

## Intent to Award Sole Source Contract

<b>Title</b>	Intent to Award Sole Source Contract - Determination and Findings
<b>Notice Date</b>	<b>August 14, 2014</b>
<b>Response Due Date</b>	<b>August 24, 2014</b>
<b>Contract Number</b>	CFOPD-09-C-014B
<b>Contract Description</b>	<p>College Savings Plan Consulting Services</p> <p>Description: to engage expert advisory services and project execution assistance in completing each phase for the DC College Savings Plan, which include:</p> <p>(1) <b>Phase 1: Implementation</b> - The contractor shall assist the District in implementing a new service provider contract ,</p> <p>(2) <b>Phase 2: Quarterly Investment Analysis</b> - The Contractor shall conduct quarterly investment analysis of the fund's performance/returns in the DC College Savings plan.</p> <p>(3) <b>Phase 3: Advisory Board Meetings</b> - The Contractor shall prepare an investment analysis and make presentations at the DC College Savings Plan Advisory Board Meetings</p> <p>(4) <b>Phase 4: On-Going Consultant Services</b> - The Contractor shall be available for ongoing support services on an as-needed basis by the Office of Finance and Treasury for the DC College Savings Plan</p> <p>(5) <b>Phase 5: Drafting of Program Manager RFP</b> - The Contractor shall be responsible for drafting the technical specifications to be used in a solicitation for a program/investment manager(s).</p> <p>(6) <b>Phase 6: Proposal Evaluation Assistance</b> - The Contractor shall participate, as an advisor only, in the technical and cost/price evaluation of proposals received for the selection of a program/investment manager(s) to determine if all proposals meet specifications in the statement of work of the solicitation.</p>
<b>Vendor Name</b>	Winston Lowe
<b>Procuring Agency</b>	Office of Management and Administration
<b>Point of Contact</b>	<p>Peter Lloyd, Contract Specialist</p> <p><a href="mailto:Peter.Lloyd@dc.gov">Peter.Lloyd@dc.gov</a></p> <p>202-442-6431</p>

**Government of the District of Columbia  
Office of the Chief Financial Officer  
Determination and Findings  
for  
SOLE SOURCE PROCUREMENT**

**CONTRACT NUMBER:** CFOPD-09-C-014B  
**CONTRACTOR:** Winston Lowe  
**CAPTION:** DC 529 College Savings Plan Consulting Services  
**PROGRAM AGENCY:** Office of Finance and Treasury  
**CONTRACTING AGENCY:** Office of Contracts

**1. AUTHORIZATION**

D.C. Official Code §2-354.04, 27 DCMR § 1702 and 2005.6(b), PPRA § 404

**2. MINIMUM NEED**

The District of Columbia Office of Chief Financial Officer (“OCFO”), on behalf of the Office of Finance and Treasury (“OFT”) have a need for expert advisory services and project execution assistance for its DC College Savings Plan for the District Government Employees.

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable price budgeted for the contract is \$120,000 from Date of Award through one (1) year thereafter. The estimated price is based on projected expenditures for the period of performance and the contractor’s price schedule.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT**

Winston Lowe, LLC was awarded Contract No. CFOPD-09-C-014B to provide financial advisory consultant services for the DC College Savings Plan (Plan). As such, they perform quarterly investment performance reviews of the funds in the Plan, assist with drafting and evaluating RFPs, update the Program Disclosure Booklet and perform ongoing consulting services, as required. The contract term ends August 27, 2014.

The District has a critical need for uninterrupted services, as the OFT requires these services to ensure the Plan is functioning as required by legislation. The requirements will be procured through a competitive process. Winston Lowe, LLC is the only vendor with the capacity to provide immediate and consistent services without interruption: as such, a market survey was not conducted. Therefore it is necessary to extend the current

contract to allow for continuity of service and to allow time for completion of the competitive procurement process for a new contract.

