

SOLICITATION FOR OUTREACH CONSULTANT

INTRODUCTION

The mission of the Office of the People's Counsel ("OPC") is to advocate for the provisions of safe and reliable quality utility service and equitable treatment at rates that are just, reasonable, and non-discriminatory; assist individual consumers in disputes with utility providers; provide technical assistance, education and outreach to consumers and ratepayers, community groups, association and the Consumer Utility Board; and provide legislative analysis and information to the Council of the District of Columbia on matters relating to utilities. The office's mission further includes consideration of the District's economy and promotion of the environmental sustainability of the District.

BACKGROUND

The Office of the People's Counsel seek to procure a Contractor to provide targeted outreach and education to Ward 1, 4, 5, 6,7 and 8 residents, with an emphasis on lower income and senior communities through the distribution of OPC door hangers to educate residents of OPC's mission and services.

SCOPE OF WORK

The selected contractor's duties and responsibilities will include:

- Identifying targeted communities
- Distribution of OPC door hangers and awareness materials to households in the approved communities
- Minimal direct resident engagement

DELIVERABLES

All responses shall include:

- A summary of the Responder's relevant experience;
- A brief identification of potential outreach communities in the targeted Wards;
- A timeline for project execution;
- Pricing for delivery of the services outlined in the above Scope of Work.

TIMING/DEADLINE FOR SUBMISSION OF PROPOSALS

The times stated in this document refer to Eastern Standard Time (EST). The closing date for response is **no later than 4:00 p.m. EST on Wednesday, December 6, 2017**. Any responses received after this deadline will not be considered. Please submit **One (1) original electronic copy to:**

Eric Scott
Chief Operating Officer
Office of the People's Counsel
escott@opc-dc.gov