



REQUEST FOR PROPOSALS NO. PSC-24-21

**CONSULTING SERVICES TO ADVISE THE COMMISSION ON EQUITY MATTERS RELATED
TO DEVELOPMENT OF A BENEFITS COST ANALYSIS MODEL**

Proposal Issue Date: Friday, June 7, 2024

Proposal Due Date: Thursday, August 8, 2024
No later than 4pm

Questions Due Date: Monday, June 24, 2024

Submit Electronically to: Kimberly 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 Contractor to provide consulting services on equity matters related to development of a benefits cost analysis model. This Request for Proposal is issued in the open market with a 35% subcontracting requirement as applicable in Section C.

A.2 Contract Term

It is anticipated that the contract term will be one year with the option to extend for two additional one-year periods at the Commission’s sole discretion.

A.3 Type of Contract

The contract resulting from this RFP will be a Fixed Price Contract.

A.4 Selection Criteria

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

A.4.1	Experience & Past Performance	25 points
A. 4.2	Key Personnel	15 points
A.4.3	Technical Approach	25 Points
A.4.4	Price	20 points
A.4.5	Diversity, Equity, Inclusion, and Justice Commitment	(DEIJ) <u>15 points</u>
		100 points
A.4.5	CBE Preference Points (See Section C.1)	<u>12 points</u>
	Maximum Points	112 points

A.5 Anticipated Procurement Schedule

A.5.1	Publish RFP on Commission website	June 7, 2024
A.5.2	Deadline for RFP questions	June 24, 2024
A.5.3	Responses to questions posted on the Commission's website	July 1, 2024
A.5.4	Deadline for submission of proposals	August 8, 2024

A.6 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- Contractor Language Access Policy for Contractors
- Attachment I- Commission Order No. 21938

SECTION B: SCOPE OF WORK

B.1 Background

On December 8, 2023, the Commission issued an Order in General Docket (GD) 2019 04 M, requiring the staff at the agency to create a framework that allows its Commissioners to measure impacts of utility proposals on the District residents. The order establishes a two-part process in the creation of the benefit cost analysis (BCA). This RFP is in reference to Part B (see section B.4, item 2 for the RFP for Part A).

The purpose of Part B in the order is to ensure the standardized BCA model includes consideration of racial equity and energy burden metrics, resulting in the most cost effective and equitable results. This framework will allow the Commission, amongst other things, to make informed decisions to pursue or invest in proposed activities, whether to modify or redesign a proposed activity to improve equity impacts, and/or how to prioritize across multiple options.

The Part B model will also assist the Commission in analyzing the effects of utility proposals on global climate change and the District's public policy commitments while buttressing energy equity and exposing any policy, practice, or directive that disproportionately affects or disadvantages (whether intended or unintended) individuals, groups, or communities based on race or ethnicity.

By comprehensively considering racial equity and energy burden metrics, GD 2019 04 M aligns with the District's goal of advancing racial equity and ensuring that race does not predict opportunities, outcomes, or the distribution of resources.

Under this RFP, the Commission seeks to engage an independent consultant to facilitate an equity advisory working group and advise the Staff of the Commission on racial equity and energy burden metrics. The final racial equity and energy burden metrics will be incorporated into the Commission's BCA model established by the Part A model.

B.2 Qualifications

The Consultant must:

- a. Have state, utility, or governmental organizational experience with addressing racial equity; addressing equity in the context of benefit-cost analysis and energy equity is a plus.
- b. Have an ability to use data to establish and collect baseline measurements (indicators) and, use said indicators to create quantitative measurements for qualitative phenomenon that can help measure a specific outcome (metrics).
- c. Have an ability to engage community residents including communities of color, indigenous people, and low to moderate income communities; must have the ability to communicate unfamiliar terminology, boundaries, requirements, regulatory structures to ensure clarity, consistency, and transparency.

B.3 Scope of Work

The Consultant shall establish and facilitate an Equity Advisory Working Group to provide the Commission staff and other stakeholders with direction, feedback, and recommendations as it develops metrics to quantify racial equity and energy burden. The Equity Advisory Working Group, under the direction of the Consultant, will make recommendations on the quantification of both racial equity and energy burden to be included in the Commission's BCA.

The Consultant shall provide the following services:

B.3.1 The Consultant shall recommend and establish an Equity Advisory Working Group that will consist of up to 15 members, including:

- a. Customer representatives (specifically disproportionately impacted, underserved, and marginalized communities);
- b. Community-based organizations;
- c. Advocacy and public interest groups;
- d. Academic experts in equity and public policy;
- e. Utility employees; and
- f. Local government and agencies

The Consultant shall identify and recommend potential members for the Equity Advisory Working Group. The Consultant shall work in conjunction with the Commission's Diversity, Equity, and Inclusion Officer to establish the final Working Group membership.

