

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension - Determination and Findings
Notice Date	September 27, 2024
Response Due Date	October 7, 2024
Contract Number	CFOPD-22-C-024
Contract Description	<p>District-Wide Cost Allocation Plan (DWCAP)</p> <p>Description: The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of the Office of Financial Operation and Systems (OFOS) (the “District”) is seeking a contractor to prepare the District of Columbia’s annual District-Wide Central Services Cost Allocation Plan (DWCAP or the Plan) to include the review and analysis of the District’s programs to reflect the full allowable cost of providing services and conducting negotiations with the federal government.</p>
Vendor Name	Maximus US Services, Inc.
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Peter Lloyd, Contract Specialist peter.lloyd@dc.gov 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: CFOPD-22-C-024

CONTRACTOR: Maximus US Services, Inc.

CAPTION: District-Wide Cost Allocation Plan

PROGRAM AGENCY: Office of Financial Operations and Systems (OFOS)

CONTRACTING AGENCY: Office of Contracts

1. AUTHORIZATION

D.C. Official Code §2-354.04; 27 DCMR 1304, 1700 and 1701 and 2005.2(b)

2. MINIMUM NEED

The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of the Office of Financial Operation and Systems (OFOS) (the “District”) is seeking a contractor to prepare the District of Columbia’s annual District-Wide Central Services Cost Allocation Plan (DWCAP or the Plan) to include the review and analysis of the District’s programs to reflect the full allowable cost of providing services and conducting negotiations with the federal government.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable contract amount for this extension period from October 27, 2024 through October 26, 2025 is not-to-exceed \$37,000.00, based on the Contractor’s rate and District estimated usage. The contractor’s pricing was determined fair and reasonable based on market research and historical data gathered and analyzed by the Office of Financial Operations and Systems.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

Maximus US Services, Inc. is the incumbent Contractor and has satisfactorily provided the required services for two (2) years under Contract No. CFOPD-22-C-024. The contract was competitively awarded on October 27, 2022 to Maximus US Services, Inc. who responded to the solicitation and was deemed qualified to provide all the requirements and the best value to the District of Columbia. The contract term included a one (1) year base period with one (1) one (1) year option period. During the contract term Maximus US Services, Inc. has provided professional District-Wide Cost Allocation Plan services to assist and augment the Office of Financial Operations and Systems in its ability to review and analyze the District's Programs, reflecting the full allowable cost of providing services, and negotiating reimbursements with the federal government and preparing the plan.

The contract will expire on October 26, 2024. According to the contract terms, 20% of the contract amount (\$37,000) has been withheld from each payment pending the review and approval of the DWCAPs by the federal cognizant agency, Department of Health and Human Services (DHHS).

Maximus US Services, Inc., the contractor, has submitted the DWCAPs from FY 2017 (based on FY 2015 actuals) to FY 2023 (based on FY 2021 actuals) to DHHS. However, these plans have not yet been reviewed and approved due to a shortage of manpower at DHHS.

As a result, it is expected that the review and approval of the DWCAPs, and the subsequent payment of the remaining 20% of the contract amount will extend beyond the contract expiration date of October 26, 2024. Therefore, it is essential to extend the contract for one additional year to provide a contractual basis for completing the remaining tasks and for disbursing the withheld amount to Maximus.

The District has a critical need for uninterrupted District-Wide Cost Allocation Plan services and the OCFO has an ongoing responsibility to prepare the Cost Allocation Plan. A sole source extension is the most advantageous method of fulfilling the District's need for the District-Wide Cost Allocation Plan preparation. A market survey was not conducted because Maximus US Services, Inc. has agreed to continue services based on existing contract pricing and for the outstanding balance remaining.

5. CERTIFICATION BY AGENCY HEAD

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

Kimberly Williams
Deputy Chief Financial Officer and Controller
Office of Financial Operations and Systems

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 Controller approve this sole source extension of this contract.

Drakus Wiggins, 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 B. Whisler Fortune, Esq., CPPO
Director and Chief Procurement Officer
Office of Contracts

Date