



REQUEST FOR PROPOSALS NO. PSC-24-16

CONSULTING SERVICES FOR DEVELOPMENT OF BENEFIT COST ANALYSIS (“BCA”) MODEL

Proposal Issue Date: April 3, 2024

Proposal Due Date: May 6, 2024
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 rates 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 purpose of the Request for Proposal (“RFP”) is to solicit proposals for a Consultant who will develop a benefit cost analysis (“BCA”) model that will be relied upon by the Commission to evaluate gas and electric distribution utility-related initiatives. **This Request for Proposal is issued in the open market with a 35% subcontracting requirement as applicable in Section C.**

A.2 Contract Term

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 for Part A and Labor Hour for Part B.

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	Experience & Past Performance	20 points
A. 5.2	Qualifications and Experience Key Personnel	20 points
A.5.3	Work Plan and Technical Approach	40 points
A.5.4	Price	<u>20 points</u> 100 points
A.5.4	CBE Preference Points (See Section C.1)	<u>12 points</u>
	Maximum Points	112 points

A.6 Anticipated Procurement Schedule

A.6.1	Publish RFP on Commission website	April 3, 2024
	Deadline for RFP questions	April 17, 2024
	Deadline for submission of proposals	May 6, 2024

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) Agreement and Report

Attachment G - First Source Agreement and Revised Employment Plan

Attachment H - Language Access Policy

Attachment I - Commission Order 21938

SECTION B: SCOPE OF WORK

B.1 Background

The requirement for a Benefit Cost Analysis (“BCA”) model was established on December 8, 2023, through Commission Order No. 21938 issued in General Docket 2019-04-M. This Order, which concluded Phase 1 and opened Phase 2 of the Commission’s proceeding, adopted a framework (including specified benefits and costs) for the development of the BCA, Societal Cost Test (“SCT”), and Total Resource Cost (“TRC”) test to be used to examine gas and electric distribution company-related initiatives. The SCT will be relied upon as the primary BCA test and the TRC will serve as the secondary test to provide additional guidance to the Commission.

B.2 Scope of Work

The Consultant shall construct a BCA model that will consist of a Societal Cost Test (“SCT”) and a Total Resource Cost Test (“TRC”). The consultant shall be responsible for the following:

1. Developing the SCT and TRC BCA methodology.
2. Quantifying all Commission-specified benefits and costs.
3. Constructing an Excel BCA model that will be publicly shared and used.
4. Preparing an instructional guidebook for the BCA model

Phase two (2) of the preceding has two (2) parts. For the Part A Model (See Table 1), the Consultant shall construct an Excel BCA model using known or readily calculated benefits and costs that have been specified by the Commission. For the Part B Model (See Table 2), the Consultant shall quantify additional benefits and costs that are not easily quantified. The Consultant shall have six (6) months to construct each Part of the model (Part A first 6 months and Part B second 6 months).

B.2.1 Part A Model

1. The Consultant shall prepare a standard Excel model for the Commission’s SCT and TRC tests, including the elements and values adopted in Commission Order No. 21938. The Part A model will include placeholders for Part B benefits/costs.

Table 1 below contains the list of Part A TRC and SCT Test Elements (Benefits/Costs)

Table 1: Part A TRC and SCT Test Elements**(E: Electric Utility; G: Gas Utility; H: Host Customer; O: Other)**

No.	Benefits/Costs	Application - E/G/H/O	TRC	SCT	Order Paragraph Reference
Part A					
A01	Energy (Gas and Electric)	E/G	X	X	80
A02	Capacity (Gas and Electric)	E/G	X	X	80
A03	Other Fuels (propane, oil, gasoline)	E/G	X	X	36
A04	Environmental Compliance	E/G	X	X	80
A05	RPS Compliance	E	X	X	80
A06	Market Price Effects	E/G	X	X	80
A07	PJM Ancillary Services	E	X	X	80
A08	Transmission Capacity	E/G	X	X	80
A09	Transmission System Losses	E/G	X	X	80
A10	Distribution Capacity	E/G	X	X	80
A11	Distribution System Losses	E/G	X	X	80
A12	Distribution O&M	E/G	X	X	80
A13	Distribution Voltage (Quality of Service)	E	X	X	80
A14	CO2 (\$160 per metric ton)	E/G		X	39, 80
A15	CH4	E/G		X	42, 80
A16	N2O	E/G		X	42, 80
A17	NOx	E/G		X	80
A18	SO2	E/G		X	80
A19	PM (including subset of PM2.5)	E/G		X	20, 80
A20	Credit and Collection Costs	E/G	X	X	80
A21	O&M	G/H	X	X	80
A22	Host Portion of DER Costs	H	X	X	80
A23	Host Transaction Costs	H	X	X	80
A24	Interconnection Fees	H	X	X	80
A25	Program Administration Costs	E/G	X	X	80
A26	Financial Incentives	E/G	X	X	80
A27	Tax Incentives	H	X	X	80
A28	Utility Performance Incentives	E/G	X	X	80
A29	Host Customer Non-Energy Impacts	H		X	80
A30	Avoided Water Costs	E	X	X	--

B.2.2 Part B Model

In Part B, the Consultant shall amend the Part A Model to include the following Part B Costs and Benefits contained in Table 2 below. Part B benefits/costs elements, B04, B05, B07 and B08, will be developed by a racial equity contractor and equity working group. The values provided by the equity contractor will be incorporated into the SCT & TRC valuations by the BCA Consultant. All other values in Table 2 shall be developed by the BCA Consultant. Refer to Commission Order No. 21938.

