

**REQUEST FOR PROPOSAL**

**OPC-OPS-2014-1**

**For**

**Invoice Management, Reconciliation, Processing and Payment  
Services Regarding the People's Counsel Leased Business Equipment  
with the Xerox Corporation**

**Sponsored by the**

**Office of the People's Counsel for the District of Columbia**

RFP Issue Date: February 5, 2014

Proposal Due Date: February 18, 2014

## **RFP No. OPC-OPS-2014-1**

### **SECTION 1 - SCOPE OF WORK**

#### **I. Introduction**

The Office of the People's Counsel for the District of Columbia ("OPC" or "Office") the statutory representative for District of Columbia ratepayers and consumers, pursuant to D.C. Official Code § 34-804, seeks Invoice Management, Reconciliation, Processing and Payment Services for the People's Counsel Leased Business Equipment with the Xerox Corporation. OPC seeks these services from qualified firms, duly registered with the District's Small and Local Business Development, with a current Certified Business Enterprise (CBE) designation. OPC seeks CBE firms skilled and experienced in the area of Inventory Management, Invoice Management, Reconciliation, Processing and Payment; with specific prior demonstrated performance in managing large Leased and Owned business equipment contracts and/or Information Technology Contracts. Preference will be given to firms with documented prior experience managing similar contracts, of similar financial scope, involving Xerox business equipment (e.g., copiers, printers, document management systems, etc.) This RFP is released pursuant to OPC's contract and procurement authority as delineated in D.C. Official Code §§ 34-804(c) and 34-912, as amended.

#### **II. Background**

In order to execute OPC's responsibilities as delineated in D.C. Official Code §§ 34-804(c) and 34-912, as amended, the People's Counsel Leases or Owns multiple High-Volume, Mid-Volume and Low Volume Production Multi-Function Devices (MFD) used in the preparation and dissemination of collateral material in support of the People's Counsel statutory mission, goals, and objectives. The People's Counsel specifically seeks to:

1. Refocus the People's Counsel's staff resources on activities that further its mission by outsourcing all activities related to the prudent, cost-effective, accurate, and timely processing of its large volume Vendor Payment Processes for all Xerox Leased and Owned business equipment currently in use;
2. Outsource the responsibility of providing effective oversight and management of all Xerox equipment currently in use by the Commission ensuring that all Contractual Xerox obligations are consistently adhered to;
3. Ensure that the People's Counsel's Xerox account Accounts Payable is accurate and Current, specifically as it relates to ensuring rigorous oversight of "Excess" Billing Charges (i.e., Meter Reads, Consumables, etc.). All Xerox invoices must be reconciled and Verified as Valid, prior to payment, in order to prevent over-payment and to protect the financial assets of the District of Columbia Tax-payers;
4. Assist the People's Counsel in negotiating most favorable terms for expiring Leased equipment and/or acquisition of new Xerox Business Equipment;

## Tasks

OPC seeks technical services from qualified firms CBE firms with the relevant experience and expertise to provide the following services:

- Assume financial responsibility for the timely and accurate payment of the People's Counsel's Leased and Owned Xerox Invoices;
- Serve as the Sole Point-of-Contact to Xerox on the People's Counsel's behalf and resolve all Invoices/Billing matters timely;
- Review, analyze, and reconcile all Xerox invoices for the People's Counsel to ensure accuracy;
- Prepare and Delivery timely and accurate invoices to the People's Counsel for Invoices due to the Xerox Corporation;
- Ensure that the Contractual Obligations of the People's Counsel's Xerox Contract are consistent met, at the expense of the People's Counsel;
- Ensure that Xerox's Contractual obligations to the People's Counsel are consistently met and adhered to;
- As needed and directed, assist the People's Counsel with adhoc issues related to the Xerox Contract;
- Attend all necessary meetings with Representatives of the People's Counsel are required and other parties as requested.

The successful offeror is expected to use professional expertise in projecting a reasonable work plan for this contract assignment which will result in the completion of the tasks for a "Cost-Plus" price, defined as follows:

1. The actual People's Counsel Costs to acquire and maintain the Xerox business equipment services;
2. The Vendor's Overhead or "Burden" costs
3. The Vendor's Proposed Profit Percentage
4. A Total Vendor Hourly Rate

Please note that the Successful Vendor will be required to submit "Certified Payrolls" to the People's Counsel documenting and supporting Payment Requests. For Pricing Purposes, the People's Counsel, in Attachment A, has provided a detailed listing and description of the Current Inventory of Xerox Equipment. In addition, in Attachment B, the People's Counsel has provided its total Annual Xerox Expenditures for the most current full-year.

