

## Intent to Award Sole Source Contracts

<b>Title</b>	Intent to Award Sole Source Contract Extension-Determination and Findings
<b>Notice Date</b>	<b>August 7, 2013</b>
<b>Response Due Date</b>	<b>August 17, 2013</b>
<b>Contract Number</b>	DCKV-2007-C-0001
<b>Contract Description</b>	<b>Lock Box and Collection Services</b>  Description: The Government of the District of Columbia (District), Office of the Chief Financial Officers, Office of Finance and Treasury, is contracting services to provide secondary collections services for photo enforcement, parking, and moving tickets issued within the District of Columbia.
<b>Vendor Name</b>	Industrial Bank, N.A.
<b>Procuring Agency</b>	Office of the Chief Financial Officer, Office of Contracts
<b>Point of Contact</b>	Drakus Wiggins, Contract Officer Drakus.wiggins@dc.gov 202-442-7121

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

**CONTRACT NUMBER:** DCKV-2007-C-0001

**CONTRACTOR:** Industrial Bank, N.A.

**CAPTION:** Lock Box and Collection 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 2005.6(b)

**2. MINIMUM NEED**

The Government of the District of Columbia (District), Office of the Chief Financial Officers, Office of Finance and Treasury (OFT) has an immediate need for continuing services of a contractor to provide secondary collections services for photo enforcement, parking, and moving tickets issued within the District of Columbia.

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable price to extend the contract 12 months for the service period of October 1, 2013 through September 30, 2014 is \$6,973,600. The estimated reasonable price is based on the contractor's rate and OFT's estimated usage. The contractor's rate is determined fair and reasonable as the rate for the period is a negotiated reduction from the rate awarded in the original contract.

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

A. Industrial Bank, N.A. is the incumbent contractor and has satisfactorily provided the requested service for over six (6) years under Contract No. DCKV-2007-C-0001. The contract was competitively awarded on June 13, 2007 to Industrial Bank, N.A. who responded to the preceding solicitation and was deemed qualified to provide all the requirements and the best value to the District. The contract term included a two (2) year base and three (3) one (1) year options. The District extended the term of the contract through September 30, 2013.

- B. In preparation for a replacement contract, OFT developed requirements based on the latest District legislation regarding debt collections. The improved requirements have been solicited through a competitive process. The resultant contract will require a period for transition of services to enhanced requirements. The anticipated effective date of the service requirements is no later than October 1, 2014. The District has a critical need for uninterrupted services, as the contractor provides secondary collections services on tickets issued for parking, moving, photo radar, and photo red light violations and remits the revenue directly to the District.
- C. The District requires continuity of services as the work is highly visible to the public and ensures District residents and visitors have an effective and efficient way to pay traffic violations. The contractor is uniquely qualified with demonstrated performance and the capacity to provide immediate and consistent services; as such, a market survey was not conducted.
- D. Therefore, it is necessary for the contract to be extended up to September 30, 2014 to allow for continuity of service and to allow time for the completion of the competitive procurement process for a new contract that best meets the District's needs and for transition of services to the enhanced requirements.

5. **CERTIFICATION BY AGENCY HEAD**

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

\_\_\_\_\_  
Jeffery Barnette  
Acting D.C. Treasurer  
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 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).

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Joseph Giddis  
Director  
Office of Contracts

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Date

DRAFT






## 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

## FY13 Sole Source Procurements

<input type="checkbox"/>	 CFOPD-05-C-904 -Instant Tickets - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension-Determination and Findings Instant Tickets Document #: CFOPD-05-C-904 Due Date: November 24, 2012 POC: Carla Roane (email – Carla.Roane@dc.gov or telephone 202-442-6452)	228k	v. 1	Nov 14, 2012, 4:22 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-05-C-904 - Instant Tickets Products - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-05-C-904 -- Due Date: February 8, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	142k	v. 1	Jan 29, 2013, 4:57 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026A - Financial Advisory Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026A -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:06 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026B Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026B -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:08 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026C Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026C -- Due Date: September 20, 2013 -- POC: Peter Lloyd	155k	v. 1	Sep 10, 2013, 4:09 PM	Doretha Johnson (OCFO)

(email – peter.lloyd@dc.gov or telephone 202-442-6431)






<input type="checkbox"/>	 CFOPD-07-C-026D Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026D -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:10 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026E - Financial Advisory Services - Notice of Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026E -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 3	Sep 10, 2013, 4:12 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026F - Financial Advisory Services - Notice of Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026F -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	155k	v. 3	Sep 10, 2013, 4:14 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-056 - Universal COllection Services - Notice of Sole Source - DF - May June 2013.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract -- Determination & Findings for Universal Collection Services -- Document #: CFOPD-07-C-056 - - Due Date: April 25, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	105k	v. 1	Apr 15, 2013, 1:47 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-056 - Universal Collection Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract -- Determination & Findings for Universal Collection Services -- Document #: CFOPD-07-C-056 - - Due Date: December 21, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	130k	v. 1	Apr 15, 2013, 1:47 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-009A - Copier	Title: Intent to Award Sole	100k	v. 1	Aug 8, 2013, 1:30 PM	Doretha Johnson

		Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Source Contract Extension - Determination and Findings for Copier Services -- Document #: CFOPD-08-C-009A -- Due Date: August 16, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)				(OCFO)
<input type="checkbox"/>		CFOPD-08-C-009B - Copier Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Copier Services -- Document #: CFOPD-08-C-009B -- Due Date: August 16, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	96k	v. 1	Aug 6, 2013, 5:16 PM	Drakus Wiggins
<input type="checkbox"/>		CFOPD-08-C-028 - Cost Allocation Plan - Notice of Intent Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-08-C-028 -- Due Date: July 17, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	101k	v. 1	Jul 8, 2013, 4:44 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>		CFOPD-08-C-031A - Medicaid Audit Services - Notice of Sole Source - DF.docx <a href="#">View</a> <a href="#">Download</a>	DF -- CFOPD-08-C-031A -- Medicaid Audit Services -- Notice of Sole Source	24k	v. 1	Apr 23, 2013, 11:25 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>		CFOPD-08-C-031A - Modification 7 - Sole Source Extension.doc <a href="#">View</a> <a href="#">Download</a>	Modification #7 -- CFOPD-08-C-031A -- Williams, Adley, and Company -- Medicaid Audit Services	57k	v. 1	Apr 23, 2013, 11:23 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>		CFOPD-08-C-040A - Bond Counsel Services - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Bond Counsel Services -- Document #: CFOPD-08-C-040A -- Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	243k	v. 1	Sep 27, 2013, 3:49 PM	Drakus Wiggins
<input type="checkbox"/>		CFOPD-08-C-046A Disclosure Counsel Services - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Disclosure Counsel Services -- Document #: CFOPD-08-C-046A -- Due Date: October 7, 2013 -- POC: Anthony Stover	243k	v. 1	Sep 27, 2013, 3:48 PM	Drakus Wiggins

(email – anthony.stover@dc.gov  
or telephone 202-442-7122)

<input type="checkbox"/>	 CFOPD-09-C-018 - Website Development - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Website Development -- Document #: CFOPD-08-C-018 - - Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	237k	v. 1	Sep 27, 2013, 3:37 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-11-C-033 - Data Warehouse Maintenance - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-11-C-033 -- Due Date: March 29, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	38k	v. 1	Mar 19, 2013, 1:59 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-001 - Consulting Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Consulting Services -- Document #: CFOPD-13-C-001 - - Due Date: October 13, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	112k	v. 1	Oct 3, 2012, 9:37 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-002 - Research and Analysis Tax Consultant - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Research and Analysis Tax Consultant -- Document #: CFOPD-13-C-002 -- Due Date: October 13, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	110k	v. 1	Oct 11, 2012, 4:45 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-014 - Real Estate Analytic Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract - Determination and Findings for Commercial Real Estate Information and Analytic Services -- Document #: CFOPD-13-C-014 -- Due Date: November 26, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	230k	v. 1	Nov 16, 2012, 4:47 PM	Drakus Wiggins
<input type="checkbox"/>	 DCKV-2007-C-0001 -DMV	Title: Intent to Award Sole	161k	v. 1	Aug 7, 2013, 4:55 PM	Doretha Johnson



		Collections Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Source Contract Extension -- Determination and Findings for Lock Box and Collection Services -- Document #: DCKV-2007-C-0001 -- Due Date: August 17, 2013 -- POC: Drakus Wiggins (email – drakus.wiggins@dc.gov telephone 202-442-7121)				(OCFO)
<input type="checkbox"/>		RQ799854 - High End Pressure Equipment Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Procurement - Determination and Findings for High End Pressure Equipment Services -- Document #: RQ799854 -- Due Date: March 11, 2013 -- POC: Sharon Guilford (email – sharon.guilford@dc.gov or telephone 202-442-8070)	95k	v. 1	Feb 28, 2013, 4:41 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>		RQ809775 - Consulting Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Consulting Services -- Document#: RQ809775 -- Due Date: June 23, 2013 -- POC: Sharon Guilford(email - Sharon.guilford@dc.gov or telephone 202-442-8070)	13k	v. 1	Jun 13, 2013, 4:21 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ811523 - Reconfiguration of OTR Customer Service Call Center - Notice of Intent to Award Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement Determination and Findings for Reconfiguration of OTR Customer Service Call Center -- Document#: RQ811523 -- Due Date: July 8, 2013 -- POC: Sharon Guilford (email – sharon.guilford@dc.gov)	18k	v. 1	Jun 27, 2013, 4:58 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ811815 - Property Management Repair Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Property Management & Repair Services -- Document #: RQ811815 -- Due Date: July 8, 2013 -- POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070)	20k	v. 1	Jun 27, 2013, 10:59 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ815623 - Cable Services - Notice of Sole Source	Title: Intent to Award Sole Source Procurement D&F --	16k	v. 1	Aug 8, 2013, 1:38 PM	Doretha Johnson (OCFO)

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## Comments

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