

## Intent to Award Sole Source Contracts

<b>Title</b>	Intent to Award Sole Source Contract Extension-Determination and Findings
<b>Notice Date</b>	<b>May 25, 2018</b>
<b>Response Due Date</b>	<b>June 5, 2018</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>	Carla Roane, Contract Specialist <a href="mailto:Carla.Roane@dc.gov">Carla.Roane@dc.gov</a> 202-442-6452

**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, 2018 through September 30, 2019 is \$5,100,000.00. 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 ten (10) 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 has extended the term of the contract through September 30, 2018.

- B. In preparation for a replacement contract, OFT developed requirements based on the latest District legislation regarding debt collections. The improved requirements were processed through a competitive procurement. However, a protest was filed against the replacement procurement. Due to the Contract Appeal Board's decision, the replacement procurement is being re-evaluated through a competitive process. The resultant contract will require a period for transition of services to the enhanced requirements. The effective date of the service requirements may be October 1, 2019 due to potential steps in the procurement process and the necessary period to transition services to the enhanced requirements. As such, the contract is proposed to be extended for a three (3) month period, and provide for the District, at its sole discretion, to further extend the period of the contract for up to three (3), three (3) month optional periods. Therefore, the total extension of the contract is 12 months, in the event all options are exercised. 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, 2019 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.

\_\_\_\_\_  
Jeffrey Barnette  
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.

\_\_\_\_\_  
Anthony Stover, CPPO  
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).




\_\_\_\_\_  
Dorothy Whisler Fortune, Esq., CPPO  
Chief Procurement Officer/Director  
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





## FY18 Sole Source Procurements

<input type="checkbox"/>	 12-C-034 - Collection Svcs for UMC - NRS, Inc - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – United Medical Center Collection Services (primary) - Document #: CFOPD-12-C-034 - Due Date: August 9, 2018 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	3391k	v. 1	Jul 30, 2018, 1:59 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-016 - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	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)
<input type="checkbox"/>	 CFOPD-13-C-017 - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Actuarial Services Document #: CFOPD-13-C-017 - PRM Consulting, Inc. - Due Date: January 28, 2018 POC: Peter Lloyd (email: peter.lloyd@dc.gov Telephone: 202-442-6431)	3402k	v. 1	Jan 18, 2018, 1:23 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-026C - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Cognos Report Writer Services Document #: CFOPD-13-C-026C – Entigence Corporation - Due Date: June 17, 2018 POC: Peter Lloyd (email: peter.lloyd@dc.gov Telephone: 202-442-6431)	3338k	v. 1	Jun 7, 2018, 3:57 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 DCKV-2007-C-0001 - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Lock Box and Collection Services Document No.: DCKV-2007-C-0001 – Industrial Bank, N.A. Due Date: June 5, 2018 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	383k	v. 1	May 25, 2018, 10:54 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 PO-GF-2010-C-1089-DJ - UDC Collection Svcs Secondary - Williams & Fudge - Notice of	Title: Intent to Award Sole Source Determinations and Findings – University of the	2752k	v. 1	Jul 30, 2018, 1:58 PM	Chrishelle Minor (OCFO)

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District of Columbia Collection Services (secondary) - Document #: PO-GF-2010-C-1089-DJ Collection Services - Due Date: August 9, 2018 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)

<input type="checkbox"/>	 PO-GF-2010-C-1090-DJ - UDC Collection Services Primary - ConServe - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source D&F – University of the District of Columbia Collection Services - Document #: PO-GF-2010-C-0190-DJ - Due Date: August 9, 2018 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone 202-442-6431)	2782k	v. 1	Jul 30, 2018, 1:59 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 RQ974494-Catering Services-CenterplateNBSE-Intent to Award Sole Source.pdf <a href="#">View</a> <a href="#">Download</a>	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 <a href="#">View</a> <a href="#">Download</a>	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 <a href="#">View</a> <a href="#">Download</a>	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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