OPC recognizes that there are limited circumstances where, for unforeseeable reasons, the scope of work will necessarily expand beyond that reasonably contemplated in the original proposal and, therefore, the Office will consider written requests for additional compensation addressed to the Office at least fourteen (14) business days prior to commencing the work for additional compensation is sought to enable the Office to consider the request. No work may be

commenced until the Office and the successful offeror have executed a contract amendment for the additional compensation.

## **SECTION 2 – INDEPENDENT CAPACITY; NON-ASSIGNABILITY**

The successful offeror and any agents and employees thereof shall, in the performance of work under the proposal and this RFP, act in an independent capacity and not as officers or employees of the District of Columbia government. The successful offeror shall not assign nor transfer any interest under the contract resulting from this RFP without the prior written consent of OPC.

## **SECTION 3 – INDEMNIFICATION**

The successful offeror agrees to indemnify, defend, and hold harmless the Office of the People's Counsel and the District of Columbia government, its officers, employees and agents from any and all claims and/or losses accruing or resulting to persons, firms, or corporations who may be injured or damaged by the successful offeror in the performance of its duties and responsibilities under the proposal accepted by OPC and also from and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy or confidentiality arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished pursuant to this engagement or based on any libelous or otherwise unlawful matter contained in such data.

## **SECTION 4 – ACCESS TO RECORDS**

The successful offeror agrees that OPC, through its authorized agents and employees, shall have the right to examine and audit such books, records, and other documents in the possession or control of the successful offeror as necessary to verify the fees, charges and expenses billed to the Office under this engagement.

## **SECTION 5 – CONFIDENTIALITY OF PROPOSALS, WORK PAPERS AND MATERIALS**

The proposal filed in response to this RFP shall be considered a public document and will be available for public inspection upon received by OPC. The successful offeror agrees that the Office shall own and have unlimited right to all interim and final written testimony, exhibits, or reports, and that the successful offeror shall not assert any rights or establish any claim under existing copyright, patent, or data law as to such material or processes. The successful offeror further agrees that upon request it will submit to the Office original or legible copies of all work papers created by the successful offeror in support of its testimony, exhibits, or reports during the course of this engagement.

## **SECTION 6 – TERMS AND CONDITIONS**

This RFP does not bind or otherwise commit OPC to enter into a contract or to pay any cost incurred in the preparation of a proposal in response to this request. OPC reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel or modify this RFP in whole or in part. OPC reserves the right to request additional written data, information, oral discussion, or presentations in support of any written proposal or portion thereof which is deemed necessary to clarify any aspect of a proposal.

## **SECTION 7 – TERMS AND CONDITIONS**

It is understood and agreed that if, through any cause or for any reason, the successful offeror fails to fulfill in a timely and professional manner the obligations under the successful proposal, or violates any of the terms of this RFP or contract entered into pursuant to this RFP, the Office shall have the right to terminate the contract by giving written notice of termination. In the event of such termination, all finished or unfinished documents, data, studies, testimony, exhibits, or other material prepared or being prepared pursuant to this engagement shall, at the option of the Office, become OPC's property and the successful offeror shall be entitled to receive just and equitable compensation for any reasonably satisfactory work performed.

#### **SECTION 8 – RFP AVAILABILITY**

A copy of the RFP may be obtained by e-mail or written request to:

Frank G. Scott, Jr  
Administrative Officer  
fscott@opc-dc.gov  
Office of the People's Counsel for the District of Columbia  
1133 15<sup>th</sup> Street, N.W. Suite 500  
Washington, D.C. 20005

## **SECTION 9 – TIMING/DEADLINE FOR SUBMISSION OF PROPOSALS**

The times stated in this document refer to Eastern Standard Time (EST). The closing date for proposals is **no later than 4:00 p.m. EST on Tuesday, February 18, 2014**. Any proposals received after this deadline will not be considered. **One (1) electronic and two original copies must be submitted under seal to:**

Frank G. Scott, Jr  
Administrative Officer  
fscott@opc-dc.gov  
Office of the People's Counsel for the District of Columbia  
1133 15<sup>th</sup> Street, N.W. Suite 500  
Washington, D.C. 20005

## **SECTION 10– ELIGIBLE OFFERORS**

To be eligible, the offeror must demonstrate legal capabilities, competence, and resources to perform the duties as delineated in the Scope of Work in Section 1 of this RFP.

