

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
DETERMINATION AND FINDINGS
FOR
CONTRACTOR'S RESPONSIBILITY**

AGENCY: Office of Tax and Revenue (OTR)

CONTRACT NO: CFOPD-18-C-017

CONTRACTOR: MindFinders, Inc.

CAPTION: Temporary Support Services

1. AUTHORIZATION:

D.C. Municipal Regulations Title 27 §1540.1 and 2200; PPRA §301 and 302

2. MINIMUM REQUIREMENTS:

The Office of Chief Financial Officer (OCFO), on behalf of the Office of Tax and Revenue (OTR), Returns Processing Administration ("RPA") has a requirement for temporary support services to augment OTR's permanent staff to maintain an efficient operation to best serve District residents.

3. ESTIMATED REASONABLE COST:

The estimated fair and reasonable price to provide the required service is \$221,644.80.

4. FACTS WHICH JUSTIFY CONTRACTOR'S RESPONSIBILITY:

The contractor has:

- (a) the financial resources adequate to perform the contract;
- (b) the ability to perform the proposed schedules, taking into consideration all existing commercial and governmental business commitments;
- (c) a satisfactory performance record, as depicted in their past performance references;
- (d) a satisfactory record of integrity and business ethics, as depicted in their past performance references;
- (e) a satisfactory record of compliance with the law, including licensing and tax laws, labor laws, civil rights laws and First Source Employment Act;
- (f) the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

- (g) the necessary production, construction, and technical equipment and facilities or the ability to obtain them;
- (h) not exhibited a pattern of overcharging the District;
- (i) the contractor does not have an outstanding debt with the District or Federal government in delinquent status of more than the greater of \$1,000 or 1% of the contract value, up to \$25,000; and
- (j) the contractor is otherwise qualified and is eligible to receive an award under applicable laws and rules.

5. **CERTIFICATION BY THE CONTRACT SPECIALIST:**

I hereby certify that the above findings are correct and complete to the best of my knowledge.

8/2/18
Date

Carla Roane
Carla Roane
Contract Specialist

DETERMINATION:

Based on the above findings regarding MindFinders, Inc. is hereby determined that the award of the proposed contract is in the best interest of the Government of the District of Columbia.

August 2, 2018
Date

Anthony A. Stover
Anthony A. Stover, CPPO
Contracting Officer