

SOLICITATION

Conduct a Study of the Administrative and Utility Regulatory History of the Office of the People's Counsel

I. 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 and associations; 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.

II. Background

OPC seeks a consultant ("Consultant") to research and compile the administrative and utility regulatory history of the District of Columbia's Office of the People's Counsel from its inception in 1926 and subsequent reenactment in 1975 to the present. The results of the study are to be incorporated in a publication that details the history of OPC. The selected consultant will assist in the preparation and completing of the OPC history book. The consultant may also serve as, or in collaboration with, a designated author.

III. Scope of Work

The services that Offeror shall provide include, but are not limited to:

- Research the administrative and legislative history of OPC;
- Research the accomplishments of OPC since its inception;
- Research the utility regulatory history of OPC;
- Research the utility regulatory history of the District of Columbia and its impact on OPC's creation, mission and growth;
- Interview current and past OPC employees and customers;
- Compile a comprehensive findings report that will serve as the basis for the drafting of the OPC history publication;
- Collaborate with the selected author of the OPC history publication through publication completion.

IV. Optional Scope of Work

Offeror has the option to submit an additional response that includes the following

- Serve as the author of the OPC history publication incorporating the written results of the administrative and utility regulatory history of the District of Columbia's Office of the People's Counsel research study.
- Collaborate with OPC staff and other consultants in the drafting and writing of the OPC history publication;
- Collaborate with OPC staff and other consultants in preparing the OPC history publication for formatting, printing, and publication.

IV. Response

The offeror shall submit a response that must include the following:

- A project plan for the entire scope of work;
- A timetable for the entire scope of work;
- An itemized budget for services to be provided by Offeror to OPC;
- A description of the team and resources that will be utilized in the project;
- A summary of offeror's prior experience and qualifications with respect to their knowledge and experience for the tasks outlined in Scope of Work;
- **Preference will be given to District of Columbia Certified Business Enterprises**

V. Deadline for submission of proposals

Responses to this solicitation are due **no later than 4:00 p.m. EST on Friday, February 24, 2017**. Any response received after this deadline will not be considered. Please submit **One (1) electronic copy to:**

Name: Eric Scott

Title: Chief Operating Officer

Email Address: escott@opc-dc.gov