

Intent to Award Sole Source Contract

Title	Intent to Award Sole Source Contract – Determination and Findings
Notice Date	December 8, 2017
Response Due Date	December 18, 2017
Contract Number	RQ974494
Contract Description	<p>Professional Services – Catering</p> <p>Description: The Office of the Chief Financial Officer (OCFO) is hosting an event at the Washington Convention Center that will promote investment in the District of Columbia. The OCFO has a need for catering services for the event. The Washington Convention Center’s rules and regulations require that any organization that utilizes its facilities must use its exclusive provider, Centerplate/NBSE, for its catering needs.</p>
Vendor Name	Centerplate/NBSE
Procuring Agency	Office of the Chief Financial Officer
Point of Contact	Andrea Simpson andrea.simpson3@dc.gov 202-442-6347

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT**

CONTRACT NUMBER: RQ974494

CONTRACTOR: Centerplate/NBSE

CAPTION: Catering Services

PROGRAM AGENCY: Office of Finance and Treasury (OFT)

CONTRACTING AGENCY: Office of the Chief Financial Officer (OCFO)

1. AUTHORIZATION

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

2. MINIMUM NEED

The OCFO is holding its 2017 DC Investor Conference at the Walter E. Washington Convention Center (WEWCC) on January 18-19, 2018, and has a need for catering services.

3. ESTIMATED REASONABLE PRICE

The estimated reasonable amount is \$28,348.60. The contractor's pricing was determined fair and reasonable based on Market Research.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

The OCFO is the lead agency in charge of organizing the conference. Many institutional investors, investment bankers, government officials, and other public finance industry professionals are expected to attend the conference. Based on research conducted by the OCFO, the Convention Center is the only local facility that will hold the large number of attendees expected at the event, while also being situated in a location that is central to all participating organizations. The OCFO has a need for a catering services at the event and Centerplate/NBSE is the exclusive provider of these services at the Washington Convention Center. Thus, Centerplate/NBSE is the sole provider in this instance.

5. **CERTIFICATION BY AGENCY HEAD**

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

Angell Jacobs
Deputy CFO, Chief of Staff
OCFO

Date

6. **CERTIFICATION BY Purchasing Agent**

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

Andrea Simpson
Contract Specialist
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 the District is justified in using the sole source method of procurement.






Dorothy Fortune
Director
Office of Contracts

Date

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FY18 Sole Source Procurements

<input type="checkbox"/>	 12-C-034 - Collection Svcs for UMC - NRS, Inc - Notice of Sole Source and DF.pdf View Download	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 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)
<input type="checkbox"/>	 CFOPD-13-C-017 - Notice of Sole Source and DF.pdf View Download	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 View Download	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 View Download	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)

Sole Source and DF.pdf

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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 View Download	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 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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