Table 2: Part B TRC and SCT Test Elements**(E: Electric Utility; G: Gas Utility; H: Host Customer; O: Other)**

No.	Benefits/Costs	Application - E/G/H/O	TRC	SCT	Order Paragraph Reference
Part B					
B01	HFCs	E/G		X	42, 80
B02	SF6	E/G		X	42, 80
B03	Upstream Emissions	E/G		X	34, 36, 80
B04	Racial Equity	O		X	24, 80
B05	Energy Burden (Equity)	O		X	24, 80
B06	Locational and Temporal Value of DER	E	X	X	54, 80
B07	Low-Income Impacts (Equity)	O		X	80
B08	Moderate-Income Impacts (Equity)	O		X	80
B09	Public Health	O		X	80
B10	Reliability	E/G	X	X	78, 80
B11	Resilience	E/G	X	X	78, 80

B.2.3 Modeling Assumptions (applicable to both Parts A and B)**B.2.3.1 Discount Rate**

The SCT will use a societal discount rate of 2%, while the TRC will use the utility’s weighted average cost of capital (“WACCs”). The discount rate may be revised in the future. The components of the TRC will be the SCT, minus the inclusion of externalities.

B.2.3.2 Test Element Values

Depending on the program, certain elements may be either costs or benefits. For example, for an energy efficiency program, the energy element (benefit/cost # A01) would be a benefit because of reduced electricity usage. Alternatively, a transportation electrification program, the same energy element (benefit/cost # A01) would be a cost because of the increase in electricity usage.

B.2.3.3 Greenhouse Gas Emissions (GHG)

In Part A, GHG emissions will initially include CO₂, CH₄, and N₂O, using a social cost of carbon of \$160 per metric ton of CO₂e in 2023 dollars, and the 100-year global warming potentials adopted in this Order, based on the Intergovernmental Panel on Climate Change’s Sixth Assessment Report. GHG emissions will be estimated for the electric system using the long-run marginal emissions factor based on the National Renewable

Energy Laboratory's Cambium model, combined with the impact of the District's RPS. For the gas system, the most accurate data available from gas purchasing, including the gas chemical content, should be relied on for GHG accounting.

The Consultant shall incorporate stakeholder comments as directed by the Commission and amend the test developed in both Part A and Part B accordingly.

B.2.4 Model Attributes

The Consultant shall incorporate the following attributes into the Excel model:

- a. The Excel model shall include a dynamic dashboard to capture summary results from the benefit-cost analysis each time the model is run.
- b. SCT and TRC test results shall be presented as benefit-cost ratio and net benefits with sufficient granularity to be reproducible and with all formulas visible.
- c. Cells and tabs cannot be altered, locked, or hidden without the consent of Commission Staff.
- d. To the extent possible, the model shall include in-built checks to identify logical and mathematical errors.
- e. The model shall be expandable to include additional benefits/costs in the future.

B.2.5 Guidebook

Upon completion of the Part A Excel model, the Consultant shall develop an accompanying guidebook. The guidebook will be initially written for Part A, then amended for Part B and include the following:

- a. A draft written guidebook/handbook that describes the methodology, calculations, and user instructions for the Excel model, developed per Part B.
- b. The guidebook shall include an implementation plan for a standardized marginal abatement cost framework for valuing GHG emissions.

B.2.6 Other Requirements

- .1 The Consultant will discuss with Commission Staff a draft Excel model based on the methodology and calculations agreed upon by Commission Staff.
- .2 The Consultant shall provide staff with weekly status reports and be available to participate in bi-weekly online meetings with Commission Staff.

- .3 The Consultant shall develop an evaluation, monitoring, and verification (“EMV”) protocol for applications that are approved according to the BCA framework, to allow the Commission to assess the effectiveness of approved programs and initiatives on a biennial basis.
- .4 The Consultant shall be available for up to three (3) technical conferences, as needed.

