

## Intent to Award Sole Source Contracts

<b>Title</b>	Intent to Award Sole Source Contract Extension-Determination and Findings
<b>Notice Date</b>	<b>December 18, 2020</b>
<b>Response Due Date</b>	<b>December 28, 2020</b>
<b>Contract Number</b>	CFOPD-16-C-013A
<b>Contract Description</b>	Printing, Production and Publishing Services  Description: The District of Columbia Office of the Chief Financial Officer, Office of Contracts (District), on behalf of the Office of Financial Operations and Systems (OFOS) is seeking printing services to produce the District's Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR).
<b>Vendor Name</b>	Balmar, Inc. dba HBP
<b>Procuring Agency</b>	Office of the Chief Financial Officer, Office of Contracts
<b>Point of Contact</b>	Peter Lloyd, Contract Specialist <a href="mailto:peter.lloyd@dc.gov">peter.lloyd@dc.gov</a> 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-16-C-013A

**CONTRACTOR:** Balmar, Inc. dba HBP

**CAPTION:** Printing and Production and Publishing Services

**PROGRAM AGENCY:** Office of Financial Operations and Systems

**CONTRACTING AGENCY:** Office of Contracts

**1. AUTHORIZATION**

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

**2. MINIMUM NEED**

The District of Columbia Office of the Chief Financial Officer, Office of Contracts (District), on behalf of the Office of Financial Operations and Systems (OFOS) is seeking printing services to produce the District's Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR).

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable contract amount for this extension period from January 8, 2021 through June 30, 2021 is not-to-exceed \$100,000.00, based on the Contractor's rate and District estimated usage. The contractor's pricing was determined fair and reasonable based on market research and historical data gathered and analyzed by the Office of Financial Operations and Systems.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT**

Balmar, Inc. dba HBP is the incumbent Contractor and has satisfactorily provided the required services for five (5) years under contract CFOPD-16-C-013A. The contract was competitively awarded on January 8, 2016 to Balmar, Inc. dba HBP who responded to the

solicitation and was deemed qualified to provide all the requirements and the best value to the District of Columbia. The contract term included a one (1) year base period with four (4) one (1) year option periods. During the contract term Balmar, Inc. dba HBP has provided printing, production and publishing services for the Comprehensive Annual Financial Report and the Popular Annual Financial Report for submission to the DC Mayor, the DC Council and US Congress. Work begins in October and is fully completed in June of each year. The work schedule includes nights and weekends and facilitates the presentation of drafts of the CAFR and PAFR for review, formatting and to meet any printing requirements for the final reports as specified by the District. All work must meet any additional schedule needs and delivery deadlines required by the District throughout the duration of contract.

The District has an urgent and critical need for uninterrupted services for the printing, production and publishing requirements for the CAFR and the PAFR.

A sole source extension is the most advantageous method of fulfilling the District's need while completing the competitive procurement process and to allow time for a transition period from the existing contractor to a new contractor, if necessary, and to provide and method of alignment for the work and the period of performance of the contract. A market survey was not conducted because Balmar, Inc. dba HBP has agreed to continue services based on existing contract pricing.

Therefore, it is necessary to extend the contract through June 30, 2021 to facilitate and allow continuity of critical printing, production and publishing services for the CAFR and the PAFR for the District.

The Office of Contracts expects to award a new contract on or before June 30, 2021.

5. **CERTIFICATION BY AGENCY HEAD**

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

\_\_\_\_\_  
Bill Slack  
Deputy Chief Financial Officer  
Office of Financial Operations and Systems

\_\_\_\_\_  
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 this sole source extension of this contract.