B.3.2 Facilitate an Equity Advisory Work Group to discuss indicators for utility impacts on racial equity and/or potential outcomes for Black, Indigenous, and other residents of color in the District. This facilitation includes leading and scheduling the working group meetings, as well as developing ongoing meeting minutes and reporting from the meetings.

B.3.2.1 To support the Commission's goals, the Equity Advisory Work Group will concentrate its efforts on the following key areas:

- a. Determining priority populations and indicators including (a) breaking out the population of customers into priority populations, (b) applying metrics specifically designed to assess equity issues, and (c) addressing the intersectionality of racial equity and energy poverty, energy burden, energy insecurity, and energy vulnerability; and the scope of the priority population;
- b. Providing input on additional data sources the Commission can collect/access to assess racial equity impacts of utility

proposals;

- c. Evaluating how to consider beneficial and negative impacts or unintended benefits and burdens of utility proposals to racial or ethnic groups, including cumulative impacts which are the totality of exposures to combinations of chemical and non-chemical stressors and their effects on health, well-being, and quality of life outcomes;
- d. Developing a full set of system-wide racial equity and energy burden metrics that can measure the impacts of utility proposals; metrics must be clearly defined, comparable, available or can be made available over time, easily interpreted, and verifiable;
- e. Evaluating resident's engagement - how communities impacted by utility proposals partner in the evaluation of the proposals;
- f. Determining how to monitor utility accountability - outcome reporting, community engagement follow-ups, etc. - ensuring that a system is in place to identify unintended consequences and to adjust if unintended consequences are identified; and
- g. Determine how to address racial equity and energy burden concerns when a utility proposal is approved despite its negative impact on racial equity.

B.3.3 The Equity Advisory Work Group will meet at least monthly to discuss progress, share insights, and develop recommendations on specific focus areas. Meetings will primarily be held virtually, with the possibility of in-person meetings pending interest and ability. The equity advisory group may be divided into subgroups based on focus areas.

The Consultant shall attend and participate in meetings with the Commission's Diversity, Equity, and Inclusion Officer as needed to provide updates. The Commission's staff, in consultation with the Consultant, will propose a topical schedule which will be influenced by the Commission's General Docket 2019-04 -M work plan. Topics recommended by the Commission will be provided to the Consultant.

B.3.4 Advise the Commission on qualitative and quantitative racial equity and energy burden metrics that track opportunities to improve outcomes for the District's Black, Indigenous, and other residents of color to be incorporated in Part A of the BCA model.

B.3.5 Provide the Commission with resident engagement and accountability tools and language that may be included in the assessment of utility proposals that will amplify the voices of Black, Indigenous, and other residents of color.

B.3.6 Produce final recommendations in a final report that accurately and meaningfully assess (qualitatively and quantitatively) racial equity and energy burden metrics to be included in the BCA.

B.3.6.1 The metrics in the final report must include an analysis of both qualitative and quantitative data disaggregated by race and ethnicity to assess racial impacts and the intersectionality of other indicators including income. Both racial equity and energy burden metrics should be quantified and recorded at the neighborhood level. The Consultant will help the Commission identify benchmarks and success indicators and consider racial equity outcomes.

B. 4 Applicable Documents

Item #	Document Type	Title	Version/Date
1	GD-2019-04-M-62, Order Number 21938 https://edocket.dcpdc.org/public/search/filingtype/128	In the matter of the implementation of the 2019 Clean Energy DC Omnibus Act Compliance Requirements.	Most Recent Version, 12/8/2023
2	Request For Proposal ("RFP") No. PSC-24-16 https://dcpdc.org/Contracting-and-Procurement	Consulting Services Development of Benefit Cost Analysis ("BCA") Model	Most Recent Version, 4/3/2024

B.5 Deliverables

Item No.	Description	Frequency	Due Date (Calendar days)
B.3.1	Confirm the establishment of the Working Group and the list of members	Once	Within 30 days of contract execution
B.3.1	Prepare and review workplan and working group meeting schedule	Once	Within 45 days of contract execution

B.3.2	Working group minutes and reporting	Monthly	Within 7 days of working group meeting
B.3.6	Draft proposal for qualitative and quantitative metrics	Two Rounds	Within 270 days of contract execution
B.3.5	Draft proposal for stakeholder accountability tool	Two Rounds	Within 334 days of contract execution
B.3.6.1	Final Recommendations and a Report	Once	Within 395 days of contract execution

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.

