

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	January 18, 2018
Response Due Date	January 28, 2018
Contract Number	CFOPD-13-C-017
Contract Description	Actuarial Services Description: The District of Columbia Office of the Chief Financial Officer (“OCFO”), on behalf of the Office of Finance and Treasury (“OFT”), has a requirement for actuarial services for the annual valuation of the District of Columbia’s Annuitants’ Health and Life Insurance Employer Contribution Trust Fund (Trust Fund).
Vendor Name	PRM Consulting, Inc.
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Peter Lloyd, Contract Specialist peter.lloyd@dc.gov 202-442-6431

**Government of the District of Columbia
Office of the Chief Financial Officer
Determination and Findings
for a
SOLE SOURCE EXTENSION OF CONTRACT**

CONTRACT NUMBER: CFOPD-13-C-017

CONTRACTOR: PRM Consulting, Inc.

CAPTION: Actuarial Services

PROGRAM AGENCY: Office of Finance and Treasury

CONTRACTING AGENCY: Office of Contracts

1. AUTHORIZATION

D.C. Official Code §2-354.04; 27 DCMR 1304, 1700, 1701 and 2005.2(b)

2. MINIMUM NEED

The District of Columbia Office of the Chief Financial Officer (“OCFO”), on behalf of the Office of Finance and Treasury (“OFT”), has a requirement for actuarial services for the annual valuation of the District of Columbia’s Annuitants’ Health and Life Insurance Employer Contribution Trust Fund (Trust Fund).

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable price budgeted for the contract extension is \$-0- from February 4, 2018 through February 3, 2019. This estimated price is based on the fact that this extension is for time only in order to allow ample time for the Contractor to complete previously initiated tasks.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

PRM Consulting, Inc. was awarded Contract No. CFOPD-13-C-017 to provide actuarial services for the annual valuation of the District of Columbia’s Annuitants’ Health and Life Insurance Employer Contribution Trust Fund (Trust Fund). The contract term ends February 3, 2018.

PRM Consulting, Inc. was awarded the contract following a competitive evaluation process that resulting in PRM Consulting, Inc. being determined as the best value to the District based on technical qualification and price. During the contract term, PRM Consulting, Inc. has performed the contract requirements of providing assistance in the drafting of the Audited financial statements of the plan and with any new language in the

Plan Descriptions, as well as all other requirements and deliverables contained in the contract.

The District has a critical need for uninterrupted and continued actuarial services in order to obtain an appropriate and verifiable valuation of the District of Columbia's Annuitants' Health and Life Insurance Employer Contribution Trust Fund (Trust Fund).

PRM Consulting, Inc. has the inherent and cumulative knowledge base for the aforementioned valuation. PRM Consulting, Inc. has the capacity to provide immediate and consistent services; as such, a market survey was not conducted.

Therefore, it is necessary to extend the contract through February 3, 2019, to allow for the completion of these valuation services for the Office of Finance and Treasury.

5. **CERTIFICATION BY AGENCY HEAD**

I hereby certify that the above findings are true, correct and complete.

Jeffrey Barnette
Treasurer and Deputy Chief Financial Officer
Office of Finance and Treasury

Date

6. **CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the sole source extension of this contract under the cited authority. I recommend that the Director approve the sole source extension of this contract.

Drakus Wiggins, CPPB
Contracting Officer
Office of Contracts

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that it is in the best interest of the District and the District is

Determination and Findings for a Sole Source Extension of Contract

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justified in using the sole source method of procurement to extend the contract term beyond the total term specified in the contract, pursuant to 27 DCMR § 2005.6(b).

Dorothy Whisler Fortune, Esq., CPPO
Director
Office of Contracts



Date

DRAFT

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<input type="checkbox"/>	 CFOPD-13-C-016 - Notice of Sole Source and DF.pdf View Download	Title: Network Support Services Document #: CFOPD-13-C-016 – Networking for Future, Inc. - Due Date: February 1, 2018 POC: Peter Lloyd (email: peter.lloyd@dc.gov Telephone: 202-442-6431)	3402k	v. 1	Jan 22, 2018, 2:44 PM	Chrishelle Minor (OCFO)
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<input type="checkbox"/>	 RQ974494-Catering Services-CenterplateNBSE-Intent to Award Sole Source.pdf View Download	Title: Catering Services Document #: RQ974494 Due Date: December 18, 2017 POC: Andrea Simpson (email: andrea.simpson3@dc.gov or telephone: 202-442-6347)	414k	v. 1	Dec 8, 2017, 10:50 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 RQ976149-Advertising Services-Source Media-Intent to Award Sole Source.pdf View Download	Title: Speaker Fees Document #: RQ976151 Due Date: December 18, 2017 POC: Andrea Simpson (email: andrea.simpson3@dc.gov or telephone: 202-442-6347)	411k	v. 1	Dec 8, 2017, 10:50 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 RQ976151-Speaker Fees-Moodys Analytics-Intent to Award Sole Source.pdf View Download	Title: Speaker Fees Document #: RQ976151 Due Date: December 18, 2017 POC: Andrea Simpson (email: andrea.simpson3@dc.gov or telephone: 202-442-6347)	414k	v. 1	Dec 8, 2017, 10:49 AM	Chrishelle Minor (OCFO)

Comments

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