5. **CERTIFICATION BY AGENCY HEAD**

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Jeffrey Barnette  
District of Columbia Treasurer and Associate CFO  
Office of the Chief Financial Officer / Office of Finance and Treasury

\_\_\_\_\_  
Date

6. **CERTIFICATION BY CONTRACTING SPECIALIST**

I have reviewed the above findings and certify that they are sufficient to justify the use of the single available source method of procurement under the cited authority. The notice on intent to award a sole source contract was posted on the Internet and no responses were received. I recommend that the Director approve the use of the sole source procurement method for this proposed contract action.

\_\_\_\_\_  
Peter Lloyd  
Contract Specialist  
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 § 2-354.04). Accordingly, I determine that the District is justified in using the sole source method of procurement.






\_\_\_\_\_  
Joseph Giddis  
Director/Contracting Officer  
Office of Contracts

\_\_\_\_\_  
Date







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## FY14 Sole Source Procurements







<input type="checkbox"/>	 CFOPD-05-C-019 - 401(a) ING - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for 401(a) Defined Contribution Pension Plan Services - Document #: CFOPD-05-C-019 - Due Date: May 19, 2014 - POC: Anthony A. Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	265k	v. 1	May 8, 2014, 4:29 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-028 - Cost Allocation Plan - Notice of Intent Sole Source DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-08-C-028 - Due Date: December 29, 2013 -- POC: (email – carla.roane@dc.gov or telephone 202-442-6452)	103k	v. 1	Dec 19, 2013, 12:06 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Medicaid Audit Services - Notice of Sole Source 2 - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract - Document #: CFOPD-08-C-031A - Due Date: March 28, 2014 - POC: Anthony Stover (email – anthony.stover@dc.gov telephone 202-442-7122)	265k	v. 1	Mar 18, 2014, 4:31 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Medicaid Audit Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services -- Document #: CFOPD-08-C-031A -- Due Date: October 21, 2013 -- POC: Anthony Stover (email – Anthony.stover@dc.gov telephone 202-442-7122)	162k	v. 1	Oct 11, 2013, 12:43 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Medicaid Audit Services - Williams, Adley & Company, LLP - Notice of Sole Source DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services - Document #: CFOPD-08-C-031A - Due Date: September 26, 2014 - POC: Peter Lloyd (email	1063k	v. 1	Sep 16, 2014, 5:44 PM	Doretha Johnson (OCFO)







– peter.lloyd@dc.gov telephone  
202-442-6431)



<input type="checkbox"/>	 CFOPD-08-C-031B - Medicaid Audit Services - Bert Smith & Co - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services - Document #: CFOPD-08-C-031B - Due Date: September 26, 2014 - POC: Peter Lloyd (email – peter.lloyd@dc.gov telephone 202-442-6431)	1061k	v. 1	Sep 16, 2014, 5:43 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031B - Medicaid Audit Services - Notice of Sole Source 2 - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract - Document #: CFOPD-08-C-031B - Due Date: March 28, 2014 - POC: Anthony Stover (email – anthony.stover@dc.gov telephone 202-442-7122)	265k	v. 1	Mar 18, 2014, 4:28 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031B - Medicaid Audit Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services -- Document #: CFOPD-08-C-031B -- Due Date: October 21, 2013 -- POC: Anthony Stover (email – Anthony.stover@dc.gov telephone 202-442-7122)	162k	v. 1	Oct 11, 2013, 12:44 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-040E - Bond Counsel Services - Notice of Sole Source Extension and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Bond Counsel Services -- Document #: CFOPD-08-C-040E -- Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	266k	v. 1	Sep 27, 2013, 5:02 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-040F - Bond Counsel Services - Notice of Sole Source Extension and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Bond Counsel Services -- Document #: CFOPD-08-C-040F -- Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	266k	v. 1	Sep 27, 2013, 5:03 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-046B Disclosure Counsel Services - Notice of Sole Source Extension and	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for	265k	v. 1	Sep 27, 2013, 5:01 PM	Dorothy Whisler (OCFO)

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Disclosure Counsel Services --  
Document #: CFOPD-08-C-  
046B -- Due Date: October 7,  
2013 -- POC: Anthony Stover  
(email – anthony.stover@dc.gov  
or telephone 202-442-7122)