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

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

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 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 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 for

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

D.4.1 Experience & Past Performance (25 points)

Offerors will be evaluated based on their experience, capabilities, and quality of past performance as described in **Section B.2 Qualifications**. Offerors shall provide at a minimum the following verifiable information:

- D.4.1.1** Descriptions of work the Offeror has completed in the last 5 years that is similar in scope and complexity to that required by Section B of this RFP.
- D.4.1.2** Identification of the Key Personnel, if any, who performed the work described in response to D.4.1.1 who are proposed as key personnel for this RFP.
- D.4.1.3** An organizational overview of experience, links to relevant products (past and present) and otherwise demonstrate the credentials and capacity to perform the desired work and achieve identified goals.
- D.4.1.4** Offerors shall return a minimum of three (3) completed Past Performance Evaluation Form **Attachment D**, preferably for the work described in response to D.4.1.1 or three (3) references from past contracts of similar work. Please provide the same information for any individuals or businesses outside of your own organization that will be contracted for any portion of this project.
- D.4.1.5** Descriptions and use of quantitative tools for measurements of racial equity and energy burden metrics completed in the last 5 years, including the Environmental Protection Agency's EJScreen, the Council on Environmental Quality's Climate and Economic Justice Screening Tool, and the Department of Energy's Low-income Energy Affordability Data Tool.

D.4.2 Key Personnel (15 points)

- D.4.2.1** Offerors will be evaluated based on the experience, capabilities and past performance of key personnel as described in **Section B.2 Qualifications**.

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.

Identify any key personnel who performed the work described in response to D.4.1 who are proposed as key personnel for this RFP.

D.4.2.2 Please include an organizational chart showing reporting relationships of key personnel. 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.

D.4.2.3 The Commission expects the service provider to have professional staff employed who have credentials (education and/or experience) and the capacity to perform the required services, will clarify what is expected of the Commission staff and what is expected of the Consultant for a successful partnership and, describe management of the work to be completed.

D.4.3 Technical Approach (25 points)

D.4.3.1 The Offeror must describe clearly, specifically, and as completely as possible the details for carrying out the responsibilities of the duties associated with the Scope of Work contained in **Section B.3** of this RFP, including a mechanism and timeline for all deliverables. The submission must include a schedule that identifies key milestones, tasks, activities, and events pertinent to the tasks outlined in this RFP.

D.4.3.2 Offerors must provide a Key Personnel Resource Schedule which shows the level of effort by number of hours and position that the Offeror believes will be necessary to support its proposed work plan. This Key Personnel Resource Schedule will be evaluated to determine whether the Offeror fully understands the project and has allocated appropriate resources for this project.

D.4.4 Diversity, Equity, Inclusion, and Justice Commitment (15 points)

Offerors will be evaluated on their organization's demonstrated commitment to and implementation of diversity, equity, inclusion, and justice practices. Offerors may describe their diversity statement, leadership representation, employee resource or affinity group support, and other initiatives.

D.4.5 Price (20 points)

Offerors are required to complete **Attachment A**, Form of Offer Letter. Although staff members may change, the hourly rates associated with the labor categories the Offeror proposes on **Attachment A** shall remain fixed throughout the term of the contract.

For evaluation purposes, price points will be assigned based on the fixed price for the base year. 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 this RFP. 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:

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 TO ADVISE THE COMMISSION ON EQUITY MATTERS RELATED TO DEVELOPMENT OF A BENEFITS COST ANALYSIS MODEL**".

Submissions shall be emailed to:

Kimberly Gray
Contract Specialist
kgray@psc.dc.gov

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 4:00 p.m., EST, August 8, 2024. Offerors assume the sole responsibility for timely delivery of their submission, regardless of the method of delivery.

E.4 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 submission shall be organized as follows:**

E.4.1 Table of Contents

Offerors must include a Table of Contents with page numbers for each section.

E.4.2 Disclosure/Conflict of Interest Form

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

E.4.3 Executive Summary

Each Offeror should provide a summary of no more than three pages.

E.4.4 Non-Disclosure Agreement

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

E.4.5 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.4.6 General Team Information

Each Offeror should provide the following information for the principal firm and any subcontractors or joint venture partner firms:

- A. Name(s), address(es), and role(s) of each firm (including all subcontractor)
- B. Firm profile(s), including:
 - 1. Firm size
 - 2. Organizational Structure
 - 3. Areas of practice
 - 4. Office location(s)
 - 5. DC Certified Business Enterprise (provide certification, if applicable)
 - 6. Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

E.4.7 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.4.8 Experience and Past Performance

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

E.4.9 Key Personnel

The Offeror should submit information consistent with the requirements delineated in Section D.4.2 - D.4.2.3.

E.4.10 Technical Approach

The Offeror should submit information consistent with the requirements delineated in Section D.4.3-D.4.3.2

E.4.11 Price

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

THE FORM OF OFFER LETTER (ATTACHMENT A) SHALL BE SEPARATED FROM THE TECHNICAL PROPOSAL INFORMATION. DO NOT INCLUDE ANY PRICING INFORMATION IN YOUR TECHNICAL PROPOSAL.

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 June 24, 2024, to the attention of Kimberly M. Gray at the email address above. RFP No. PSC-24-21 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-24-21.

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.dcpssc.org or click on the below hyperlink:

<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.