## **SECTION 11 – PROPOSAL REQUIREMENTS**

Proposals submitted in response to this request must meet the following conditions to be considered for selection. Faxed proposals will not be accepted under any circumstances.

**PROPOSALS MUST BE WRITTEN ENTIRELY ON 8½” x 11” PAPER. PROPOSALS MUST INCLUDE ALL NECESSARY APPENDICES AND ATTACHMENTS. PROPOSALS SHOULD BE STAPLED IN THE TOP LEFT CORNER OR BOUND IN A 3-RING BINDER. PROPOSALS MUST BE SUBMITTED IN A MANNER THAT DOES NOT PRESENT ANY BENEFIT, KEEPSAKE, OR VALUE FOR MEMBERS OF THE REVIEW PANEL.**

Proposals must begin with a cover page that clearly states the name of the offeror and the name and address of the company, as well as the telephone number, fax number, and e-mail address of the person who may be contacted directly regarding the proposal. Proposals must be signed by a principal, officer or partner authorized to bind the offeror contractually. All parts of the proposal after the cover page must be filed under seal. A proposal must be submitted in the format outlined herein with a Table of Contents. Pages of the proposal must be numbered with index tabs included for each section.

## **SECTION 12 – SOURCE SELECTION**

The Office will award the contract to the offeror that, in light of all factors, best meets the requirements of this RFP. Each proposal will be evaluated in accordance with the procedures set forth in this RFP. OPC's selection of a successful offeror will be based on the Evaluation Criteria in Attachment A.

**SECTION 13 – ANTICIPATED SCHEDULE OF ACTIVITIES<sup>1</sup>**

Deadline for submission of proposals

**February 16, 2014**

Commencement of Activities Immediately After Contract Award and Funds Secured.

**SECTION 14 – LIST OF ATTACHMENTS**

Attachment A            XEROX INVENTORY

Attachment B            EXPENDITURES

**ATTACHMENT A**

**SECTION A: CURRENT XEROX EQUIPMENT INVENTORY**

Office Equipment Detail

Product Desc Plan	Agreement Info	Trade Info	Xerox Mthly Inv.	Meter	Volume Band	Per Print Rate	Maintenance
1 XPN- 394472(560 PRNTR) - D3 C/Z FOLDER - XC550/560 BKLTFIN - 1 LINE FAX KIT - XC550/560 INTRMOD - XC550/560 2TRY OVR	Lease term 60 months 1 Yr base with 4 option Years  Located on 5th Floor assigned to Operations		\$2,219.06	1: BW CLR 2: CLR LVLW	20,000 mth	Included \$0.0115 Included \$0.0568	- Consumable Supplies Included for all prints  - Pricing Fixed for Term
2. YAA- 334624(XC550/560 EX PRSVR)			\$669.01				
3. DA4- 101607(COLORQUBE 8900)			\$3.55	LEVEL 1 LEVEL 2 LEVEL 3		.014200 .075900 .075900	
4. DA4- 101785(COLORQUBE 8900)			\$3.55	LEVEL 1 LEVEL 2 LEVEL 3		.014200 .075900 .075900	
5. DA4- 101839(COLORQUBE 8900)			\$3.55	LEVEL 1 LEVEL 2 LEVEL 3		.014200 .075900 .075900	
6. DA4- 101852(COLORQUBE 8900)			\$3.55	LEVEL 1 LEVEL 2 LEVEL 3		.014200 .075900 .075900	

<b>7.</b> BRE- 002884(CLRQUBE9202)			\$611.89	LEVEL 1 LEVEL 2 LEVEL 3		. .049900	
<b>8.</b> WEY-077557(4110 COPY/PRNT)			\$883.80			. .006800	
<b>9.</b> WEY-077558(4110 COPY/PRNT)			\$883.80			. .006800	

## **ATTACHMENT B**

- 1. The People’s Counsel spent \$63,382.20 on Leasing 9 machines**
- 2. The People’s Counsel process approximately 120 invoices for the Xerox Account in 2013.**

### **A. 1**

**General:** Pursuant to the provisions of D.C. Code § 2-218.43, OPC gives a preference to offerors that are certified by the District of Columbia Department of Small and Local Business Development as having resident business ownership, being in 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.

In accordance with this law, the following preferences are 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;
- Two points shall be awarded if the offeror is certified as a disadvantaged business enterprise; and
- Two points shall be awarded if the offeror is certified veteran-owned business Enterprise.

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<sup>1</sup> Dates are subject to change.

