

**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-23-C-024

CONTRACTOR: The Robert Bobb Group

CAPTION: Records Retention Services

1. AUTHORIZATION:

27 DCMR § 2200.4; PPRA § 301 (D.C. Official Code §2-353.01)

2. MINIMUM REQUIREMENTS:

The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of the Office of Tax and Revenue (OTR) (the "District") has a requirement for a Contractor to develop and complete an agency-specific Record Retention Schedule, which includes multiple administrations with varying duties and responsibilities.

3. ESTIMATED REASONABLE COST:

The estimated contract total price is not to exceed \$232,000.00.

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.

- (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.

2/17/2023
Date

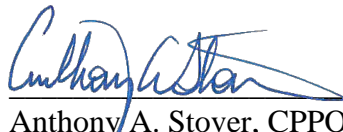


Tonya Mills
Contract Specialist

DETERMINATION

Based on the above findings, it is hereby determined that the Contractor is responsible in accordance with the applicable regulations set forth above and award of the proposed contract with ***THE ROBERT BOBB GROUP*** is in the best interest of the Government of the District of Columbia.

March 14, 2023
Date



Anthony A. Stover, CPPO
Contracting Officer