

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	September 5, 2012
Response Due Date	September 15, 2012
Contract Number	DCKV-2007-C-0001
Contract Description	Lock Box and Collection Services Description: The Government of the District of Columbia (District), Office of the Chief Financial Officers, Office of Finance and Treasury has an immediate need for continuing services of a contractor to provide secondary collections services for the Department of Motor Vehicles.
Vendor Name	Industrial Bank, NA
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Drakus Wiggins, Contracting Officer drakus.wiggins@dc.gov 202-442-7121

**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, NA

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 has an immediate need for continuing services of a contractor to provide secondary collections services for the Department of Motor Vehicles (DMV).

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable price to provide the required services for the period of October 1, 2012 through September 30, 2013 is \$4,477,500.00. The estimated reasonable price is based on the contractor's rate under Option Year 3 and DMV's estimated usage. The contractor's contract rate is currently being paid by the District and was determined fair and reasonable at the time of competition.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

A. Industrial Bank, NA is the incumbent contractor and has satisfactorily provided the requested service for over five (5) years under Contract No. DCKV-2007-C-0001. The contract was competitively awarded on June 13, 2007 to Industrial Bank, NA 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 year options. The District extended the term of the contract through September 30, 2012 to allow for the competitive procurement process for a replacement contract.

- B. In preparation for a replacement contract, the Office of Finance and Treasury is developing requirements based on new District legislation regarding debt collections. The improved requirements will be procured through a competitive process with an anticipated contract effective date of October 1, 2013. 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 the 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 to extend the contract through September 30, 2013 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.

5. **CERTIFICATION BY AGENCY HEAD**

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

Jeffery Barnette
Acting 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.

Drakus Wiggins, CPPB
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 the District is justified in using the sole source method of procurement.

Joseph Giddis
Director
Office of Contracts

Date

DRAFT





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