A Certified Business Enterprise is be entitled to any or all of the preferences provided herein, but in no case shall a certified business enterprise be entitled to a preference of more than 12 points or a reduction in price of more than 12 percent.

**Information:** For information regarding the application process, contact DSLBD at the following address or telephone number:

Department of Small and Local Business Development  
One Judiciary Square Building  
441 - 4th Street, NW, 9<sup>th</sup> Floor, Suite 970 N  
Washington, DC 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 D.C. Code § 2-218.43 (2001 Ed. & Supp. 2009) 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.

## **A.2 Time**

Unless otherwise specified in this RFP, time, if stated in number of days, shall include Saturdays, Sundays and holidays.

## **A.3 Licensing, Accreditation, and Registration**

The selected offeror must comply with all applicable District of Columbia and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

## **A.4 Limitation of Authority**

Only the Office or a person with prior written authority from the Office will 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 OPC or its authorized representative.

## **A.5 Conformance with Laws**

It will be the responsibility of the selected offeror to perform under the contract in conformance with 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 statutes, laws, codes, ordinances, regulations, rules, requirements, orders and policies that apply and their effect.

## **SECTION B: PROPOSAL REQUIREMENTS**

### **B.1. List of Required Documentation**

Offerors will be required to submit the following information with their proposals:

- a. An executive summary that provides an overview
- b. A statement of the offeror's experience
- c. A list of key individuals and their resumes
- d. A list of credentials
- e. A list of area (s) of expertise
- f. A list of years of experience
- g. A detailed cost and price proposal
- h. A CBE Utilization Plan (if applicable)

### **B.2 Work Plan(s)**

Offerors must briefly describe clearly and specifically their proposals for carrying out the responsibilities associated with the Scope of Work in Section 1 of this RFP. Additionally, offerors should be prepared to clearly and completely describe in detail their proposals as soon as possible after the contract award, including a timeline for all deliverables. The timeline must identify the key milestones, tasks, activities and events outlined in the Scope of Work.

### **B.3 Prior Experience and Qualifications**

Offerors must describe their prior experience and qualifications with respect to experience with the tasks, as discussed in Section 1 of this RFP.

### **B.4 Personnel**

Offerors must identify the persons who will perform tasks outlined in the Scope of Work set forth in this RFP and provide a detailed resume for each individual that describes the qualifications applicable to the performance of the tasks for which the individual will be responsible. Please include an organizational chart showing reporting relationships of team personnel. OPC must be notified of any personnel changes if individuals assigned to work on this project(s) are relieved of their responsibilities or reassigned. Offerors shall designate one individual as the project manager and this individual shall be responsible for project management, reporting, coordination, and accountability for the entire project.

### **B.5 Budget**

Offerors must justify all costs in terms of activities and objects of expenditure to ensure the costs are reasonable and necessary to the project as outlined in the Scope of Work in this RFP. Financial resources must be adequately and appropriately allocated among cost categories in a cost-effective and prudent business manner to accomplish the RFP objectives and activities. Services to be purchased from other agencies; subcontractors, including any amounts subcontracted to CBEs; consultants; and others must be specified.

**Proposals must provide the total charges to be provided for the services rendered in the following format listing the hourly rate for every person.**

<u>NAME</u>	<u>BILLING RATE</u>	<u>HOURS</u>	<u>EXPENSES</u>	<u>TOTAL</u>
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**Partner/Principal**

**Project Manager (if any)**

**All others (by name)**

**All other fees or expenses**

The Office reserves the right to disallow expenses charged for this engagement if OPC determines such expenses are unreasonable. The successful offeror must make every effort to minimize the cost of hotels, meals and transportation.

#### **B.6 Statement Regarding Potential Conflicts of Interest**

Each offeror must identify any relationships between itself or its employees and the companies under the jurisdiction of the Public Service Commission of the District of Columbia, or any parent, subsidiary, or affiliate of such companies. The extent, nature, and time aspects must be identified. If there are or 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.

#### **B.7 Employer Identification Information**

Each offeror must provide the Office with its 9-digit Federal Employer Identification Number (“EIN”) or Social Security Number (“SSN”) if offeror is an individual.

