



June 20, 2019

To: All Prospective Respondents:

Subject: Request for Proposal (RFP)

Addendum: #1

For: Professional Management Consultant Services

Closing Date: July 19, 2019 @ 2:00 pm.

The subject RFP 19-PR-OCFO-25, was issued June 19, 2019 with a closing date of July 19, 2019. This addendum is being issued on June 20, 2019 to include the Scope of Service of Attachment A of the referenced solicitation. Also, please see a revised Estimated Timeline.

Advertise RFP	June 19, 2019
RFP Released to Vendors	June 19, 2019
Deadline for Questions	July 1, 2019
DC Water response to Written Questions	July 5, 2019
Proposals Due By	July 19, 2019
Vendor Selection	August 19, 2019
Contract Award	August 26, 2019

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

All offerors responding to RFP #19-PR-OCEO-24, Professional Management Consultant Services, must sign and complete the last page and attach copies to the electronic submission to DC Water POC and return all documents to the email address listed in the RFP for submission of proposals. In the event your proposal has been previously mailed, submit this addendum under a separate email by the deadline. This addendum, together with your proposal and any revisions or changes occasioned by this addendum, must be received prior to the deadline set for submission of proposals.

6/20/2019

X Teresa L. Scott

Teresa L. Scott
Category Manager
Signed by: Teresa L. Scott

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

This addendum is acknowledged and is considered a part of RFP Number 19-PR-OCEO-24 Professional Management Consultant Services.

Signature of Authorized Representative

Title

Name of Firm

Date

SCOPE OF SERVICE

This section contains the **9 types of management consulting and advisory services** that DC Water may seek in the future. The interested firm must propose at least 1 type of services to be considered.

Type	Potential Services
Corporate Strategy and Planning	<ul style="list-style-type: none"> • Long-term vision and trajectory • Strategic goals and initiatives • Communication • Organization design and alignment • Change Management • Sustainability
Risk, Compliance, Internal Control	<ul style="list-style-type: none"> • Compliance to laws, regulations, standards, and ethical practices and integration of these compliance requirements into company policies • Prevention and enforcement methods, process, and procedures
Enterprise Performance Management	<ul style="list-style-type: none"> • Develop key performance indicators (KPI) on key initiatives across the enterprise (utility specific) • Industry benchmark (utility specific) • Performance and data driven decision-making
Enterprise Strategic Program Management	<ul style="list-style-type: none"> • Enterprise PMO optimization • Program/project portfolio management • Delivery/implementation process optimization
Business Process Reengineering and Transformation	<ul style="list-style-type: none"> • Process improvement, optimization, cost of service modeling, re-engineering, and transformation in various operations: <ul style="list-style-type: none"> - Warehouse and MRO operations - Wastewater treatment operations - Pumping Operations - Water operations - Sewage operations - Field operations (utility services) - Procurement and acquisition - Customer service call center - Facility management - Fleet management - Information Technology - Security Management (physical security and surveillance) - Emergency Management (utility operations related) - Safety management (employee/worker safety) • Insourcing and Outsourcing • Cost reduction • Technology utilization and integration
Utility Asset Management	<ul style="list-style-type: none"> • Governance and retention methodologies and process • Asset lifecycle evaluation, monitoring, and reporting • Real-time visibility into asset performance

Type	Potential Services
Financial Advisory	<ul style="list-style-type: none"> • Corporate finance • Transaction services • Restructuring • Risk management • Forensics and litigation • Real estate • Capital Program Management • Budgeting • Grants management • Insurance
Human Resources	<ul style="list-style-type: none"> • HR Policies and procedures • Pay and grade equity • Recruitment and talent development • Employee engagement, satisfaction, and effectiveness • Employee compensation and benefits • Conflict resolution • Compliance operations and reporting • Union and non-union resource planning • Training, learning & development • Design and implement process improvements for future Oracle Enterprise Resource Planning System • Support application and integration into applicable financial and information systems
Project/Program Management	<ul style="list-style-type: none"> • Project/program management services and resources in various areas

Required Contents of Proposal

It is not preferred or required that each firm must be able to provide all types of services. But to be considered, each firm must be able to propose at least 1 type of these service. The proposal should be submitted in MS Word or PDF format, following the guidelines provided below:

Sec No	Sec Name	Page Limit	Notes
	Cover & Table of Contents	2	
1	Company Introduction	5	A bullet list of types of services that you are proposing followed by a summary of your firm, introduction of executives and key personnel, years in business, locations, range of annual revenue, types and descriptions of services/products offered, industries served, list of clients, etc.
2	Type of the proposed services (Use subsection numbering (i.e. 2.1, 2.2) for each type of services if you are proposing more than one)	15 pages for each type of services	For each proposed type of service, include: <ul style="list-style-type: none">• Description of services/solutions offered.• Capabilities, experiences, and methodology.• Min. 2 past experiences within past 5 years (including client name (if not confidential), industry, scope, description, outcome.• Resumes of key personnel• 2 customer references including company name, contact name, tel, email, description and timeline of the services provided.
3	Fee Proposal	2	Provide a fee table (rate card) for various levels/titles, roles/description, typical number of years of experiences.