

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	January 26, 2024
Response Due Date	February 5, 2024
Contract Number	CFOPD-15-C-003
Contract Description	<p>Office of Finance and Treasury – Bundled 457 Deferred Compensation (457) and 401(a) Defined Contribution Pension Plan services.</p> <p>Description: The Office of the Chief Financial Officer (“OCFO”) for the District of Columbia (“District”) and the Office of Contracts on behalf the Office of Finance and Treasury (OFT) is entering into a contract to continue to provide bundled 457 Deferred Compensation (457) and 401(a) Defined Contribution Pension Plan management services (i.e., recordkeeping/administration, communication/education, investments and custodial trustee services, etc.).</p>
Vendor Name	Mission Square Retirement
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Yemarshet Kebede, Contract Specialist Yemarshet.kebede@dc.gov 202-727-6321

**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-15-C-003

CONTRACTOR: Mission Square Retirement

CAPTION: 401(a) and 457 Pension Plan Management Services

PROGRAM AGENCY: Office of Finance and Treasury (OFT)

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 (OCFO), has an on-going requirement for a Contractor to provide bundled 457 Deferred Compensation (457) and 401(a) Defined Contribution Pension Plan management services.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable contract amount for this extension period from March 6, 2024, through March 5, 2025, is Not to Exceed \$4,465,354.00 dollars. The Contractor's pricing was determined fair and reasonable based on market research and historical data gathered and analyzed by the Office of Finance and Treasury (OFT).

4. FACTS WHICH JUSTIFY SOLE SOURCE EXTENSION OF CONTRACT

Mission Square Retirement is the incumbent Contractor and has satisfactorily provided the required services for nine (9) years under Contract CFOPD-15-C-003. The contract was awarded on March 6, 2015, with a five (5) years base period and two (2) two (2) year option periods.

It is imperative that this contract be extended to ensure that the services provided, such as record keeping, administration, communication/education, investments, and custodial trustee services etc. remain in place and uninterrupted.

The incumbent Contractor, Mission Square Retirement, is the only Contractor with historic knowledge and the capacity to provide continuous and uninterrupted services for the bundled 457 Deferred Compensation (457) and 401(a) Defined Contribution Pension Plan management services at this time. Sufficient time must be allowed for the development and processing of a new procurement for these services as well as ample time for a smooth transition to a new vendor with updated and advanced services capabilities. In order to facilitate this new acquisition and maintain uninterrupted Benefit Plan management Services, the contract shall be extended through March 5, 2025.

The Office of the Chief Financial Officer has a critical need to maintain uninterrupted Benefit plans management services, furnished and administered by Mission Square Retirement are an intrinsic and integral part of the OCFO's commitment to the District employees and it is critical that they are continuous and sustained.

As a result of the foregoing, it is necessary and prudent to extend Contract CFOPD-15-C-003 through March 5, 2025, to allow for continuity of services, execution of a new contract award and potential transition to a new contractor.

5. CERTIFICATION BY AGENCY HEAD

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

Carmen Pigler
Deputy Chief Financial Officer and Treasurer

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 this sole source extension of this contract.

Anthony A. Stover, CPPO
Contracting Officer

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 § 2005.2(b).

Dorothy B. Whisler Fortune, Esq., CPPO
Director of the Office of Contracts
OCFO Chief Procurement Officer

Date

DRAFT