<input type="checkbox"/>	 CFOPD-08-C-048 - ITS Maintenance Services - Revenue Solutions Inc - Notice of Sole Source Extension and DF2.pdf <a href="#">View</a> <a href="#">Download</a>	Notice of Sole Source Extension and DF -- ITS Maintenance Services - Revenue Solutions Inc.	267k	v. 1	Jul 18, 2014, 12:47 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-048 - ITS Maintenance Services - Revenue Solutions Inc. - Notice of Sole Source Extension and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Notice of Sole Source Extension and DF -- ITS Maintenance Services - Revenue Solutions Inc.	266k	v. 1	Dec 23, 2013, 5:01 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-09-C-004 - Printing and Publication Services - Notice of Sole Source Extension and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Printing and Publication Services -- Document #: CFOPD-09-C-004 -- Due Date: June 23, 2014 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	195k	v. 3	Jun 13, 2014, 10:42 AM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-09-C-014B - DC 529 College Savings Plan Consulting Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Notice of Sole Source D&F -- DC 529 College Savings Plan Consulting Services	148k	v. 1	Aug 14, 2014, 5:20 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-09-C-018 - Website Development - Notice of Sole Source Extension and DF 2.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension Determination and Findings for Web Design and Development Services -- Document #: CFOPD-09-C-018 -- Due Date: April 30, 2014 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	260k	v. 1	Apr 21, 2014, 11:54 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-09-C-023 - Master Trust Custodian Services - State Street Bank & Trust - Notice of Sole Source and D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Notice of Sole Source & D&F- Master Trust Custodian Services - State Street Bank & Trust	911k	v. 1	Sep 24, 2014, 4:53 PM	Doretha Johnson (OCFO)

<input type="checkbox"/>	 CFOPD-09-C-023 - Master Trust Custodian Services - State Street Bank & Trust - Notice of Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Notice of Sole Source & D&F -- Master Trust Custodian Services -- State Street Bank & Trust	973k	v. 1	Sep 9, 2014, 9:34 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-14-C-011 - Data Protection Netbackup Upgrade - Supretech, Inc - Notice of Sole Source Extension D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Data Protection NetBackup Upgrade - Document #: CFOPD-14-C-011 - Due Date: May 9, 2015 - POC: Peter Lloyd (email – peter.lloyd@dc.gov telephone 202 442-6431)	3503k	v. 1	Apr 30, 2015, 2:12 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-14-C-041 - Building Maintenance and Repair Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract - Determination and Findings for Building Maintenance Repair Services -- Document #: CFOPD-14-C-41 -- Due Date: June 1, 2014 -- POC: Peter Lloyd (email – Peter.Lloyd@dc.gov telephone 202-442-6431)	181k	v. 1	May 22, 2014, 5:23 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-14-F-068 - Maintenance & License Renewal Services - Notice of Intent to Award Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source D&F - Maintenance & License Renewal Services - Document #: CFOPD-14-F-068 - Due Date: September 26, 2014@ 2:00 pm EST - POC: Crystal Farmer-Linder (email: crystal.farmer-linder2@dc.gov or telephone (202-442-6424)	250k	v. 1	Sep 16, 2014, 10:54 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 DCKV-2007-C-001 - DMV Collections Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension - Document No.: DCKV-07-C-001 - Due Date: July 12, 2014 - POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	77k	v. 1	Jul 2, 2014, 3:30 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 RQ839896 - Maintenance and Repair - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Maintenance and Repairs -- Document #: RQ839896 -- Due Date: September 30, 2014 -- POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070)	67k	v. 1	Jan 8, 2014, 4:59 PM	Doretha Johnson (OCFO)

<input type="checkbox"/>	 <a href="#">RQ853954 - Notice of Sole Source - Vornado.pdf</a> <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Determination and Findings for Battery Replacement Services -- Document #: RQ853954 -- Due Date: September 5, 2014 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	261k	v. 1	Aug 26, 2014, 5:04 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 <a href="#">RQ854394 - Consulting Services - Notice of Sole Source - DF.pdf</a> <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Consulting Services -- Document #: RQ854394 -- Due Date: September 15, 2014 -- POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070)	160k	v. 1	Sep 4, 2014, 4:13 PM	Doretha Johnson (OCFO)

## Comments

You do not have permission to add comments.