

## Request for Proposal for Professional Management Services for FY15

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#### Background

The Office of the People's Counsel (OPC) has a requirement for a contractor to provide professional management services to assist the People's Counsel with a variety of administrative services tasks. Specifically, the consultant will provide guidance and direction with fiscal spending, monitoring of the agency trust fund as well as the special revenue account. The Office of the People's Counsel "OPC" is an independent agency of the District of Columbia government. By law, it is the advocate for consumers of natural gas, electric and telephone services in the District. District of Columbia law designates the Office as a party to all utility-related proceedings before the Public Service Commission. The Office also represents the interests of District ratepayers before federal regulatory agencies.

The Office is authorized to investigate the operation and valuation of utility companies independently of any pending proceeding OPC uses its website for education and outreach.

#### Scope of Work

The contractor should have a thorough knowledge of the Agency's budget structures, funding mechanism and knowledge of the agency's trust fund operations. The contractor should also be knowledgeable about the District's Government's financial and procurement operations.

The contractor shall provide professional management services to assist the Administrative Services Division, which includes Human Resources, Administrative Officer, and the Information Technology Department. The contractor will serve as the Agency liaison with the Agency Fiscal Officer to oversee fiscal responsibilities that include the implementation and oversight of the FY2015 budget, the development of the FY2016 budget, monthly monitoring of spending, and ad hoc financial requests from the District offices of the Mayor and Council. The contractor will also assist with the development of the FY2015 agency spending plans, monitor expenditures to ensure Certified Small Business Enterprise [CSBE] goal attainment, as mandated, and establish necessary enhancements to facilitate a more strategic approach to planning non-personal services spending. Equally, the Contractor is tasked with working with the AFO to ensure all programmatic needs of OPC are supported by financial management operations.

Additional responsibilities will include the development and implementation of administrative policies and procedures for efficiencies of operations.

#### Deliverables

- Assist with development of the FY2016 budget request
- Provide assistance with management of OPC Purchase/Travel Card Program and establishing associated policies and procedures to ensure its principles and objectives are fully met
- Review of OPC's FY2015 expendable budget to enhance current agency CSBE contractor goal to reach 100% compliance
- Develop FY15 spending plans and planned spending in consultation with the People's Counsel.
- Assist the Human Resources Manager with developing HR departmental policies and procedures. Develop an OPC Human Resource Personnel manual tailored to meet OPC's needs.
- Establish and implement new administrative issuances for the development of critical policies and procedures
- Work with the Department of General Services to identify and acquire additional office space as the office continues to grow.

- Assist with acquiring resources (furniture, computers and printers and adequate security coverage) for new office space.
- Serve as the agency liaison with the DC Auditor's Office for on-going audits of the Agency Fund.
- Assist with the implementation of the 2015 Budget

The term of the contract shall be twelve (12) months from date of award. Candidates must be prepared to immediately commence work upon notice of the award.

**Proposal Issue Date:** Friday, September 12, 2014

**Proposal Due Date:** Friday, September 26, 2014

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