

Attachment F (Revised)
(FORM OF OFFER LETTER)
(Contractor's Letterhead)

(Insert Date)

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

Attn: Jesse Clay
Deputy Executive Director for Administration

Reference: Request for Proposals (RFP)
PSC-17-09 Integrated Case Management System

Dear Mr. Clay:

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 an Integrated Case Management System. (The Offeror) has reviewed the RFP and the attachments thereto, any addenda thereto, (collectively, the "Proposal Documents") and has conducted such due diligence and analysis as (the Offeror), in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. (Collectively, the Proposal and the Lump Sum Price in addition to the Unit Prices are referred to as the "Offeror's Proposal".)

The Offeror's Proposal price is as follows:

	DESCRIPTION	LUMP SUM PRICE
CLIN 1	Phase One – Requirements and Business Rules Definition	\$ _____

OPTIONAL SERVICES

	DESCRIPTION	LUMP SUM PRICE
CLIN 2	Phase Two – System Design and Implementation	To Be Negotiated

	DESCRIPTION	LUMP SUM PRICE
CLIN 3	Data Recovery Plan	\$ _____

SCHEDULE OF UNIT PRICING

Offerors shall submit hourly rates for the following labor categories. These hourly rates shall be valid for the duration of the Contract and will be the basis for negotiating a fixed price for enhancements and upgrades as needed:

Labor Category	Hourly Rates Base Year	Hourly Rates Option Year 1	Hourly Rates Option Year 2
Project Manager			
Database/Application Developer			
Programmer			
System Architect			
Quality Assurance			
Business Analyst			
(Insert others, if applicable)			

The Offeror acknowledges and understands that the Lump Sum Price is a fixed price and intended to be Offeror’s sole compensation for Phase One work under the contract and should include sufficient funding for all the Offeror’s costs associated with Phase One work.

The Offeror's Proposal is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the RFP closing date.
2. Assuming the Offeror is selected by the Commission and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Commission on the terms and conditions described in the Proposal Documents within ten (10) days of the notice of the award.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this Proposal form and bind the Offeror to the terms of the Offeror's proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's proposal.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. This Offer Letter Form and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Its: _____
Date: _____