B.3 Deliverables - Part A Model

Item	Description		Frequency	Due Date (Calendar days)
1	Part A- Prepare and review draft work plan and final work plan			Within 15 calendar days of contract execution
2	Part A- Proposed Methodology and calculations for benefit/cost elements A01 through A30.			Within 75 calendar days of contract execution
3	Part A- Draft Excel Model based on methodology and calculations identified under Part A.			Within 150 calendar days of contract execution
4	Part A- Finalize the Excel model and guidebook developed under Part A for public comment			Within 180 days of contract execution
5	Part A- Incorporate Stakeholder comments		TBD	TBD

B.4 Deliverables- Part B Model

Item	Description	Frequency	Due Date (Calendar days)
1	Part B- Review final work plan	Once	Within 200 calendar days of contract execution
2	Part B- Proposed Methodology and calculations for benefit/cost elements A01 through A30.	Once	Within 290 calendar days of contract execution
3	Part B- Draft Excel Model based on methodology and calculations identified under Part B.		Within 335 calendar days of contract execution
5	Part B- Develop EMV protocol		Within 350 days of contract execution

6	Part B- Finalize the Excel model and guidebook and EMV protocol for public comment	Once	Within 365 days of contract execution
7	Part B- Incorporate changes based on stakeholder comments	TBD	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:

- 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 Mandatory Subcontracting Requirements

C.2.1 DSLDBE Participation

The Commission requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having an owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone.

Accordingly, and in addition to the preference points conferred by Section C.1 to certified prime contractors, the Commission requires that business enterprises so certified must participate in at least 35% of the work unless the prime contractor is certified as a small, local or disadvantaged business enterprise.

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

C.2.2 If there are insufficient SBEs to completely fulfill the requirement of paragraph C.2.1, then the subcontracting may be satisfied by subcontracting 35% of the contract value to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

C.2.3 A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of Sections C.2.1 and [C.2.2].

C.2.4 Except as provided in C.2.5 and C.2.7, 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 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

C.2.5 If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

C.2.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

C.2.7 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.

C.2.8 Offerors will be required to submit a SBE Subcontracting Plan (Attachment E) with their proposals. The SBE Subcontracting Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.2.9 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)

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.

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 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 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 for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112.

D.4.1 Experience and Past Performance (20 POINTS TOTAL)

D.4.1.2 Qualifications and Experience of Firm and/or Team Members, including subcontractors, and partners

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

D.4.1.2.1 Descriptions of work the Offeror has completed in the last 5 years that is similar in scope and complexity to that required by the requirements in Section B of this RFP. **(10 points)**

D.4.1.2.2 Identification of the Key Personnel, if any, who performed the work described in response to D.4.1.2.1 who are proposed as key personnel for this RFP. **(5 points)**

D.4.1.2.3 Offerors shall return a minimum of three (3) completed Past Performance Evaluation Form Attachment C, preferably for the work described in response to D.4.1.2.1. **(5 points)**

D.4.2 Qualifications and Experience of Key Personnel (20 POINTS TOTAL)

Offerors will be evaluated on the qualifications and experience of key individuals assigned to the work.

D.4.2.1 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)**

D.4.2.2 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. **(10 points)**

D.4.3 Work Plan and Technical Approach (40 POINTS TOTAL)

D.4.3.1. The Offeror shall present a proposed Work Plan that demonstrates 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. **(20 points)**

D.4.3.2 Offerors will be evaluated based on, but not limited to: (a) the thoroughness, clarity and soundness of the proposed approach, (b) the method of communicating, both orally and in writing, with Commission staff and, and (c) a Work Plan that demonstrates Project Management expertise in (1), implementing this project and meeting the deadlines for the scheduled deliverables, (2) adjusting to changing circumstances, and (3), tracking the progress of the project. The Offeror's Resource Schedule described in section D.4.3.2 will also be reviewed as part of this factor. **(20 points)**

D.4.4 Price (20 points)

The Commission desires a Fixed Price for Part A Model and Labor Hour for Part B Model. To that end, Offerors are required to quote a lump sum fixed price for Part A and Hourly Rates for Part B, as indicated on **Attachment A**.

Price points will be assigned based on the total fixed price for Part A of the project and the total estimated price for Part B. 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 Subsections D.4.1 to D.4.3 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 in 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 disqualification.

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 for 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: " **CONSULTING SERVICES FOR DEVELOPMENT OF BENEFIT COST ANALYSIS ("BCA") MODEL**"

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, May 6, 2024. 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 the presentation material. Brief, clear, and concise material is more desirable than quantity. **The Offeror shall submit a separate technical and price proposal. The submission 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:

- A. Name(s) and address(es), and principal(s) of each firm.
- B. Firm profile(s), including:
 1. Firm(s) size in annual revenue, number of employees, and number of years in business.
 2. Organizational Structure depicting reporting chain and relationships between partners and subcontractors

3. Areas of expertise including the roles and responsibilities of each partner and subcontractor.
4. DC Certified Business Enterprise (provide certification, if applicable)
5. 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.3.7 Experience & Past Performance

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

E.3.8 Qualifications and Experience of Key Personnel

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

E.3.9 Work Plan & Technical Approach

The Offeror should submit information consistent with the requirements delineated in Section D.4.3.

E.3.10 Price

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

DO NOT INCLUDE PRICING INFORMATION IN YOUR TECHNICAL PROPOSAL

THE FORM OF OFFER 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 April 17, 2024, to the attention of Kimberly M. Gray at the email address above. RFP No. PSC-24-16 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-24-16.

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.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 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 (US\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (US\$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 (US\$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 Commission 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.