

## Intent to Award Sole Source Contracts

<b>Title</b>	Intent to Award Sole Source Contract Extension-Determination and Findings
<b>Notice Date</b>	September 4, 2019
<b>Response Due Date</b>	September 14, 2019
<b>Contract Number</b>	PO-GF-2010-C-1089-DJ
<b>Contract Description</b>	<b>Collection Services for the University of the District of Columbia (Secondary)</b>  Description: The Government of the District of Columbia (District), Office of Finance and Treasury (OFT), Central Collections Unit (CCU) has an immediate need for a Contractor to provide Secondary Collection Services with respect to Student loans and tuition accounts.
<b>Vendor Name</b>	Williams & Fudge, Inc.
<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:** PO-GF-2010-C-1089-DJ

**CONTRACTOR:** Williams & Fudge, Inc.

**CAPTION:** Collection Services for the University of the District of Columbia (Secondary)

**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 Finance and Treasury (OFT), Central Collections Unit (CCU) has an immediate need for a Contractor to provide Secondary Collection Services with respect to Student loans and tuition accounts.

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable price associated with and budgeted for the contract extension is \$4,000.00 from October 1, 2019 through September 30, 2020. The estimated price is based on projected estimates in addition to previous and/or historic costs for the period of performance and the Contractor's pricing schedule.

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

- A. Williams & Fudge, Inc. is the incumbent contractor and has satisfactorily provided the requested service for over eight (8) years under Contract No. PO-GF-2010-C-1089-DJ. The contract was competitively awarded on July 19, 2010 to Williams & Fudge, Inc. 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 one (1) year base and four (4) one (1) year options. The District has extended the term of the contract through September 30, 2019.

- B. In preparation for replacement services, the OCFO awarded a replacement contract based on the latest District legislation regarding debt collections. The contract requires a period for transition of services to the enhanced requirements. The commencement of the new contract service requirements may begin October 1, 2020 due to the necessary period to transition services to the enhanced requirements. As such, the current contract is proposed to be extended for a three (3) month period, and provide 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 primary collections services for the University of the District of Columbia and remits the revenue directly to the District.
- C. The District requires continuity of services as the work is visible to the public and ensures District revenue for the University of the District of Columbia. 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 from October 1, 2019 up to September 30, 2020 to allow for continuity of service 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.

\_\_\_\_\_  
Bruno Fernandes  
D.C. Treasurer and Deputy Chief Financial Officer  
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, 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

**DRAFT**

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## FY19 Sole Source Procurements

<input type="checkbox"/>	 <a href="#">DCKV-2007-C-0001 - Notice of Sole Source and DF.pdf</a> <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: September 9, 2019 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	191k	v. 1	Aug 30, 2019, 12:19 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 <a href="#">DF and Notice of Intent for Sole Source - Electronic Benefits Transfer Services (EBT) - eFunds Corp.pdf</a> <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – Office of Finance and Treasury - Document #: CFOPD-11-C-040 – eFunds Corp. - Due Date: April 10, 2019 @ 5:00 pm EDT - POC: Crystal Farmer-Linder (email: crystal.farmer-linder2@dc.gov or telephone: 202-442-6424.	126k	v. 1	Apr 1, 2019, 3:32 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 <a href="#">DF and Notice of Intent for Sole Source - General Financial Advisory Svcs - PFM.pdf</a> <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – General Financial Advisory Services - Document #: CFOPD-14-C-024A – PFM Financial Advisors, LLC - Due Date: January 25, 2019 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431	3308k	v. 1	Jan 15, 2019, 12:58 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 <a href="#">DF and Notice of Intent for Sole Source - General Financial Advisory Svcs - PRAG.pdf</a> <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – General Financial Advisory Services - Document #: CFOPD-14-C-024B – Public Resources Advisory Group - Due Date: January 25, 2019 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431	3283k	v. 1	Jan 15, 2019, 12:58 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 <a href="#">DF and Notice of Intent for Sole Source - Hardware Services for VSI POS - CardConnect.pdf</a> <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – Office of Finance and Treasury - Document #:	130k	v. 1	Feb 6, 2019, 4:32 PM	Chrishelle Minor (OCFO)

RK111480 – CardConnect - Due Date: February 16, 2019 @ 5:00 pm EDT - POC: Crystal Farmer-Linder (email: crystal.farmer-linder2@dc.gov or telephone: 202-442-6424.

<input type="checkbox"/>	 DF and Notice of Intent for Sole Source.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – Information Technology Support Services for the Modernized Integrated Tax System - Document #: CFOPD-14-C-036F – Advance Digital Systems, Inc. - Due Date: September 26, 2019 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	892k	v. 1	Sep 16, 2019, 4:57 PM	Drakus Wiggins
<input type="checkbox"/>	 DF for Sole Source and Intent to Award - PO-GF-2010-C-1090-DJ - Primary UDC Collection Service - ConServe.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: September 14, 2019 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone 202-442-6431)	952k	v. 1	Sep 4, 2019, 12:21 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 DF for SS and Intent to Award - CFOPD-12-C-034 - Secondary UDC Collection Svcs - NRS.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: September 14, 2019 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	1159k	v. 1	Sep 4, 2019, 12:33 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 DF for SS and Intent to Award - PO-GF-2010-C-1089-DJ - Secondary UDC Collection Svcs - W & F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – University of the District of Columbia Collection Services (secondary) - Document #: PO-GF-2010-C-1089-DJ Collection Services - Due Date: September 14, 2019 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	945k	v. 1	Sep 4, 2019, 12:42 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>						

 <p>Intent to Award SS &amp; DF - 14-C-027 - Website Design Hosting &amp; Maint - CRA Comm, LLC - Mod 7.pdf</p> <p><a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Determinations and Findings – Lottery Website Design, Development, Hosting and Maintenance Services - Document #: CFOPD-14-C-027 – CRA Communications, LLC - Due Date: September 28, 2019 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)</p>	3187k	v. 1	Sep 18, 2019, 4:29 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>  <p>Notice of Intent to Award Sole Source and DF for Sole Source for Contract CFOPD-14-C-040.pdf</p> <p><a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Extension D&amp;F – Stored Value / Gift Card Program Services - Document #: CFOPD-14-C-040 - Due Date: September 9, 2019 @ 3:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431)</p>	1056k	v. 1	Aug 30, 2019, 8:52 AM	Chrishelle Minor (OCFO)

## Comments

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