\_\_\_\_\_  
Drakus Wiggins, CPPB, CPPO or  
Anthony A. Stover, CPPO  
Contracting Officer

\_\_\_\_\_  
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 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 B. Whisler Fortune, Esq., CPPO  
Director and Chief Procurement Officer  
Office of Contracts

\_\_\_\_\_  
Date

## Navigation

- Procurement Statutes
- Regulations Guidance
- Master Contract Clauses
- OC Staff Directory
- OCFO Agency Forms
- OCFO Agency Training Materials
- Contractor Requirements
- FY12 Sole Source Procurements
- FY13 Sole Source Procurements
- FY14 Sole Source Procurements
- FY15 Sole Source Procurements
- FY16 Sole Source Procurements
- FY17 Sole Source Procurements
- FY18 Sole Source Procurements
- FY19 Sole Source Procurements
- FY20 Sole Source Procurements
- FY21 Sole Source Procurements**
- FY22 Sole Source Procurements
- FY14 Solicitations
- FY15 Solicitations
- FY16 Solicitations
- FY17 Solicitations
- FY18 Solicitations
- Sitemap




## FY21 Sole Source Procurements

<input type="checkbox"/>	 16-C-016 - Intent to Award SS Extension.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Lottery Advertising Services No.: CFOPD-16-C-016 – MDB Communications, Inc. Due Date: June 25, 2021 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	217k	v. 1	Jun 15, 2021, 11:48 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-16-C-016 - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Lottery Advertising Services No.: CFOPD-16-C-016 – MDB Communications, Inc. Due Date: February 7, 2021 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	218k	v. 1	Feb 23, 2021, 10:56 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD22-C-001 - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings Parking Services Due Date: May 17, 2021 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	198k	v. 1	May 7, 2021, 3:52 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 Intent to Award Sole Souce.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – OLG Business Portal & Maintenance Services - Due Date: September 28, 2020 @ 5:00 pm EDT - POC: Crystal Farmer-Linder (email: Crystal.farmer-linder2@dc.gov or telephone: 202-442-6424)	141k	v. 1	Sep 18, 2020, 4:29 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 Notice of Intent and DF for Sole Source - Contract CFOPD-12-C-016 - UDC Trust Fund Investment Mgmt Svcs - Stifel.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – UDC Endowment Investment Management services - Document #: CFOPD-12-C-016 - Due Date: August 28, 2021 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	205k	v. 1	Aug 18, 2021, 5:20 PM	Drakus Wiggins
<input type="checkbox"/>	 Notice of Intent and DF for Sole	Title: Intent to Award Sole	204k	v. 1	Feb 23, 2021, 12:07 PM	Chrishelle Minor

Source - Contract CFOPD-15-C-015 - Call Center Upgrade S&M - Aspect.pdf  
[View](#) [Download](#)

Source Determinations and Findings – Call Center Upgrade, Maintenance and Support Services - Document #: CFOPD-15-C-015- Due Date: March 5, 2021 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)

(OCFO)

<input type="checkbox"/>		<p>Notice of Intent and DF for Sole Source - Contract CFOPD-16-C-013A - Printing Production &amp; Publishing Svcs - Balmsr Inc dba HBP.pdf  <a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Determinations and Findings – Printing, Production and Publishing Services - Document #: CFOPD-16-C-013A- Due Date: December 28, 2020 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)</p>	204k	v. 1	Dec 17, 2020, 3:06 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>		<p>Notice of Intent and DF for Sole Source - Contract CFOPD-16-C-044 - WIC Program Mgmt Services - DXC MS LLC.pdf  <a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Determinations and Findings – Women’s Infants and Children’s (WIC) Program Management Services - Document #: CFOPD-16-C-044- Due Date: August 9, 2021 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)</p>	208k	v. 1	Jul 29, 2021, 3:48 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>		<p>Notice of Intent DF for Sole Source - CFOPD-21-C-011 - AMEX Agreement - American Express Travel Related Services Company.pdf  <a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Determinations and Findings – AMERICAN EXPRESS CARD ACCEPTANCE - Due Date: November 27, 2020 @ 5:00 pm EDT - POC: Samira Davis (email: samira.davis@dc.gov or telephone: 202-442-6428)</p>	296k	v. 1	Nov 17, 2020, 10:31 AM	Chrishelle Minor (OCFO)

## Comments

You do not have permission to add comments.

