, the Offeror shall indicate a percentage economic price adjustment per contract year.

\_\_\_\_\_ % (Percent) increase per year

#### **Cost Reimbursement Component**

The Offeror acknowledges and understands that the fixed prices and fixed unit prices will remain fixed throughout the term of the contract and, except for reimbursable expenses, are intended to be the Offeror's sole compensation for work under the contract.

**"Reimbursable Expenses"** means reasonable out-of-pocket expenses for travel, meals, taxis, printing, translation services, messenger services, and stipends for group participants, as well as other equipment and services deemed necessary for successful working group meetings that are required in the performance of the contracted work. The Offeror further acknowledges and understands that the cost of reimbursable expenses shall be without markup and within the limits of the US Government, General Services Administration rates and per diems. The Commission shall reimburse the Contractor for documented Reimbursable Expenses billed promptly and presented in reasonable detail and previously approved by the Contract Administrator.

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: \_\_\_\_\_