## **B.8 Debarment and Suspension**

By submitting a proposal to the Office, offerors understand, agree, and certify that:

- a. Submitting a proposal with a false statement is a material breach of contract and shall void the submitted proposal and any resulting contract, and the offeror shall be removed from all future contracting opportunities with OPC. The Office may debar and suspend the offeror for: (i) engaging in contract fraud or a criminal offense incident to obtaining, attempting to obtain, or performing a public contract or subcontract (Payments due under the contract will be applied towards any debt, including but not limited to, delinquent taxes owed to the District of Columbia); (ii) violating Federal or state antitrust statutes arising out of submission of bids and proposals; (iii) engaging in acts involving embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, false statements, tax evasion, or any other offense indicating a lack of business integrity or business honesty; and, (iv) being convicted of any other offense that indicates a lack of business integrity or present responsibility as a offeror.
- b. OPC, in its discretion, may debar or suspend any offeror as a result of: (i) willful failure to perform in accordance with the specifications within the time limit provided in a contract; (ii) a record of failure to perform or of unsatisfactory performance of the terms of one or more contracts; or (iii) false assertion of status giving rise to special benefits under the laws of the District of Columbia.

## **SECTION C: PROPOSAL ORGANIZATION AND SUBMISSION**

This section outlines specific information necessary for the proper organization and manner in which proposals should be presented.

### **C.1 Submission Identification**

Submissions must be proffered as one (1) electronic and two (2) copies, and placed in a sealed envelope conspicuously marked: **“Submission in Response to RFP No. OPC-OPS-2014-1 , Invoice Management, Reconciliation, Processing and Payment Services Regarding the Commission’s Leased Business Equipment with the Xerox Corporation.”**

## **C.2 Delivery or Mailing of Submissions**

Submissions should be delivered or mailed to:

Frank G. Scott, Jr  
Administrative Officer  
fscott@opc-dc.gov  
Office of the People's Counsel for the District of Columbia  
1133 15<sup>th</sup> Street, N.W. Suite 500  
Washington, D.C. 20005

## **C.3 Date and Time for Receiving Submissions**

**Submissions must be received no later than 4:00 p.m., EST, on February 16, 2014.** Offerors assume the sole responsibility for timely delivery of submissions, regardless of the method of delivery.

## **C.4 Submission Size, Organization, and offeror Qualifications**

All submissions shall be typed on 8-1/2" x 11" bond paper. Telephonic, e-mail, telegraphic, and facsimile submissions will not be accepted. OPC is interested in a qualitative approach to the presentation material. Thus, brief, clear, and concise material is more desirable than quantity.

## **C.5 Acknowledgment of Amendments and Addenda**

Offerors must acknowledge receipt of any amendment or addendum to this RFP by: (i) signing and returning the amendment or addendum or (ii) letter or telegram, including mailgrams or by facsimile. The Office must receive the acknowledgment by the date and time specified for receipt of the submissions. An offeror's failure to acknowledge an amendment or addenda may result in rejection of the proposal.

# **SECTION D: GENERAL REQUIREMENTS**

## **D.1 Contact Person**

For information regarding this RFP, please contact:

Frank G. Scott, Jr  
Administrative Officer  
fscott@opc-dc.gov  
Office of the People's Counsel for the District of Columbia  
1133 15<sup>th</sup> Street, N.W. Suite 500  
Washington, D.C. 20005

## **D.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, the offeror 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 Office, 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.

## **D.5 Written or Oral Discussions**

The Office is permitted to conduct oral discussions with offerors that tender submissions to expedite the proposal evaluation process.

### **D.5.1 Award Without Discussions**

In order to meet the award schedule, OPC will make every effort to 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 Written or Oral Discussions**

If the Office elects to hold discussions with offerors, then a competitive range will be established based on the Evaluation Criteria set forth in Attachment B of this RFP. Upon completion of discussions, the Office will issue to all offerors in the competitive range a request for Best and Final Offers. After receipt of Best and Final Offers, OPC will not reopen discussions unless it is clearly in the best interest of the Office to do so.

## **D.6 Retention of Submissions**

OPC will retain all submissions; therefore, no submission will be returned to 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 disqualification.

## **D.8 Late Submissions: Modifications**

Any submission or Best and Final Offer received at OPC after the exact time specified for receipt shall not be considered. Any modification of a submission, including a modification resulting from the Office's request for Best and Final Offers, is subject to the same conditions set forth in Section C. The only acceptable evidence to establish the time of receipt at OPC is the time-date stamp of the Office on the submission cover page, or other documentary evidence of receipt

maintained by OPC. 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 Office 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 Office will 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 Office reserves the right, in its sole discretion:

1. To cancel this solicitation or reject all submissions.
2. To reject submissions that contain conditions and/or contingencies that, in OPC's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
3. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any offeror.
4. To take any other action within the applicable procurement law or regulations.
5. 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.