

COUNCIL CONTRACT SUMMARY

Pursuant to Section 202(c) of the Procurement Practices Reform Act of 2010, as amended; D.C. Official Code §2-352.02(c), the following contract summary is provided.

(1) The proposed contractor, contract amount, unit and method of compensation, contract term, type of contract and source selection method:

- **Prime Contractor:** Discovery Audit Services LLC (DAS).
- **Subcontractor:** N/A
- **Contract Amount:** The proposed contract amount for the base period is Not to Exceed \$108,000.00. The proposed amount for each option period is as follows: Option Period One \$72,000.00, Option Period Two \$72,000.00. The contract amount for one or more of the option periods differs from the contract amount for the base period because each option period has only two years whereas the base period has three.
- **Unit and method of compensation:** United States Dollars (USD) in accordance with Section B, Pricing, of the contract.
- **Contract Term:** The contract has a base period of three (3) years with two (2), two (2) years options. This proposed contract action will continue services beyond the term.
- **Contract Type:** Requirements
- **Source Selection Method:** Competitive Sealed Proposals

(2) The goods or services to be provided, the methods of delivering goods or services, and any significant program changes reflected in the proposed contract:

The purpose of this contract action is to allow Discovery Audit Services LLC (DAS) to provide general ledger auditing, securities auditing, oversight of contractor-assisted self-audits, unclaimed property consulting services, collection and delivery of unclaimed property, as it is related to unclaimed property held and owing by companies (Holders) or agent(s).

The deliverables are approved by the COTR in accordance with Sections B and C of the contract.

(3) The selection process, including the number of offerors, the evaluation criteria, and the evaluation results, including price, technical or quality, and past-performance components:

Competitive solicitation no. CFOPD-20-R-010 contemplated multiple awards of requirements contracts with an estimated total cost of \$4,000,000.00 based on the District's independent government estimate (as referenced in the pre-solicitation Determinations & Findings and the CBE Waiver). The solicitation contained two performance tasks and Offerors could propose to perform one or both tasks. Task I included identification and collection of unclaimed property and Task II included holder's compliance

There were eight (8) proposals submitted in response to the solicitation. The proposals were evaluated based on technical approach and methodology, technical expertise and experience and past performance, and price. The Technical Proposal was worth 70 points; and the Pricing Proposal was worth 30 points, for a total of 100 points.

The following five (5) companies were ranked the highest and selected for award for Task I: ASUS LLC, Verus Analytics LLC, Kelmar Associates, Discovery Audit Services (DAS), and Escheatment Expertise Consulting Services (EESC).

The following three (3) companies were ranked the highest and selected for award for Task II: ASUS LLC, Verus Analytics LLC and Kelmar Associates.

The proposed contract is for Task I.

- (3A) A description of any bid protest related to the award of the contract, including whether the protest was resolved through litigation, withdrawal of the protest by the protestor, or voluntary corrective action by the District, and the identity of the protestor, grounds alleged in the protest and any deficiencies identified by the District as a result of the protest:**

There was no protest filed related to the award of this contract.

- (4) The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and performance on past or current government or private-sector contracts with requirements similar to those of the proposed contract:**

For over 13 years, Discovery Audit Services' team dedicated exclusively to unclaimed property examinations has performed abandoned property discovery and auditing services exclusively for state clients. DAS discovery and examinations have detailed \$72,105,655 which has been returned to owners and/or collected and remitted to states. Discovery Audit Services, LLC personnel have more than 30 years of collective experience in providing auditing services to state clients. DAS personnel have education, computer-assisted auditing, and statistical sampling expertise and have been trained in all phases of unclaimed and abandoned property law, including case law, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), National Association of State Treasurers (NAST), and National Association of Unclaimed Property Administrators (NAUPA) resolutions and commitments on performing audits specifically for unclaimed and abandoned property.

- (4A) A summary of the subcontracting plan required under D.C. Code § 2-218.01 et seq., including a certification by the District that the subcontracting plan meets the minimum requirements and the dollar volume of the portion of the contract to be subcontracted, in both total dollars and as a percentage of the total contract amount:**

A waiver of the subcontracting requirement is attached with this package

- (5) Performance standards and expected outcomes of the proposed contract:**

The contract shall be performed as defined in Section C of the contract.

- (5A) The amount and date of any expenditure of funds by the District pursuant to the contract before its submission to the Council for approval:**

There have been no expenditures to date.

- (6) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§ 47-392.01 and 47-392.02:**

The funding certification is included in this Council package.

- (7) A certification that the proposed contract is legally sufficient, including whether the proposed contractor has any currently pending legal claims against the District:**

Legal Sufficiency is provided in this Council package.

- (8) A certification that the Citywide Clean Hands Database indicates that the proposed contractor is current with its District taxes. If the Citywide Clean Hands Database indicates that the proposed contractor is not current with its District taxes, (1) a certification that the contractor has worked out and is current with a payment schedule approved by the District or (2) a certification that the contractor will be current with its District taxes after the District recovers any outstanding amount pursuant to D.C. Official Code §2-353.01(9).**

The Clean Hands compliance document is included in this Council package.

- (8A) A certification that the proposed contract that it is current with its federal taxes, or has worked out and is current with a payment schedule approved by the federal government:**

The Bidder Offeror Certification is included in the Council package.

- (9) The status of the proposed contractor as a certified local, small, or disadvantaged business enterprise, as defined in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, effective October 20, 2005 (D.C. Law 16-33; D.C. Official Code § 2-218.01 *et seq.*):**

Discovery Audit Services LLC (DAS) is not a Certified Business Enterprise (CBE).

- (10) Other aspects of the proposed contract that the CPO considers significant:**

None.

- (11) A statement indicating whether the proposed contractor is currently debarred from providing services or goods to the District or federal government, the dates of the debarment, and the reasons for debarment:**

Discovery Audit Services LLC (DAS) does not appear on the Federal Excluded Parties List System (EPLS) or the District Excluded Parties List.

- (11A) Any determination and findings issued in relation to the contract's formation, including any made using the privatization procedures under D.C. Code § 2-352.05:**

All determination and findings issued in relation to the contract formation are included in this package.

- (12) Where the contract, and any amendments or modifications, if executed, will be made available online:**

The contract and all amendments and modifications shall be available online at the following website address: <https://dc.cobblestonesystems.com/public/default.aspx>

(13) Where the original solicitation, and any amendments and modifications will be made available online:

The original solicitation and any amendments and modification shall be available online at the following website address: <https://sites.google.com/a/dc.gov/ocfo-procurements>

A handwritten signature in blue ink that reads "Dorothy Whisler Fortune". The signature is written in a cursive style with a horizontal line underneath it.

Dorothy Whisler Fortune, Esq. CPPO
Director
Office of Contracts